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## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES INTERNAL POLICY AND PROCEDURE

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**NUMBER** : COD-IT - 004  
**TITLE** : College of Dentistry - Learning Management System  
**ORIGINATING DEPT** : College of Dentistry - Information Technology  
**ORIGINAL DATE** :

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### 1. PURPOSE

The purpose of this policy is to maintain online curriculum and standards which help to maintain the quality of learning and teaching to its students and faculty.

### 2. APPLICABILITY

This policy applies to all COD Faculty members, students, and others who have access on learning management system.

### 3 DEFINITIONS

<b>KSAU-HS</b>	King Saud bin Abdulaziz University for Health Sciences
<b>COD</b>	College of Dentistry
<b>EDUTECH</b>	Corporate Educational Technology Services
<b>ITS</b>	KSAU-HS - Information Technology Services
<b>COD-IT</b>	COD - Information Technology
<b>UMB</b>	University of Maryland Baltimore
<b>USERS</b>	Students, Faculty, Staff, and Approved Guests
<b>LMS</b>	Learning Management System

## **4 POLICY**

- 4.1** Access to COD courses is limited for those users who are involved in teaching, managing or taking courses at COD.
- 4.2** To access LMS, all users must use their KSAU-HS username and password. It is prohibited to share KSAU-HS account with any user.
- 4.3** It is prohibited to use LMS for any other purposes other than University-affiliated activities.
- 4.4** COD-IT department managing user's enrollment including adding new users or removing users.
- 4.5** Academic Affairs department is required to submit to COD-IT department the list of new students, Faculty members one (1) month prior to start of each Academic Year.
- 4.6** Faculty members need to submit their lecture in PowerPoint presentation two weeks prior; to their department administrative assistants in a standard template
- 4.7** Administrative assistant of course must submit the presentation to COD-IT department for uploading in LMS. Direct submission of the lectures from Faculty members will not be accepted by COD-IT department.
- 4.8** Faculty members are allowed to upload learning materials on LMS (e.g. discussion board, videos and assignment etc.).
- 4.9** Faculty members are required to create at least two interactive sessions per course in every academic semester (e.g. discussion board, blogs and assignment etc.).
- 4.10** Any KSAU-HS / UMB content cannot be reproduced, republished, distributed or re-posted without a prior approval from KSAU-HS, COD
- 4.11** Faculty members must not provide lecture presentations to the students through any other sources (Online or USB).
- 4.12** Courses in the LMS will be made available to students one week prior to the start of the semester.
- 4.13** Courses will be unavailable at the end of the academic year and all faculty members and assigned staff will be removed from the course one month after the end of each Academic Year, except in case for need of re-sit/make-up exams.
- 4.14** LMS training material (e-learning) is available on COD website. If departments may need LMS training a memorandum to be send two weeks prior to the actual training date to COD-IT department.

## 5. PROCEDURE

5.1 New user need to access LMS is required to fill the form given in **APPENDIX-A**.

5.2 New Faculty and staff, those who want to access online curriculum are required to fill the form given in **APPENDIX-B**.

**APPROVED**

APPENDIX – A

Download Link: <http://edutech.ksau-hs.edu.sa/uploads/File/pdf/A%20-%202023%20NewUserEquipRequestForm-%20V8.1.pdf>



<b>Form No.:</b>	<i>A - 23</i>	<b>Effective:</b>	<i>03/18/12</i>	<b>Page #:</b>	<i>1 of 2</i>
<b>Subject:</b>	New User Account and IT Equipment Request & Receive Form				

**NEW USER ACCOUNT AND IT EQUIPMENT REQUEST & RECEIVE FORM**

EMPLOYEE INFORMATION			
REQUESTER NAME:		BADGE NO:	
POSITION / JOB TITLE:		DATE:	
Mail Code:	Room number:	Building:	
COLLEGE: <i>(If not applicable, kindly check the not applicable box)</i>		<input type="checkbox"/> Not Applicable	
DEPARTMENT:			
MOBILE PHONE:		TEL:	FAX:
Campus:	<input type="checkbox"/> Riyadh	<input type="checkbox"/> Jeddah	<input type="checkbox"/> Al Ahsa
Have you ever had a KSAU-HS account before? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If Yes, please provide previous username: _____			

SERVICES REQUIRED	REMARKS
◆ User Account <input type="checkbox"/>	
◆ Email Access / MS Office <input type="checkbox"/>	
◆ Blackboard Access <input type="checkbox"/>	● <b>Online Curriculum Agreement Form must be signed and attached.</b>
◆ QuestionMark Access <input type="checkbox"/>	<input type="checkbox"/> Author <input type="checkbox"/> Monitor (only)
	<input type="checkbox"/> Author (access all) <input type="checkbox"/> Reporter
	<input type="checkbox"/> Blackboard Instructor <input type="checkbox"/> Scheduler
	<input type="checkbox"/> Blackboard TA
◆ Laptop <input type="checkbox"/>	

**AGREEMENT:** I agree to the Internet Acceptable Use Policy ETP-A-18-4 and the E-Mail Usage and Retention Policy ETP 18-5 *Note: First time requesters are required to sign form "A-23B" for Internet and Email User Agreement (See Last Page)*

Requestor Name:

Signature:

**MANAGER AUTHORIZATION ( DEPARTMENT HEAD)**

NAME	SIGNATURE	BADGE NO	DATE

Revision #:	8.1	Supersedes:	8.0	Date:	April 27, 2016
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<b>Form No.:</b>	<i>A - 23</i>	<b>Effective:</b>	<i>03/18/12</i>	<b>Page #:</b>	<i>2 of 2</i>
<b>Subject:</b>	New User Account and IT Equipment Request & Receive Form				

## E-Mail/Internet User Agreement

FORM A-23B

I have read the Internet Acceptable Use Policy # POLICY\_ETP-18-4, dated \_\_\_\_\_ and E-mail Usage and Retention Policy # POLICY\_ETP-18-5, dated \_\_\_\_\_ (Policies are available on the EduTech Website). I recognize and understand that the University's e-mail and Internet systems are to be used for official purpose only. I understand that use of these services for private purposes is strictly prohibited.

As part of the University and use of KSAU-HS gateway to the Internet and E-mail system, I understand that this Internet and E-mail Usage Policy applies to me. I have read the aforementioned documents and agree to follow all policies and procedures that are set forth therein. I further agree to abide by the standards set in the document for the duration of my employment with KSAU-HS. I understand that e-mail and Internet usage may be monitored by the University to ensure compliance with the Policies.

I am aware that violations of these Policies may subject me to disciplinary action, up to and including discharge from employment. I further understand that my communications on the Internet and e-mail reflect KSAU-HS to our students, faculty, associated universities and other educational facilities. Furthermore, I understand that this document may be amended at any time.

Employee's Printed Name:	
Badge No:	Department:
Date:	Signature:

NOTE: PLEASE RETURN THE FILLED FORM WITH A PHOTOCOPY OF YOUR BADGE TO THE CORPORATE EDUCATIONAL TECHNOLOGY SERVICES OFFICE – MC 3114  
 IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE HELPDESK EMAIL [helpdesk@ksau-hs.edu.sa](mailto:helpdesk@ksau-hs.edu.sa)

### FOR CORPORATE EDUCATIONAL TECHNOLOGY SERVICES USE ONLY

EDUCATIONAL TECHNOLOGY SERVICES APPROVAL			
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED	
COMMENTS:			
NAME:		TITLE:	
SIGNATURE:		DATE:	

Revision #:	8.1	Supersedes:	8.0	Date:	April 27, 2016
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## APPENDIX – B

Download link: <http://edutech.ksau-hs.edu.sa/uploads/File/pdf/A-10-OnlineCurriculumAccessAgreement4.0.pdf>



<b>Form No.:</b>	<i>A - 10</i>	<b>Effective:</b>	<i>03/18/12</i>	<b>Page #:</b>	<i>1 of 2</i>
<b>Subject:</b>	Online Curriculum Access Agreement v 4.0				

### ONLINE CURRICULUM ACCESS AGREEMENT

The online curriculum is intended to support the learning process in the Colleges of King Saud bin Abdulaziz University for Health Sciences (KSAU-HS). The End - Users who are granted access to these curricula should be aware both that they have access to valuable and sensitive resources that are copy - righted and that their misuse of computing practices could adversely affect others.

#### TERMINOLOGY:

1. Curriculum: Online Curriculum provided by the College intranet or website, or other such Colleges' websites, under the auspices of KSAU-HS.
2. User: An Individual granted access to the Colleges' computing and networking facilities or categories of End - User accessing a website of the College where the curriculum is retained.
3. Account: Any account number, access code, End - User ID, or authorization code for using a computer on the University network, or which provides access to the University network.
4. System Administrator: A person who has the authority to grant access to the online curriculum and to maintain the curriculum.

#### USER AGREEMENT:

1. By this agreement, users, subject to the terms of this agreement, are granted only limited, non-transferable access to the curriculum.
2. Users are responsible for maintaining secure passwords for the accounts assigned to them.
3. Users agree to not divulge passwords and other access control information for their personal accounts to any other person.
4. Any misuse of an access code is the responsibility of the user granted that access code.
5. Web program use is restricted to online access in real time at a computer monitor or projecting from a computer in real time. Download for later usage is not allowed.

#### CURRICULUM COPYRIGHT, CONTENTS, AND PERFORMANCE PROTECTION:

1. Users must respect all copyright and licenses associated with the College computing facilities or with their access to the online curriculum.
2. Users may not copy, reprint, or download any material from the online curriculum that exceeds the user's immediate needs at that particular time. Any form of major download, or print is prohibited.
3. Any redistribution or publication of any copyrighted materials is strictly prohibited.
4. Any other act that could affect the performance of the provision and delivery of the online curriculum are also prohibited.

#### PRIVACY:

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

#### EXIT AGREEMENT:

Upon leaving the organization, I agree to honor all previous Agreements signed, and do hereby pledge to not divulge any confidential information to third parties, which was obtained during my employment at KSAU-HS. This includes any information divulged during important strategic reporting and planning meetings in which I participated, where highly confidential information and plans were disclosed, discussed and developed by the senior officers and managers of KSAU-HS. I further acknowledge that following cessation of my employment with KSAU-HS, I will continue to respect all proprietary and intellectual property that are the exclusive property of KSAU-HS or the supporting University.

INITIALS

<b>Revision #:</b>	4.0	<b>Supersedes:</b>	3.0	<b>Date:</b>	23 March, 2014
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<b>Form No.:</b>	<i>A - 10</i>	<b>Effective:</b>	<i>03/18/12</i>	<b>Page #:</b>	<i>2 of 2</i>
<b>Subject:</b>	Online Curriculum Access Agreement v 4.0				

As signatory to this agreement, you realize that King Saud bin Abdulaziz University for Health Sciences will take **EXTREME LEGAL ACTIONS** in cases of copyright violation. This online curriculum is intended to serve you. So please ensure that you protect it.

EMPLOYEE INFORMATION		
Requestor Name:	Phone:	Badge No.:
Academic Title:	College:	
Email:	Department:	
Signature:	Date:	

Block Name or ID	Expiry Date*	Block Name or ID	Expiry Date*
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

**Justification:**

**\*Put End of Block (EoB) to automatically terminate the access at the end of the active block.**

PRE-APPROVAL - College A. Dean		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	
Comment:	Date	Name & Signature
APPROVAL - College Dean		
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	
Comment:	Date	Name & Signature

**CORPORATE EDUCATIONAL TECHNOLOGY SERVICES**

APPROVAL - Director	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Date	Name & Signature
SYSTEM ADMINISTRATOR	
<input type="checkbox"/> Access Granted	<input type="checkbox"/> Other .....
Date Received:	Signature & Date Completed
Access Level	
Type: <input type="checkbox"/> Staff	<input type="checkbox"/> Student
<input type="checkbox"/> Other.....	
User: .....	

◀ **NOTES:** Please return the filled form to Corporate Educational Technology Services (EduTech) Office MC 3114, [edutech@ksau-hs.edu.sa](mailto:edutech@ksau-hs.edu.sa)

<b>Revision #:</b>	4.0	<b>Supersedes:</b>	3.0	<b>Date:</b>	23 March, 2014
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## ADDENDUM

### RESTRICTION OF USE AS PER AGREEMENT WITH UNIVERSITY OF MARYLAND SCHOOL OF DENTISTRY (UMSOD):

1. The UMSOD Curriculum Materials may only be displayed to or reviewed by KSAU-HS faculty and staff for the limited purpose of developing KSAU-HS Curriculum Materials, unless KSAU-HS obtain the necessary third party consent(s).
2. The UMSOD Curriculum Materials shall not be displayed or made available to any KSAU-HS student or students.
3. Any display or availability to students shall only be of KSAU-HS Curriculum Materials, and not of UMSOD Curriculum Materials.
4. If the modification of UMSOD Curriculum Materials is so substantial as to constitute an unacceptable departure from the UMSOD curriculum (as determined by UMSOD), KSAU-HS may no longer promote, advertise, publicize, or imply that its curriculum was derived from the UMSOD Curriculum Materials.
5. The name, seal, logo, trademark, or service mark of UM or UMSOD shall not be used without prior written consent obtained from UM.
6. KSAU-HS shall not in any way advertise, publicize, or imply that UM endorses KSAU-HS's curriculum, products, or services.

The undersigned authority acknowledges and accepts full responsibility for ensuring the security of the UMSOD Curriculum Material under the terms of Agreement as outlined in this Terms of Responsibility document, and for propagating a culture in the college that is respectful of intellectual property and copyrighted material.

Name: \_\_\_\_\_ Badge: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### WITNESSES:

\_\_\_\_\_  
**DR. KHALID AL FOUZAN**  
Associate Dean, Academic and Student Affairs  
College of Dentistry

\_\_\_\_\_  
**DR. MOHAMMED AL OUSAIMI**  
Associate Dean, Clinical Affairs  
College of Dentistry

### APPROVED BY:

\_\_\_\_\_  
**DR. ALI AL EHAIDEB**  
Dean, College of Dentistry