Virtual Learning Environment Policy (Higher Education)
2025-26

Revision number:	4
Applicable from:	1st September 2025
Approved by:	Academic Council
Date of approval:	
Date of next review:	June 2026
Scope of policy (audience):	Staff and Students
Policyholder:	Head of Learning Enhancement
Contact:	quality@lcm.ac.uk
Alternative formats:	Audio, large font – on request

Linked external codes/regulations
Copyright, Designs and Patents Act (1988)
Data Protection Act 1998
Copyright and Rights in Performances (Research, Education, Libraries and Archives) Regulations 2014
Data Protection Act 2018
The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
Linked documents/references
Audio Visual Support Policy
Leeds Conservatoire Student Charter
Student Guide to Communication and Consultation
Student Code of Conduct and Disciplinary Policy
Luminate Education Group IT Policies and Procedures
Luminate Education Group Data Protection Policy
Assignment Types: Guidelines and Processes
Higher Education Assignment Guidelines
Space Information Page Style Guidelines
Space Module Page Style Guidelines
Copyright Policy
Staff Disciplinary Policy and Procedure
Leeds Conservatoire Digital Accessibility Statement
Equality Impact Assessment information

Policy statement
The purpose of the VLE Site Policy is to specify user responsibilities and to promote the

Virtual Learning Environment Policy (HE)

2025-26

appropriate use of the Leeds Conservatoire Higher Education VLE. The VLE includes (but is not limited to): core Space (Moodle), myPortfolio (Mahara), Panopto and Show. The Site Policy applies both within and ~~out~~ off conservatoire premises.

Background/vision (if applicable)

This is the review of the VLE Site Policy. This review has removed references to student information platforms such as Life, Welcome and Student information sites. These will be covered in the Student Information Platforms Policy.

Policy

1. VLE Remit

The function of the conservatoire VLE is to support and enhance learning and teaching at the conservatoire. Specifically, this includes, but is not limited to:

- Providing course and module information.
- Providing course/module core information, specifically access to module specifications and assignment briefs.
- Providing online assignment submission and feedback facilities.
- Enhancing course provision with supporting course materials and interactive activities.

2. User access to the VLE

All Higher Education students of the conservatoire, who are entitled to a logon account, have access to the VLE and to content relevant to their course of study.

All staff of the conservatoire, who are entitled to a logon account, have access to the VLE and to content relevant to undertake the duties of their post.

Third party access will be granted to appropriate resources once access to IT systems has been approved by ITSS, as defined by the Leeds Conservatoire IT Policy and the Space Helpdesk is informed.

3. VLE support

Support requests for using the VLE should be directed to the Space Helpdesk (space@lcm.ac.uk) in the first instance, where your request will typically be assigned to the relevant member of staff within two days on a normal working day (Monday to Friday, term time).

4. Content Policy

> **Commented [RA1]:** Lifeatleedsconservatoire insta should be included here

Anything uploaded to the VLE must be in accordance with all legal requirements and the

conservatoire's relevant policies.

4.1. Course/module pages

Module pages, module coordinator information and assignment portals/briefs are auto created via a sync with the student records system. Information required on course pages should be available and updated for students from enrolment/induction week.

Every module will have its own page that contains a minimum of module information, schemes of work, assignment briefs and any assignment submission/feedback facilities. Module pages should contain any resources provided or referred to in class in a digital format subject to copyright regulations. Additional interactive resources or activities are encouraged to enhance learning and teaching with support from TEL. Module pages should follow the Space Module Page Style Guidelines.

It is the responsibility of the programme administrators to ensure module information/overviews and links to assessment criteria are available on the page. They must also liaise with MIS to ensure the types of assignment are correct on the student records system.

It is the responsibility of the module coordinator to add content to assignment briefs and upload a scheme of work. All staff who teach on the module are responsible for adding any additional content, such as supporting materials and interactive activities.

4.2 Assignments

Assignment portals and briefs are auto created via a sync with the student records system. Fields synchronised from the student records system include:

- Title

- Submission Deadline

- Feedback Deadline

- Submission Type

- Weighting

Assignments are assigned a type of submission (e.g. Online, ePortfolio), recorded within the student record system. Module coordinators should consult with TEL once assignment briefs have been written to define the most appropriate assignment submission type for each individual assignment. Further guidance on assignment types can be found in the document, *Assignment Types: Guidelines and Process for Academic Staff*.

It is not permissible for students to submit video, or any other content, that is hosted on external platforms. Please refer to the *Assignment Guidelines* for further guidance.

Virtual Learning Environment Policy (HE)

2025-26

It is strongly recommended that all submissions are conducted from a conservatoire computer connected to the wired conservatoire network (i.e. a laboratory or library computer running Windows or the Mac OS inside the conservatoire). Submitting from a conservatoire computer on the wired conservatoire network guarantees both the necessary performance required to upload your submission and compatibility of the computer software with the submission system. Although submissions may upload from other locations, or from a personal machine, this type of upload is at the student's own risk. The conservatoire cannot guarantee network upload speeds from locations outside the conservatoire's control, nor can we guarantee compatibility of software on non-conservatoire machines. A failure to upload when outside of the conservatoire, or using non-conservatoire machines, will not be considered as a mitigating factor for late submission.

4.3 Dashboard

The dashboard section will provide links to all course related pages a student or member of staff are enrolled on.

Banner items may be placed on the front page and targeted to specific groups of students. To request a banner on the front page, staff must send the request to space@lcm.ac.uk with authorisation from a manager and the following information:

- Content of the banner

- URL of content the banner links to (where appropriate)

- Duration banner should be available for. This should normally be for no longer than 6 weeks. If longer is required, it will need approval from the Head of Learning Enhancement;

- The ~~group~~ cohort or group of users the banner should be available (for example, all first year undergraduates)

The TEL team will review the request, consult where appropriate and approval will be granted using the following criteria:

- Propriety

- Context

- Priority

4.4 AV Content

Panopto is the system of choice for video content created by staff or students for the purpose of teaching or assessment. Video content hosted on Panopto should be linked or embedded in the relevant location on Space, Show or myPortfolio.

Linking to AV content on external sites for information or learning resources (for example

Virtual Learning Environment Policy (HE)

2025-26

YouTube, Music Online etc.) is permitted, however editors must ensure that links are kept up-to-date.

Video evidence created by the student as part of an assignment should be uploaded to Panopto and submitted via the most suitable assignment type. For further information, please see *Assignment Types: Guidelines and Process for Academic Staff*. It is not permissible for students to submit video, or any other content, that is hosted on external platforms. Please refer to the *Assignment Guidelines* for further guidance.

For further information on AV content and lecture capture, please refer to the *Audio Visual Support Policy*.

4.5 IPR and Copyright of content uploaded to the VLE

The Intellectual Property Rights (IPR) of content uploaded to the VLE, by staff or students, is subject to copyright law and the conservatoire's *Copyright Policy and Guidelines*. It is the responsibility of the user to ensure content is compliant.

5. Contributions to and use of the VLE

Contributions to the VLE (through forums, wikis, glossaries, databases, myPortfolio groups, Show or other interactive functions) should be drafted with care. The informal nature of the medium means that it is easy to forget that it is a permanent form of written communication and that material can be recovered even when deleted.

Inappropriate contributions to and use of the VLE may result in disciplinary action. The following are examples of inappropriate contributions to and use of the VLE.

- The creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
- The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety;
- The creation or transmission of defamatory material;
- The transmission or creation of materials that could put students or staff at risk
- The transmission of unsolicited commercial or advertising material to other organisations;
- The transmission or creation of material of a threatening nature, or intended to harass, frighten etc;
- The transmission or creation of material of a libellous nature;
- The transmission of unsolicited commercial or advertising material or similar activities (spamming);
- Forwarding of junk mail or chain letters.

Further policy regarding inappropriate or offensive use of IT systems can be found within the Luminate Education Group IT Policies and Procedures.

Virtual Learning Environment Policy (HE)

2025-26

Should any contributions to the VLE be deemed inappropriate, as defined in the policy, the Space helpdesk should be alerted in the first instance:

- If the contribution is of a minor nature (mild swearing, unsolicited advertising etc.) the contribution will be deleted and the student sent an informal warning reminding them of the appropriate policy.
- If a contribution by a student breaches the *Student Code of Conduct* then the *Student Conduct and Disciplinary Policy* will be enforced.
- If a contribution by staff breaches any relevant conservatoire policy then the *Staff Disciplinary Policy and Procedure* may be enforced.

6. Copyright and Intellectual Property

All content uploaded into the VLE for the use of students must be in accordance with all legal requirements.

It is the user's responsibility to ensure that anything uploaded meets these requirements. In particular copyright material should only be made available to students either:

- In accordance with the Copyright, Designs and Patents Act (1988) and the Copyright and Rights in Performances (Research, Education, Libraries and Archives) Regulations 2014
- The terms of one of the licences obtained by the conservatoire
- With the permission of the copyright holder(s)

In using the resources made available to them in the VLE users must adhere to the conservatoire's *Copyright Policy*. Specifically, users should ensure that any copyright material is used only in accordance with the terms and conditions of use of the item concerned.

Users should respect the intellectual property of resources and material created by conservatoire staff and students hosted on the VLE. Material hosted in the VLE can only be reused with permission from the creator or owner of the resource.

7. Copyright complaints and takedown policy

Leeds Conservatoire respects the rights of copyright holders and their representatives. The conservatoire endeavours to ensure that all content hosted in the VLE is compliant with UK Copyright law.

If an individual wishes to report a copyright infringement, they must notify the Space Helpdesk. To expedite any enquiry, it is recommended that the report includes full contact details for the Copyright holder and sufficient evidence to identify the location of the material, such as a URL or Module/Unit title.

- Complaints will be acknowledged and an initial assessment will be undertaken. We aim to acknowledge and assess the complaint on the day of receipt or the next working day

Virtual Learning Environment Policy (HE)

2025-26

thereafter.

- Where grounds for complaint are reasonable and credible, the material will be withdrawn from view until our assessment is complete.

- Please note it may be necessary for us to seek legal advice before the complaint can be fully resolved.

- If any complaint is found to be well founded, the material will be permanently withdrawn from the VLE.

8. Data Protection and Access to User Accounts

The conservatoire processes all data collected within the VLE in accordance with Data Protection legislation and the *Luminate Education Group Data Protection Policy*.

Access to user accounts is informed by the *Institutional Access to Staff and Student IT Accounts, Communications, Data and IT Equipment Policy.*

9. Accessibility

At Leeds Conservatoire, we want as many people as possible to successfully access our websites, systems and their content. This includes the VLE systems. Our accessibility statement can be found here: https://www.leedsconservatoire.ac.uk/about-us/about-leeds-conservatoire/corporate/digital-accessibility-statement/ This statement contains the latest available information about the accessibility of the VLE systems.

We continually work to improve the accessibility of our VLE systems. Our accessibility statement details the accessibility of our systems alongside aspects that may be inaccessible to some users.

If a user finds any part of a VLE system or its content is inaccessible they should contact the Space Helpdesk (space@lcm.ac.uk).

Responsibilities

10. VLE administration and staff responsibilities

TEL Team:

- Ensure systems are up-to-date

- Ensure user account creation and page access

- Respond to relevant Space Helpdesk queries

Virtual Learning Environment Policy (HE)

2025-26

- Provide relevant user education

- Liaise with academic and administration staff to ensure quality and consistency of VLE content, as well as enhancement initiatives.

- Respond to disciplinary and copyright issues in the first instance.

Quality of content is the responsibility of relevant staff. Specific responsibilities are:

Registry:
- Adding core documentation and information.
- Ensuring student record information is up-to-date to ensure courses and assignment types are synced correctly.
- Adding user access to resources if applicable.

Academic Staff:
- Adding assignment brief content, scheme of work and any additional content to module, such as supporting materials and interactive learning activities.

- Adding news items and events to the calendar where appropriate.