

LANCASTER UNIVERSITY'S VIRTUAL LEARNING ENVIRONMENT (LUVLE 8.6) – OWNERSHIP OF CONTENT AND REMOVAL OF INAPPROPRIATE MATERIAL

The Learning Technology Group (LTG) are responsible for developing and maintaining most of the university's eLearning tools (including LUVLE and MyPlace) and we can provide support by helping users with technical or pedagogical queries relating to our tools.

However, LTG do **not** actively monitor the content in each LUVLE space. Administration and monitoring of the content in LUVLE spaces is entirely up to the teaching staff, typically the course convenors, who are responsible for managing that LUVLE space.

If offensive, racist, sexist or any other type of material that breaches the university's guidelines contained at <http://www.lancs.ac.uk/iss/policies/policies.html> is posted on any LTG-maintained tool, LTG can remove the materials and remove access of the individuals responsible for posting the offensive material (provided a request in writing is made). Alternatively, course staff responsible for administering the affected LUVLE space can also do both these things (provided they have admin access to the LUVLE space where the offensive material is posted); most staff responsible for running LUVLE spaces **do** have admin access to their spaces.

However, LTG can **not** decide if materials posted are offensive or libellous. Nor can LTG offer advice on university disciplinary policy or how to pursue disciplinary action against students. If LUVLE space administrators feel that disciplinary action is necessary, they should contact their Head of Department for advice.

If staff or the HoD would like LTG to remove access or remove any content from a LUVLE space, please send an email to learningtechnology@lancs.ac.uk with the following information:

- 1) The name of the module LUVLE space or the URL where the content is located;
- 2) The type of content (i.e., announcement or main discussion or course material);
- 3) The author and the title of the announcement, main discussion or course material - if you can provide a URL to the page where the content is, that can also help.

We can help staff gather evidence (for use in disciplinary proceedings) by making screenshots of content on VLE spaces. If this is required, please provide the information requested above.