



In order to support technology-
provides access to a Learning Management System (LMS) system

Family Educational Rights and Privacy Act (FERPA): (20 U.S.C. § 1232g; 34 CFR Part 99),
<http://www.ecfr.gov/cgibin/retrieveECFR?gp=&SID=0b4547396fd9a36b869a1ea376ce85b7&r=PART&n=34y1.1.1.1.33>.

NEIU Board of Trustees Bylaws, Governing Policies and Regulations:
https://www.neiu.edu/sites/default/files/documents/2020/12/09/BoT%20Regs%20Section%20II%20A.%20Employees%20General_revision_11192020.pdf#page=10

NEIU Collective Bargaining Agreement:
http://gamut.neiu.edu/DOCUMENTS/Faculty_Staff/Faculty_Resources/Policies/CBA.pdf.

Non-Course Usage of the LMS

The University provides the LMS only for instructional purposes and for uses that directly support instruction (i.e., to support courses).



2. COPYRIGHT AND FAIR USE

2.1. Copyrighted Materials

Copyright law and fair use guidelines allow faculty to provide limited access to copyrighted materials within the LMS. By using the LMS, faculty members agree to comply with copyright law and request permission, when appropriate, before using the work of others.

2.2. Linking to External Sites from the LMS

The LMS -reserves, external web sites, and other online resources. Where possible, faculty members must link to other sites (including University-licensed content through the library's e-reserve system) or use the "share" or "embed" code provided for many online multimedia resources, rather than upload copies of online materials directly into their LMS course shells.

It is the responsibility of the faculty member to confirm that links from the LMS to external sites or resources are valid. (See University policy I1.01.1 Acceptable Use of University Technology Resources: Reference and Links to External Content).

3. INTELLECTUAL PROPERTY

3.1.



4.7. Special-Role Access

Students or staff may be assigned by the Provost, Dean, department, or support area to serve in special roles in LMS course environments (e.g., peer tutors, learning coaches, graduate assistants, sign-language interpreters). These students and staff are not in the student information software system, so these types of roles must be activated by request, via the CTL web site (see 7.5 THE CTL WEB SITE, below).

Note: Peer tutors, learning coaches, graduate assistants, sign-language interpreters, and all special-role enrollments will have student-level access to LMS courses in which they are enrolled.

4.8. Access to LMS Shells of Ex-Faculty

In the case of an LMS course taught by a faculty member who is no longer employed by Northeastern, the department chair or other senior-level administrator (e.g., dean) has the right to request access to the master course shell or teaching shell by contacting the LMS administrators, who will grant the

This right of access does not automatically grant the right to use content located within an LMS course (see 3: INTELLECTUAL PROPERTY, above).

5. ENROLLMENT

5.1. Instructor LMS Enrollment

Instructors must be enrolled into the LMS courses they are teaching automatically using registration or manually enroll or self-enroll into LMS courses.

Instructors may not turn on self-enrollment access for students or manually enroll students into LMS courses.

All enrollment, disabling, and reinstatement of instructor accounts in the LMS must be done via the system (see 4.6 GUEST AND TEMPORARY ACCESS, above; 4.7 SPECIAL-ROLE ACCESS, above; and 5.4 OTHER ENROLLMENTS, below).

5.2. Student LMS Enrollment

Students are enrolled into the LMS server. Students may not manually enroll or self-enroll into LMS courses.

Students may not manually enroll or self-enroll into LMS courses (due to the student information software system). Dropping the course, non-enrolling, or disabling in the LMS course. Disabling must not delete the
