



iLEARN@BOND LEARNING MANAGEMENT SYSTEM (LMS) POLICY

Policy Number:	TLR 3.15
Name of Policy:	iLearn@Bond Learning Management System (LMS) Policy (Issue Four)
Applicability:	All users of iLearn@Bond
Policy Owner:	Chair, Academic Senate
Contact Person:	Director, Learning & Teaching and Director, Information Technology Services
Policy Status:	Approved Policy
Date created:	13 November 2009
Date last amended:	19 May 2021
Date last exposed:	May 2021
Date of last reviewed:	
Date of next review:	19 May 2024
Related policies:	Student Acceptable Use of IT Facilities Policy (TEC 1.01) Staff Acceptable Use of ICT Facilities Policy (TEC 1.04) Information Security Policy (TEC 1.05) Copyright Compliance Policy (TLR 6.01) Intellectual Property Policy (TLR 6.02) Disability Policy (COR 1.07) Academic Integrity Policy (TLR 4.02) Student Records: Document Retention and Disposal Policy (TLR 3.03) Assessment Policy (TLR 4.01)

1. OVERVIEW

The purpose of this Policy is to provide consistency in decision making related to management and use of iLearn@Bond (iLearn) and enhance the quality and effectiveness of the University's learning management system (LMS).

2. THE POLICY

2.1. System Management and Availability

- 2.1.1. The University will endeavour to provide a robust and reliable platform that is available with an up-time in accordance with acceptable commercial guidelines and per the LMS vendor service-level agreement.
- 2.1.2. In the event of unscheduled outages due to extreme or unforeseen circumstances, the University will take action to ensure students are not disadvantaged in their academic progression.
- 2.1.3. The University will allocate appropriate resources to ensure the LMS is developed, maintained, and supported.

2.2. User Access and Management

- 2.2.1. All users of the LMS must adhere to the Acceptable Use of ICT Facilities Policies ([TEC 1.01](#), [1.04](#)) or the equivalent Bond University Learner Portal Acceptable Use Terms (https://bond.blackboard.com/bbcswebdav/institution/learner_terms.html)
- 2.2.2. Users are responsible for ensuring their network and devices used for learning, meet the minimum technical requirements to access the learning environments.
- 2.2.3. All users of the LMS must authenticate with unique user credentials. Access is controlled and monitored in accordance with the Information Security Policy ([TEC 1.05](#))
- 2.2.4. Staff and student activity will be recorded against a Bond University designated account. Staff who are also students may not use their staff account to complete student activities within iLearn.
- 2.2.5. All users of the LMS must not use the system for purposes other than University-affiliated activities.

- 2.2.6. Student access to iLearn may be revoked where sanctions are in effect via the Student Information System. (See section 2.5 of the Student ICT Account Procedures – attached to [TEC 1.01](#))
- 2.2.7. Users must adhere to the Copyright Compliance Policy ([TLR 6.01](#)) in all contributions and interactions within the LMS
- 2.2.8. Where assessment is included, users must abide by the roles and responsibilities regarding academic integrity ([TRL 4.02](#))

2.3. Site Access, Archiving, and Retention

- 2.3.1. Access to subjects for students is controlled by the Student Information System. Students may not access a subject to which they are not enrolled without written approval from the Executive Dean or delegate of the owning Faculty. Any students approved for access outside the official enrolment process will not be awarded a subject credit.
- 2.3.2. Access to courses for learners is controlled by the Bond Learner Platform or via direct enrolment by the micro-credentialing unit.
- 2.3.3. The academic unit is responsible for ensuring that subject/course educators and supports are identified and available to students/learners as is deemed appropriate to the learning experience.
- 2.3.4. The academic unit is responsible for ensuring that each subject/course site is available to students/learners at the commencement of an offering.
- 2.3.5. For the purposes of quality assurance, continuous review, and support of the student learning experience, other users may be provided access to iLearn sites at the request or authority of the owning academic unit or conferring authority.
- 2.3.6. Subjects will remain available to students for two years following the completion of an offering while they are undertaking studies at the University.
- 2.3.7. Courses will remain available to students as indicated in the approved course proposal. Changes to availability will be at the discretion of the owning academic unit in consultation with the micro-credentialing unit.
- 2.3.8. Subjects and course sites will be stored, archived, and retained for a minimum period as specified by government regulation, and in accordance with University policy ([TLR 3.03](#)) and on information security ([TEC 1.05](#)) and privacy ([TEC 1.01](#)).

2.4. Learning Materials and Assessments

- 2.4.1. All subject sites will adhere to a University Learning & Teaching Committee (ULTC) endorsed set of minimum requirements which are consistent with University intellectual property ([TLR 6.02](#)), copyright ([TLR 6.01](#)), and disability policy ([COR 1.07](#)), as well as style and branding guidelines.
- 2.4.2. A Subject site will reflect the delivery and assessments as specified in the official subject outline delivered from CURMIT (curriculum management system).
- 2.4.3. Assessments included and/or conducted within the LMS must adhere to Assessment Policy ([TLR 4.01](#))
- 2.4.4. The delivery of copyright learning materials must adhere to the Copyright Compliance Policy ([TLR 6.01](#))
- 2.4.5. Student/learner contributions may not be copied or shared with persons outside the offering to which the student is enrolled without written consent from the author as per clause 3.1 of the Intellectual Property Policy ([TLR 6.02](#)).

3. DEFINITIONS

Archiving	To compress one or more files and folders into a single file for backup, transport, or long-term storage.
Bond Learner Platform	The software application used for managing the creation, publication, and enrolment of micro-credentials and short courses.
Course site	An iLearn site created by the Bond Learning Platform for micro-credential or professional development delivery.
Curriculum Management System (CURMIT)	A software application for the management and review of curriculum.

iLearn@Bond	The name given to the learning management system at Bond University.
Learner (user)	A user enrolled into the LMS via the Bond Learner platform.
Learning Management System (LMS)	A software platform for the delivery, tracking, and management of education and/or training.
Owning Academic Unit	The University Faculty or Centre responsible for the design, delivery and review of the subject or course.
Student (user)	A user enrolled into the LMS via the student management system.
Student Information System (SIS)	A software platform used for the management of students in subjects and programs.
Subject site	An iLearn site provisioned by the Student Information System for the delivery of subject offerings via the LMS.

4. RELATED PROCEDURES, GUIDELINES AND FORMS

[iLearn Access Procedures](#)

[Learning Environments Support Procedures](#)

[iLearn Minimum Requirements Guidelines](#)