# Slough
## Borough Council

Growing a place of opportunity and ambition

# \<Slough Borough Council\>

# \<Creative Academy\>

# \<Virtual Learning Environment\>

# \<Statement\>

**Provider's name:** Slough Borough Council (Creative Academy)

**Provider's UKPRN:** 10005916

**Legal address:** Slough Borough Council, Observatory House, 25 Windsor Road, Slough, Berkshire SL1 2EL

**Main site:** Creative Academy, Orchard Centre, 73a Stoke Poges Lane, Slough. Berks, SL1 3NY

**Contact point for enquiries about this virtual learning environment statement:** Jagdev Khatkar (see end of statement)

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UNIVERSITY OF
WEST LONDON
The Career University

LONDON
COLLEGE
OF MUSIC  130 YEARS

CDMT
Confirming quality in Dance, Drama and Musical Theatre

creative
academy

The Creative Academy Virtual Learning Environment (VLE) includes:

- Private Group – Facebook

- Public and private areas of Vimeo

- Emails

- Student area – www.creativeacademy.org

- Slough & Creative Academy of London websites

HE institutions are investing in mobile applications (apps) for tablet and smart-phones, enabling students to access their Institution's Virtual Learning Environment (VLE) without restrictions on time and place. For students in HE Institutions a smart phone represents a 'key social connector and a learning tool', (BlackBoard.com, 2013) and reduces the issues with wireless technology (Benson & Morgan, 2012). The 'digital natives' (Prensky, 2001) in higher education today are used to technology and increasingly expect mobile forms of communication and social networking, which can aid engagement (Okoro, 2012). Earlier research (Hrastinski & Aghaee, 2012) indicated that students prefer to separate their private and study activities, particularly on social media such as Facebook. Potential technical issues, and the most appropriate pedagogic approaches, are still unclear.

The research is based on a case study of launch of a mobile application of Blackboard VLE in a UK HE Business School. Usage levels are analysed, along with short surveys with Business School students and staff (still ongoing) regarding their use of mobile systems for both learning and social networking, attitudes to usage, along with reasons for using or not using the system,

The ability to take part in mobile collaborative discussions and particularly social media linked to their coursework could increase engagement of the increasingly technologically 'savvy' HE students. It may encourage those not yet fully aware of the business requirements of technology use to gain important skills that will increase their social capital and employability. However it will not happen without substantial work by academics to make appropriate use of the systems. The technological investment is just a small part of what is needed to ensure the engagement objective is met. We recommend that staff receive specific support to develop approaches to the VLE, including social media that will enhance engagement through mobile apps.

We will also discuss the pedagogic implications of developing learning systems that work well on an app but remain challenging and interesting to students. There may be new pedagogical approaches that make full use of the potential of mobile. A challenge for HEI's is to adapt rapidly to new developments in this increasingly fast-changing technological society, we will discuss the implications of our findings for the incorporation of other innovations that might emerge in the future.

- Private Group – Facebook

This is used for instant messaging, informing of changes, sharing best practice and contacting staff instantly.

- Public and private arears of Vimeo

    Public video for students to download for showreels

    Private access (once physical elements have been completed a password is provided for blended learning elements of modules)

    - Contemporary Techniques 1

    - Classical Techniques

    - Commercial Techniques 2

    - Contemporary Techniques 2

- Emails

    - Contact with The Creative Academy team

    - All written work must be submitted to [george.kirkham@slough.gov.uk](mailto:george.kirkham@slough.gov.uk) by 09:30 by the deadline, all work must be in PDF format and must include a top copy with personal details.  It is advised that a delivery report and read receipt are added.

    - Timetables

- Student area – [www.creativeacademy.ac.uk](http://www.creativeacademy.ac.uk)

    - All module study guides

    - Specific course materials

    - Public documentation


- [www.slough.gov.uk](http://www.slough.gov.uk) & [www.uwl.ac.uk](http://www.uwl.ac.uk)

- All Creative Academy of West London policies

- All Slough Borough Council policies

# Internet Acceptable Use Policy

This Acceptable Use Policy (AUP) applies to all Creative Academy staff (including temporary staff), visitors, contractors and students of the institution and to those using the Creative Academy's IT resources. For the purposes of this document the 'internet' is defined as; web services, social media, chat rooms, bulletin boards, newsgroups, peer to peer file sharing and instant messaging software. This policy should be considered part of the Conditions of Use for Computers and Networks at Creative Academy.

General Principles

- Use of the Internet by Creative Academy staff and students is permitted and encouraged where such use supports Creative Academy's mission statement and general purpose.
- Use of Internet is monitored for Slough Borough Council IT services. Users may also be subject to limitations on their use of such resources.
- The distribution of any information through Creative Academy's network is subject to Slough Borough Council scrutiny, Universities procedures and the Creative Academy's public information policy. The Creative Academy reserves the right to determine the suitability of this information.
- The use of computing resources is subject to UK law and any illegal use will be dealt with appropriately. For example the Police can have a right of access to recorded data in pursuit of a crime.

## Unacceptable Use or behavior:

It is unacceptable to;

- Visit Internet sites that contain obscene, hateful or other objectionable materials
- Make or post indecent remarks, proposals or materials on the Internet including racist, ageist, homophobic, discriminatory  or sexist jokes and defamatory comments (please see Social Media Policy)
- Upload, download or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of Creative Academy, or the institution itself unless this download is covered or permitted under a commercial agreement or other such licence.
- Download any software or electronic files without implementing virus protection measures that have been approved by Creative Academy.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- Monitor Network Traffic Content or scan devices connected to the network.

Users should:

- If you become aware that there has been unauthorised access to a computer, you must raise it immediately with the Quality Assurance and Data Team or your personal tutor because of the implications for the security of the Creative Academy, Slough Borough Council and personal data.

- Record any instances where you have accessed inappropriate sites by accident. For example this may be through mistyping an address or spam email link.
- Log out of the computer when you have finished

## Monitoring:

Creative Academy accepts that the use of the internet is an extremely valuable business, research and learning tool. However misuse of such a facility can have a detrimental effect on other students and potentially Slough Borough Councils, The University of West London and Creative Academy's public profile.

As a result, Slough Borough Council monitors;

- The volume of internet and network traffic
- The internet sites visited and blocks specific sites
- The specific content of any transactions will not be monitored unless there is a suspicion of improper use.
- Posts on Social Media

We are obliged to monitor to fulfil our responsibilities with regard to UK law.

## Data protection:

https://www.slough.gov.uk/council/data-protection-and-foi/

The information you provide will be passed to the Creative Academy (CA). The CA is responsible for funding and planning education, training and sign posting employment opportunities for people aged 16+. The information you provide will be shared with partners in Slough Borough Council, Creative Academy of West London, Active IQ, Creative Academy and Guilds, Imperial Society of Teachers of Dancing, Council for Dance and Education Training, HESA, HEFCE, Department for Education, Department for Business, Innovation and Skills, Active IQ, London College of dance Network, UCAS, Dancebiz, Pilates Precision, British Academy of Stage and Screen Combat, European Commission and Creative Academy Funders for the purpose of administration, careers and other guidance, and statistical and research purposes. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time beneficiaries are approached to take part in surveys by mail and phone, which are aimed at enabling the CA and its partners to monitor performance, improve quality and plan future provision.

**Dancebiz:** Staff use 'Dancebiz' to register attendance (implementation and testing took place in the Autumn term 2017/18) and was rolled out in the academic year 2018/19.

**Moodle:** The Creative Academy has an aspiration to move from emailing work to using the Slough Borough Council adult education 'Moodle' for implementation in the near future.

For general enquiries and/or complaints regarding this statement please contact the Creative Academy using the information below:

- By phone - 01753 875400
- By email - info@creativeacademy.ac.uk
- By post - Creative Academy, 73a Stoke Poges Lane, Slough, Berkshire, SL1 3NY
- By website - using the contact us page
- Complaints - please see the complaints process on the website.