



## **ProTrain Moodle LMS Acceptable Use Policy**

### **ProTrain Acceptable Use Policy for Moodle LMS**

This document covers the acceptable use of the ProTrain Moodle LMS platform by employees, instructors, and students. ProTrain uses Moodle as the primary learning management system (LMS) for all online and live online courses. By logging into ProTrain's Moodle LMS, you are agreeing with this Acceptable Use Policy.

### **Restricted Use of ProTrain's Moodle LMS**

Employees and instructors may only use the ProTrain Moodle LMS for educational purposes such as teaching, course development, and the administration of ProTrain courses.

### **User Accounts in ProTrain's Moodle LMS**

ProTrain will create a user account for each individual employee, instructor and student using information such as first name, last name, email address, and school. Each account holder is responsible for all activities that occur with their account. Employees, instructors, and students must not share their login information with others and agree to notify ProTrain of any unauthorized account access activities. Employees, instructors, and students agree not to access another individual's account.

### **Acceptable Use Conduct:**

Employees, instructors, and students may not use ProTrain's Moodle LMS to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference or anything of like nature may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane, or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any other individuals' computer is prohibited.

Copyrighted materials belonging to entities other than ProTrain may not be transmitted by employees using the company's equipment or communication services without permission of the copyright holder.

Employees, instructors, and students may not use ProTrain's Moodle LMS in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

### **Acceptable Use Remedies:**

ProTrain has the right and sole discretion to remove any individual's account or content that violates this Acceptable Use policy. ProTrain is not responsible for user content posted inside

of the Moodle LMS and does not have any obligation to pre-screen or monitor posted user content.

**Third-Party Websites:**

ProTrain courses may include links to third-party websites. By accessing the third-party website, you acknowledge that you are subject to that site's terms and conditions. ProTrain is not responsible for any third-party website or policies outside of their control.

**Third-Party Learning Management Systems (LMS):**

ProTrain works with course providers that use their own separate learning management system. Employees, instructors, and students using third party learning management systems are subject to that course providers separate acceptable use policies.