

Moodle VLE Login and Communication Protocol

What is the Moodle VLE for?

- The VLE is used by your teachers to provide you with access to learning resources both in and out of lesson time. These might include copies of handouts, PowerPoint presentations, slideshows, movie clips, sound clips, links to websites, animated diagrams and much more.
- Your teachers may put resources on the VLE for you to use for homework or as part of a research assignment where they want you to work independently. You can use the VLE from the Learning Centre (08.00 until 18.00), from home or anywhere on the Internet.
- You teachers may provide additional resources and links to help you find out more about a topic where you wish to extend your learning and to help you with revision.
- There are also many interactive resources such as discussion forums, questionnaires, quizzes, glossaries and much more. All these activities are there to help you to learn, for example in the discussion forums, you can exchange ideas with other students and your teachers to help you organise and develop your ideas and to read other people's views.
- You can hand work in, and teachers can mark it and return it to you, online. This saves you having to print work out and you are much less likely to lose it!
- The messaging system allows you to safely contact other students and your teacher about your work.



In short, the VLE is provided alongside other resources, to help you to learn and to enjoy your learning.

Username

1. The username starts with two numbers to represent the year that your year group arrived in the school in Year 7. This will apply even if you joined the school later than the rest of your year group. For example, if your Year Group arrived in Year 7 in September 2008, the next two digits will be **08**
2. Next is the letter of your form. So if you are in 9A add an **a**. If you are in **12.3**, it will be **3**.
3. Now add the first **FOUR** letters of your surname. So if your surname is Windsor, add **wind**
4. Finally add the initials of your first name. So if your first name is Elizabeth, add **e**
5. So your username might be **08awinde**



Passwords

1. Your teacher will tell you the default password.
2. When you first log in, you will be forced to change your password.
3. You must keep your changed password to yourself. **Under NO circumstances should you let anyone else use your account. It is private to you.** Each individual is responsible for the security and use of their username and password. **You are not allowed to use the account, username or password of any other user.**
4. The most secure passwords will include a mixture of capital and lower-case letters and numbers.

NB. By logging in to Wycombe High School's VLE, you are automatically bound by the School's code of conduct. These conditions apply to the whole duration of your time in the School. If you breach any of these conditions, the school may regard this as misconduct. In appropriate cases the school will deal with such breaches under the relevant school policy

Communication Protocol

This will enable you to enjoy your interaction with fellow students and your teachers in a friendly and intellectually stimulating environment.

- Please remember that **the Moodle VLE logs EVERYTHING** you do.
- Only post comments which are appropriate to the particular discussion.
- Any form of communication on the VLE should use appropriate language and should not be offensive, either to the recipient or to third parties. You must respect other people's views and beliefs. Students must not write anything that they would not want any member of staff to read.
- Every action and entry on the VLE is recorded against your name so that any misuse can be identified and the student(s) involved will be dealt with in an appropriate way, depending on the nature of the misuse.
- **Inappropriate communication on the VLE will be dealt with in the same way as any other form of inappropriate communication between any members of the school community.**

Messages

- Messages that you send to each other are NOT private and can be read by members of staff.
- The messaging system **must not be used in lesson time** without the specific permission of the member of staff in charge of the lesson. In such circumstances, the messaging will be an integral part of the teaching and learning of that lesson. **The time that any message is sent is recorded.**
- If you wish to contact a member of staff, or another member of the school community using the messaging system, you must check with him/her **in person** beforehand, to ensure that he/she is familiar with the system and is willing to communicate via the VLE. Messages written to members of staff must be specifically related to your progress with your school work. NB. **Some teachers may prefer not to use the messaging system.**

YOU MUST NOT:

- Post anything abusive, defamatory, obscene or otherwise illegal.
- Copy or forward any messages without permission from the author.
- Include any material which is private or confidential.
- Post material which contains viruses or other malicious software.



Profiles and Personal Descriptions

- Students may wish to add email addresses and appropriate photos to their user profiles but the must not change their first name or surname. Photographs must not be offensive, obscene or provocative. Please enable your email address but **hide your email address from everyone**. This will allow messages to be sent to your email account without revealing your email address.
- Personal descriptions added by students should use appropriate language and they should not include anything that may be considered offensive. Students should not write anything private and they must only write what they want any member of staff to read.

Cyber-Bullying

If you feel that you have been a victim of cyber-bullying via the VLE, please report this immediately to Mr Mothersole, your Head of School, or any member of the Leadership Group. The VLE will store evidence that will allow us to clarify the situation. **All forms of bullying at Wycombe High School are taken extremely seriously and will not be tolerated.**