LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

Virtual Learning Environment (VLE) Policy

Version 8.0

Approved by the Board of Governors

Last Amendment: October 2026

The Virtual Learning Environment policy sets out the expectations and conventions for using the School's Virtual Learning Environment (LSST (London School of Science & Technology) Connect); it has been drafted with due regard for the relevant information security laws, namely:

i. *Computer Misuse Act 1990*
ii. *UK GDPR and the Data Protection Act 2018*

The VLE policy should be read in conjunction with the School's *Regulations for the Use of IT* Facilities.

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*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the school.

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1. INTRODUCTION

1.1. In its continuous effort to enhance the learning experience of its students, LSST has invested in the provision of the necessary infrastructure supporting the delivery of learning in its premises. The deployment of the LSST Portal has introduced an information hub to be used by both students and staff. LSST has invested heavily in the development of LSST Connect. An e-learning facility that provides the necessary learning materials and formative assessment opportunities to support students who are located on its campuses as well as those who wish to participate in its distance education programmes.

1.2. This policy determines the code of conduct and explains any issues associated with the use of the Virtual Learning Environment (VLE) which is known as LSST Connect. The LSST vision is for LSST Connect to become a knowledge hub for its students and staff supporting all users in retrieving information, achieving learning outcomes, improving their assessment performance as well as communicating their learning ideas and views.

1.3. The use of LSST Connect supports both students and staff in their role within the LSST learning community. It is expected that the main LSST Connect stakeholders will use this resource according to their needs. The aim is for:

- Students to use LSST Connect for enhancing their learning experience and advancing their assessment performance.

- Staff to use LSST Connect for further improving their support to students and increasing the effectiveness in delivering excellent teaching through innovative practices.

1.4. It is, therefore, the objective of LSST (London School of Science & Technology) to adhere to the terms and conditions of the Computer Misuse Act 1990. The full content of the Act is available at: http://www.legislation.gov.uk/ukpga/1990/18/contents

1.5. It is, therefore, the objective of LSST (London School of Science & Technology) to adhere to the terms and conditions of the Data Protection Act 1998 and UK GDPR and the Data Protection Act 2018. The full content of the Act is available at: http://www.legislation.gov.uk/ukpga/1998/29/contents and https://www.legislation.gov.uk/ukpga/2018/12/contents

1.6. It is, therefore, the objective of LSST (London School of Science & Technology) to adhere to the terms and conditions of the Communications Act 2003. The full content of the Act is available at: http://www.legislation.gov.uk/ukpga/2003/21/contents

1.7. It is, therefore, the objective of LSST to adhere to the terms and conditions of the Criminal Justice and Public Order Act 1994. The full content of the Act is available at: http://www.legislation.gov.uk/ukpga/1994/33/contents

1.8. This VLE policy is effective as of 03/09/2015 and covers the use of LSST Connect. A full record of amendments, updates and previous versions is held by LSST's Quality Unit.

2. SCOPE

2.1. The VLE policy covers the use of LSST Connect and addresses any issues that may arise due to the way it is used by both students and staff. The VLE policy applies to the use of any LSST Connect features and covers the use of LSST Connect both in campus through LSST computers and networks as well as access to LSST Connect remotely via the Internet. The VLE policy is in line with the LSST Copyright Policy and the LSST IT Regulations. It is expected that both students and staff will ensure that the policy is followed as required and that any requests for clarification with respect to fair and lawful use of works should be directed immediately to the LSST Connect Officer.

2.2. The registration to LSST Connect follows a procedure that is clearly defined in the induction pack provided to students and staff. Depending on the role of everyone, user accounts are created with access rights and user privileges corresponding to the role of the LSST Connect user.

2.3. Each LSST Connect user is a member of the learning community supported by LSST.

2.4. Depending on the role of individuals an account allows certain functions and has specific access rights. The duration of the LSST Connect account depends on:

- The programme and mode of study for students, and
- The employment arrangements for staff.

2.5. All students and staff access the VLE using their LSST Microsoft account through single sign-on (SSO) with Microsoft Entra ID. Individuals are responsible for keeping their LSST account credentials secure, following LSST's IT password and security policies, and must not share their login details with anyone. Any exceptions to SSO access, such as external examiners, will be provided with credentials by LSST VLE Team and are subject to the same security responsibilities.

2.6. The use of LSST Connect provides a portal for accessing learning content used in class and for distance education mode of study. LSST Connect is structured according to the Programmes of study and the modules included in each of the available programmes. LSST Connect environment encourages communication between students as well as interaction between staff and students. There are specific discussion forums used in association with learning activities and learning outcomes.

2.7. The use of LSST Connect for formative assessment, self-assessment and work towards assessment brief is strongly encouraged. Each module provides several areas directed to certain activities relating to the assessment of the module learning outcomes. Students are expected to be using LSST Connect in preparation for their assessment briefs through the Streamline Learning process. Academic staff is expected to be using LSST to support students through the Streamline Teaching process.

2.8. Written assessments submitted on LSST Connect are checked using Turnitin, a text-matching tool that compares submissions against online sources, published material and previously submitted work, including other students' submissions. Submitted assessments are stored in Turnitin's repository, so that if the same work, or parts of it, is

submitted again, Turnitin can identify the match. The similarity report is reviewed by academic staff, and any concerns are handled under LSST's academic misconduct procedures.

2.9. The use of LSST Connect should be in line with the code of conduct for using LSST IT resources as explained in the LSST IT policy. Users of LSST Connect are expected to demonstrate certain behaviour and assume the responsibilities identified in the relative section of the VLE policy.

2.10. The misuse of LSST Connect will be dealt in accordance with LSST's *IT Regulations* and *Student Code of Conduct and Disciplinary Regulations.*

2.11. Users of LSST Connect should also be aware of the School's *Copyright Policy*, of which individuals may be in breach in the event of:

- Inclusion of materials that are copyrighted without written permission.
- Inclusion of materials without copyright clearance.
- Inclusion of materials that are not covered by LSST copyright clearance agreement without written permission.

2.12. The role of the LSST Connect Officer assumes responsibility for undertaking the responsibility of ensuring that the use of LSST Connect falls within the acceptable criteria as determined by the VLE policy. The role holder should be contacted if there are any concerns about the way LSST Connect is used by students or staff. The LSST Connect Officer provides support in the form of advice, mentoring, training and awareness for students and staff.

3. REGISTRATION

3.1. Students and staff access LSST Connect by signing in with their LSST Microsoft account through single sign-on (SSO). No separate registration is required. LSST Connect accounts are linked to the user's LSST account and email address. Guidance on accessing and using LSST Connect is given during induction and training, and in the Student Handbook and Employee Handbook.

3.2. LSST Connect gives students and staff access to a range of resources, including:

- Learning content covering learning outcomes of each module.
- Learning materials distributed in classes and seminars.
- Communication with academic staff and other students through interactive activities.
- Assessment briefs and submission points.
- Online learning and teaching activities.

- Self-assessment quizzes.

3.3. The structure of LSST Connect is based on the structure of the LSST programmes of study. More specifically LSST Connect components include:

- Programme module areas.
- Generic module communication in the form of discussion forums.
- Assignments to do.
- Upload my Assignment.
- Student Module Evaluation Survey.
- Formative Feedback.
- Module content areas structured according to learning outcomes and topics.

4. RESPONSIBILITIES AND ACCEPTABLE BEHAVIOUR – COPYRIGHT AGREEMENT (STAFF)

4.1. The responsibilities associated with the way LSST Connect is used by staff are explained in the VLE policy. All staff are expected to:

- Express self-disciplined behaviour and an ethical manner in the way they use the various functions of LSST Connect as well as the way they communicate through LSST Connect.
- Respect the views, ideas, interpretations, and contributions of other users, expressed via LSST Connect.
- Ensure that usernames and passwords remain secure, private, and strictly for their own personal use.
- Maintain individual LSST Connect profiles are an accurate reflection of their own details and are not causing any offense to other users.
- Understand that users are accountable and liable of their own actions, with evidence of LSST Connect misuse leading to an investigation and subsequent disciplinary action.
- Use LSST Connect materials in a fair and lawful manner, including materials that have been uploaded by them.

- Access LSST Connect with the intention to enhance the learning experience and engage in communication associated with learning and not to engage in any activity associated with financial, political, or commercial purpose.

- Guarantee that none of their actions or activities in LSST Connect may be concerned defamatory, discriminatory, obscene, or offensive.

- Check that none of the materials uploaded to LSST Connect or exchange with other users is affected by viruses, malware, spyware, malicious code, worms, or any other form of software related risks.

- Inform the LSST Connect Officer and system administrators of LSST Connect issues relating to any:

    - Technical problems experienced using specific features and functions.

    - Problems accessing own accounts and editing own profile.

    - Behaviour that is not in line with the VLE policy.

    - Concerns about the way LSST Connect is being used.

4.2. VLE Administrators, on top of their general duties, are expected to:

- Ensure that they maintain LSST Connect in excellent operational order.

- Ensure that they adhere to LSST Connect copyright policy.

- Be aware of the latest technologies and practices necessary for the optimum performance of LSST Connect.

- Guarantee the confidentiality of any LSST Connect information that is accessible to them as part of their role.

- Maintain uninterrupted LSST Connect logs and back-ups, including individual profiles of all users.

- Housekeep LSST Connect accounts and any assigned access rights and user privileges.

- Assess each point of entry to LSST Connect for security vulnerabilities including viruses, malware, spyware, malicious code, worms, or any other form of software related risks.

- Perform any necessary maintenance tasks to server computers, networks, and any other part of LSST network infrastructure that is needed for the operation of LSST Connect.

- Check that any outsourced services affecting the use of LSST Connect are provided to an acceptable standard and specified by a detailed Service Level Agreement.
- Audit periodically LSST Connect with respect to:
    - Security
    - Privacy
    - Monitoring
    - Back-ups and logs
    - Code of conduct
- Report on any issues associated with LSST Connect operation and describe in detail any interruption of its service.
- Provide the support needed for uninterrupted availability and acceptable performance of LSST Connect its features and functions.
- Keep a log of any LSST Connect changes and archive any actions, including Management of:
    - User accounts
    - Content
    - Interface
    - Dynamic content
    - User profiles
    - User interactions
    - Communications
    - User generated content

4.3. Programme Managers, on top of the general staff responsibilities also have specific ones relating to their role, therefore they are expected to:

- Report on the use of LSST Connect for the specific programme.
- Monitor issues relating to the use of LSST Connect in specific modules.

- Investigate issues relating to staff involvement in the use of LSST Connect.
- Support LSST Connect academic and student users in engaging with its features.
- Provide feedback to administrator users for LSST Connect management issues.
- Liaise with the LSST Connect Officer for any cases of LSST Connect misuse.

4.4. Academics, on top of the general staff responsibilities also have specific ones relating to their role, therefore they are expected to:

- Utilise LSST Connect environment for enhancing the learning experience.
- Follow the Streamline Teaching procedure in using LSST Connect features.
- Provide LSST Connect content that is of high quality.
- Establish their presence in the LSST Connect areas relevant to their modules.
- Encourage students to use LSST Connect in their studies.
- Align LSST Connect features with the delivery of their modules.
- Interact with students through LSST Connect discussion forums.

5. RESPONSIBILITIES AND ACCEPTABLE BEHAVIOUR – COPYRIGHT AGREEMENT (STUDENTS)

5.1. The responsibilities associated with the way LSST Connect is used by students are explained in the VLE policy. All students are expected to:

- Express a self-disciplined behaviour and an ethical manner in the way they use the various functions of LSST Connect as well as the way they communicate through LSST Connect.
- Respect the views, ideas, interpretations, and contributions of other users, expressed via LSST Connect.
- Ensure that usernames and passwords remain secure, private, and strictly for their own personal use.
- Maintain individual LSST Connect profiles that are accurate reflection of their own details and are not causing any offense to other users.

- Understand that users are accountable and liable of their own actions, with evidence of LSST Connect misuse leading to an investigation and subsequent disciplinary action.

- Use LSST Connect materials in a fair and lawful manner, including materials that have been uploaded by them.

- Access LSST Connect with the intention to enhance the learning experience and engage in communication associated with learning and not to engage in any activity associated with financial, political, or commercial purpose.

- Guarantee that none of their actions or activities in LSST Connect may be concerned defamatory, discriminatory, obscene, or offensive.

- Check that none of the materials uploaded to LSST Connect or exchange with other users is affected by viruses, malware, spyware, malicious code, worms, or any other form of software related risks.

- Inform the LSST Connect Officer and system administrators of LSST Connect issues relating to any:

    - Technical problems experienced using specific features and functions.

    - Problems accessing own accounts and editing own profile.

    - Behaviour that is not in line with the VLE policy.

    - Concerns about the way LSST Connect is being used.

5.2. Users, on top of the general staff responsibilities that are common with the ones of staff, also have specific ones relating to their role, therefore they are expected to:

- Follow the Streamline Learning procedure in using LSST Connect features.

- Participate in the use of LSST Connect features towards the assignment briefs.

- Be responsible for not inflicting any problems in the operation of LSST Connect.

- Ensure that they are enrolled in all modules of their programme and year.

- Use LSST Connect features and its contents solely for their learning activities.

- Guarantee that LSST Connect contents are not disseminated further.

6. MONITORING PROCEDURES

6.1. The use of LSST Connect will be subjected to regular monitoring, for several reasons:

- Providing statistics for the use of LSST Connect features.
- Assessing the impact of LSST Connect on the learning experience.
- Identifying issues associated with the use of LSST Connect in specific modules.
- Ensuring that the copyright policy is adhered to throughout LSST Connect.
- Introducing innovative methods of using LSST Connect for learning.
- Investigating issues relating to LSST Connect operation and security.

6.2. At all times LSST Connect monitoring will be in line with the relevant laws as discussed at the beginning of the VLE policy.

7. SECURITY AND RECOVERY

7.1. Users should ensure that the usernames and accounts provided remain private.

7.2. Access to LSST Connect should be gained only by using computer systems and networks that are not perceived as high-risk ones.

7.3. It may be required to change passwords periodically and ensuring that password strength is in accordance with the required standards.

7.4. Account privileges will be reviewed periodically to ensure that no accounts exist for previous users who should no longer have authorisation to access LSST Connect.

7.5. Users who suspect that certain LSST Connect vulnerabilities have been exposed or evidence of misuse exist should contact the LSST Connect Officer at the first instance.

7.6. Accounts of users who have been involved with any incident of misuse may be suspended during an investigation following the incident.

7.7. Regular back-ups of LSST Connect will be held by administrator users.

7.8. The Network Manager will maintain a record of the following:

- Exact date and time of each back-up.
- The specific storage details of the back-up.
- The archive records of previous back-ups.
- The number of back-up copies held in separate locations.

- The traceable incremental back-ups available.
- The retention period for each back-up is determined by the Network Manager.

8. VLE POLICY IMPLEMENTATION

8.1. Any cases of LSST Connect misuse are taken very seriously as they are:

- Affecting the learning experience of students.
- Disrupting the support provided by staff.
- Creating an unacceptable environment for all users.
- Leaving LSST vulnerable to several risks.

8.2. Students who have been involved in any incident of misuse will be subject to student disciplinary procedure as specified under Student Conduct & Disciplinary Regulations (available from the Student Portal).

8.3. Cases of misuse will be treated according to the seriousness of user actions, focusing on:

- Use of inappropriate language.
- Derogatory remarks.
- Attempts to hurt, disgrace, or damage the reputation of others.
- Offensive, false, and defaming remarks against LSST.
- Inaccurate claims for any entity that may be regards these as an attack.
- Dissemination of racists, sexist, exploitative materials.
- Storage and sharing of inappropriate content.
- Cyber bullying.
- Profit making and commercial activities.
- Communication over topics irrelevant to learning that may cause harm or offense to others.

9. WEB 2.0

9.1. It is common for students to engage in extra curriculum activities by using Web 2.0 technologies and applications such as Facebook, YouTube, and Twitter. It is expected that LSST Connect users have no reason for reproducing any LSST Connect content or sharing any interactions taking place by using Web 2.0 tools. This practice is strongly discouraged as it may cause harm to others. Any LSST Connect users should be aware of:

- Other users of Web 2.0 technologies may not be who they claim they are.
- Personal details are not private if posted on Web 2.0 profiles.
- Online presence may affect one is future as it may affect how they are perceived.
- Malicious software is a common vulnerability of file exchange.
- Web 2.0 activities may have certain legal implications.
- Own contributions may harm others if not considerate.

10. APPENDICES

10.1. The details of the LSST CLA are available from LSST Connect and the LSST Connect Officer.

VERSION HISTORY

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Version	**4.3**	
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