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|  BOND UNIVERSITY | LEARNING MANAGEMENT SYSTEM (LMS) POLICY |
| Policy Owner | Provost |
| Contact Officers | Director, Office of Learning & Teaching and Director, Information Technology Services |
| Endorsement Authority | Academic Senate |
| Date of Next Review | July 2028 |

1. PURPOSE AND OBJECTIVES

This Policy aims to ensure consistency in decision-making regarding the management and use of iLearn and the Bond University Learner Portal (BLP) to enhance the quality and efficiency of the University's learning management system (LMS).

2. AUDIENCE AND APPLICATION

All users of iLearn and the Bond University Learner Portal.

3. ROLES AND RESPONSIBILITIES

| Role | Responsibility |
|--|--|
| Provost or delegate | Approval of exceptions to archiving requirements |
| Director, Student Business Services | Approval of non-enrolled full student access |
| Executive Dean or delegate | Approval of access for non-enrolled students as viewers. |
| Director, Executive Learning | Business owner – Bond University Learner Portal |
| All LMS users | Must adhere to University policies, procedures and/or terms of use |
| Owning Academic or Business Unit | Overall quality and renewal of LMS sites; adhering to LMS minimum requirements (see 4.4.1 and 4.4.6) |
| Director, Office of Learning & Teaching Director, Information Technology Services | Continuous improvement of Learning Management system and integrations to enhance student learning Provide educator support, training and professional development |

4. POLICY STATEMENT

4.1. System Management and Availability

- 4.1.1. The University will endeavour to provide a robust and reliable platform that is available with an up-time in accordance with acceptable commercial guidelines and per the LMS vendor service-level agreement.
- 4.1.2. In the event of unscheduled outages due to extreme or unforeseen circumstances, the University will take action to ensure students are not disadvantaged in their academic progression.
- 4.1.3. The University will allocate appropriate resources to ensure the LMS is enhanced, maintained, and supported in line with the current Bond University Learning and Teaching Strategic Plan.

4.2. User Access and Management

All Users

- 4.2.1. All users of the LMS must adhere to the ICT Acceptable Use Policy ([INF 6.1.11](#)) or the equivalent Bond University Learner Portal Acceptable Use Terms (https://bond.blackboard.com/bbcswebdav/institution/learner_terms.html)
- 4.2.2. Users are responsible for ensuring the network and devices used for learning meet the minimum technical requirements to access the learning environments.
- 4.2.3. All users of the LMS must authenticate with unique user credentials. Access is controlled and monitored in accordance with the [Information Security Policy](#)
- 4.2.4. All users of the LMS must not use the system for purposes other than University-affiliated activities.
- 4.2.5. Users must adhere to the [Copyright Compliance Policy](#) in all contributions and interactions within the LMS

Bond University Staff and Students

- 4.2.6. All Bond staff and student contributions and interactions must adhere to the HR 2.8.4 Staff Code of Conduct or SS 5.2.1 Student Code of Conduct Policy.
- 4.2.7. Staff and student activity will be recorded against a Bond University designated account. Staff who are also students may not use their staff account to complete student activities within iLearn.

- 4.2.8. Student access to iLearn may be revoked where sanctions are in effect via the Student Information System. (See section 4.1.6 of the [Student ICT Account Procedures](#))
- 4.2.9. Where assessment is included, users must abide by the roles and responsibilities regarding academic integrity ([TL 3.5.2](#))

Bond Learners

- 4.2.10. All learners must adhere to [Bond Learner Terms and Conditions](#)

4.3. Site Access, Archiving, and Retention

All Users

- 4.3.1. For the purposes of quality assurance, continuous review, and support of the student learning experience, other users may be provided access to iLearn sites at the request or authority of the owning academic unit or conferring authority.

Bond University Staff and Students

- 4.3.2. Access to subjects for students is controlled by the Student Management System. Students may not access a subject to which they are not enrolled without written approval from the Executive Dean or delegate of the owning Faculty. Any students approved for access outside the official enrolment process will be enrolled as 'viewers' and will not be awarded a subject credit. Any variations must be approved by the Director of Student Business Services or their delegate.
- 4.3.3. The academic unit is responsible for ensuring that each subject/course site is current and available to students/learners at the commencement of an offering.
- 4.3.4. Subject access will remain available to students for two years following completion. Where program or subject variations are required, they must be approved by the University Provost.
- 4.3.5. Subject sites will be stored, archived, and retained for a minimum period as specified by government regulation and in accordance with University document retention ([INF 6.5.4](#)), information security ([INF 6.5.3](#)), and privacy ([INF 6.5.1](#)) policies.

Bond Learners

- 4.3.6. Access to courses for learners is controlled through the Bond University Learner Portal or via direct enrolment by an iLearn systems administrator (see [Learning Environments Support Procedures](#))
- 4.3.7. Courses will remain available to learners as indicated in the approved course proposal. Changes to availability will be at the discretion of the course owner in consultation with Executive Learning unit.
- 4.3.8. Archiving of courses will be completed in line with external governing body requirements or determined by the Director of Executive Learning in consultation with the owning academic unit or conferring authority.

4.4. Learning Materials and Assessments

Subjects Sites

- 4.4.1. All subject sites will adhere to a University Learning & Teaching Committee (ULTC) endorsed set of minimum requirements that are consistent with the University [Intellectual Property Policy](#), [Copyright Compliance Policy](#), and [Accessibility and Inclusion Policy](#).
- 4.4.2. A Subject site will reflect the delivery and assessment requirements as specified in the official subject outline from CURMIT (curriculum management system).
- 4.4.3. Subject assessments included and/or conducted within the LMS must adhere to [Assessment Policy](#)
- 4.4.4. The provision of copyright learning materials must adhere to the [Copyright Compliance Policy](#)
- 4.4.5. Outside of approved University quality assurance measures, student contributions may not be copied or shared with persons outside the offering in which the student is enrolled without written consent from the student as per clause 5.1 of the [Intellectual Property Policy](#).

Courses Sites

- 4.4.6. Course sites for Executive Learning offerings will reflect the delivery and assessment requirements as specified on the course website or approved course proposal.
- 4.4.7. Assessments included and/or conducted with the LMS must adhere to the stipulations as outlined in the [Learner Code of Conduct](#)
- 4.4.8. Outside of approved University quality assurance measures, learner contributions must adhere to the stipulations as outlined in the [Learner Code of Conduct](#)

5. DEFINITIONS, TERMS, ACRONYMS

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| Archiving | To compress one or more files and folders into a single file for backup, transport, or long-term storage. |
| Bond University Learner Portal | The software application used for managing the creation, publication, and enrolment of microcredentials and short courses. |
| Course site | An iLearn site created in the Bond University Learner Portal for microcredential or professional development delivery. |
| Curriculum Management System (CURMIT) | A software application for the management and review of curriculum. |
| iLearn | The name given to the learning management system at Bond University. |
| Learner (user) | A user enrolled into the LMS via the Bond University Learner Portal |
| Learning Management System (LMS) | A software platform for the delivery, tracking, and management of education and/or training. |
| Owning Academic or Business Unit | Academic or professional unit responsible for the design, delivery, review and overall quality of the subject or course site. |
| Student (user) | A user enrolled into the LMS via the student management system. |
| Student Information System (SIS) | A software platform used for the management of students in subjects and programs. |
| Subject site | An iLearn site provisioned by the Student Information System for the delivery of subject offerings via the LMS. |

6. RELATED DOCUMENTS

[iLearn Access Procedures](#)
[Learning Environments Support Procedures](#)
[iLearn Minimum Requirements Guidelines](#)
[ICT Acceptable Use Policy](#)
[Information Security Policy](#)
[Copyright Compliance Policy](#)
[Intellectual Property Policy](#)
[Accessibility and Inclusion Policy](#)
[Academic Integrity Policy](#)
[Student Records: Document Retention and Disposal Policy](#)
[Assessment Policy](#)
[Classroom Recording Policy](#)

7. MODIFICATION HISTORY

| Date | Sections | Source | Details |
|------------------|----------|--------------|---|
| July 2025 | All | Director L&T | V5: 3-year cyclical review with change to name and addition of clauses regarding Learners |
| 19 May 2021 | | | V4 |
| April 2020 | | | V3.1 |
| October 2017 | | | V3 |
| July 2014 | | | V2 |
| 13 November 2009 | | | Date First Approved |

APPROVAL AUTHORITY: Vice Chancellor