



Learning Management System (LMS) Usage Policy

1. Purpose

The purpose of this policy is to establish clear guidelines for the **secure, ethical, and responsible use** of the Learning Management System (LMS) by students at the Institute of Corporate and Taxation.

This policy aims to:

- Protect academic integrity
- Safeguard digital resources and content
- Ensure fair usage for all students
- Prevent misuse and unauthorised access

2. Scope

This policy applies to:

- All students enrolled in any course, programme, or training offered by the Institute
- All LMS accounts issued by the Institute

3. LMS Account Responsibility

3.1 Each student shall be provided with a **unique LMS login (username and password)**.

3.2 The LMS account is:

- Strictly **personal and non-transferable**
- Intended for use only by the assigned student

3.3 Students are fully responsible for:

- Maintaining the confidentiality of their login credentials
- All activities performed through their account

4. Prohibition on Sharing Login Credentials

4.1 Students are strictly **prohibited from sharing their LMS login credentials** with any other individual, including:



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- Classmates
- Friends
- Third parties

4.2 Any form of:

- Account sharing
- Multiple users accessing a single account
- Allowing others to complete coursework on one's behalf

shall be considered a **serious violation of institutional policy**.

4.3 Consequences may include:

- Temporary or permanent suspension of LMS access
- Academic penalties
- Disciplinary action as per Institute rules

5. Device Registration and Usage

5.1 LMS access may be linked to a specific device or monitored for device usage.

5.2 Students are expected to:

- Use their **own personal device** for accessing LMS
- Avoid frequent switching of devices without valid reason

6. Device Reset Policy

6.1 Students are allowed a **maximum of two (2) device resets** during the entire duration of their course/programme.

6.2 A device reset refers to:

- Requesting the IT Department to change or reset the registered device used for LMS access



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6.3 Conditions:

- Each reset request must be submitted with a valid reason
- Approval is subject to verification by the IT Department

6.4 Once the maximum limit of two resets is reached:

- No further reset requests shall be entertained
- Exceptions may only be granted in **extreme and verifiable circumstances**, subject to management approval

7. IT Support and Requests

7.1 All LMS-related technical issues must be reported to the **IT Department** through the official support channel.

7.2 Students must not attempt to:

- Bypass system restrictions
- Modify system settings
- Access restricted areas of the LMS

8. Academic Integrity and Proper Usage

8.1 Students must use the LMS strictly for:

- Accessing course materials
- Submitting assignments
- Participating in academic activities

8.2 Any misuse, including:

- Uploading inappropriate content
- Attempting to hack or disrupt the system
- Plagiarism or academic dishonesty

shall result in disciplinary action.



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9. Monitoring and Compliance

9.1 The Institute reserves the right to:

- Monitor LMS usage and login activity
- Track device access and account behaviour

9.2 Any suspicious activity may trigger:

- Account review
- Temporary suspension pending investigation

10. Violations and Disciplinary Action

10.1 Violations of this policy include but are not limited to:

- Sharing login credentials
- Exceeding device reset limits
- Misuse of LMS resources

10.2 Depending on severity, consequences may include:

- Warning notices
- LMS access restriction
- Academic penalties
- Suspension or termination from the programme

11. Exceptions and Special Cases

11.1 In genuine cases (e.g., device theft, hardware failure):

- Students may request special consideration

11.2 Such requests must include:

- Proper justification
- Supporting evidence (if applicable)



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11.3 Approval shall be at the discretion of:

- IT Department
- Academic Management

12. Policy Acknowledgement

All students are required to:

- Read and understand this policy
- Agree to comply as a condition of LMS access

13. Final Statement

The LMS is a critical academic platform of the Institute of Corporate and Taxation.

All students are expected to use it responsibly, ethically, and in accordance with this policy to ensure a secure and fair learning environment for everyone.



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