Terms of service of the EDELNet Learning/Teaching platform

§ 1 Content of the platform

The platform is a project of the faculties of law of the FernUniversität in Hagen, the Universidad Nacional de Educación a Distancia (UNED) and the Open Universiteit Nederland (OUNl). The three partners have concluded a Strategic Partnership contract to further cultural exchange and best practices in the internationalisation of high quality education in law for all three Bologna cycles. Developed within this framework, the EDELNet *(European Distance Education in Law Network)* project is the first building block in the implementation of an ambitious scientific and pedagogic concept of Blended Active Learning and student oriented teaching facilitating a personal learning path with an emphasis on interdisciplinarity and intercultural communication skills as a basis for a better understanding of each other's legal cultures and practices throughout Europe and beyond.

The project has been awarded with European Union funding for the period 2015-2018 by the **DAAD ERASMUS+** funding program for Strategic Partnerships (Call 2015).

The platform consists of several open course rooms for the different learning teaching activities of the EDELNet. Additional closed course rooms for students of the intensive programs are only accessible for this specific group.

§ 2 Target groups

The primary target group are students of all three bologna cycles of the participating universities. However, participation is unrestricted and open to the interested public.

§ 3 Costs

This service is provided free of charge.

§ 4 Technical specifications

The service is provided on a special platform by the FernUniversität in Hagen built on the basis of Moodle3.x that is exclusively designed for hosting this service.

Moodle (Modular Object-Oriented Dynamic Learning Environment) is an open source software used to support distance teaching and learning. It enables web-based access to module- or course-related learning environments.

This Moodle platform is operated within a safe technical environment on servers located in the server room of the ZMI on the campus of the FernUniversität in Hagen. It is independent from and not linked to the other Moodle platforms operated by the ZMI.

The system environment consists of a data base in which course and user data are stored and a web-server in which the program code and uploaded files are stored. ***Access*** to these facilities is exclusively granted to system administrators at the ZMI. Moodle users without administrator rights can access the data and material only web-based via Moodle. An initial registration is mandatory before being able to access Moodle.

§ 5 Access / registration

The registration on the platform will include the surname, firstname and email address of the user and the choice of a user name and a password. Users are free to use fictional names, a personal email address or an email address of their academic institution. By registering and accepting the corresponding checkbox these Terms of Service are accepted. During the registration a new unique account for every user will be created.

When the platform is entered for the first time (click on the link: http://open.edelnet.eu) the participants are asked to sign in. This registration aims only at the access to a course, e.g. "Legal English I".

§ 6 Use of the Information and Privacy

To fulfil the offer's goal and functions, personal data is saved for the purposes of organisation and communication. The relevant data protection regulations apply in this regard. Personal data will not be forwarded to third-parties. The providers of the offer are obliged under law to observe confidentiality.

§ 7 Personal data within the user profile

Username, password and email address will be saved during the initial registration process and registered into the user profile. Users will be able to change their password at any time. The user name is composed of first name and surname. Both names must be provided but can be chosen freely. That means that the participation with a pseudonym is possible.

However, students who participate in the EDELNet intensive programs (IP) must use their real names to get access to the closed IP course rooms. Providing further information such contact details is optional. If provided, this information will be saved within the user profile as well.

§ 8 Other personal data

Possible actions undertaken while using the platform will be stored in a way that allows tracing back which account contributed the posts or answers or undertook certain actions.

List of possible actions:

- **Choice:** The choice activity module enables a teacher to ask a single question and offer a selection of possible responses. Choice results may be published after students have answered, after a certain date, or not at all. Results may be published with student names or anonymously.
- **Forum:** The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.
- **Glossary:** The glossary activity module enables participants to create and maintain a list of definitions, like a diction nary, or to collect and organise resources or information.

- **Quiz:** The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.
- The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.
- Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

Furthermore, log data will be stored for 7 days. These include the IP number of the computer which was used to contribute posts, answers or undertake other actions as well as the user name and the time when the action was undertaken.

§ 9 Visibility of personal data

In their user profile, participants can choose whether they want their e-mail address to be visible to anyone, visible to other platform-users or invisible.

With a click on the surname and first name (or pseudonym) which is visible in the forum postings, the profile information of the respective author will be shown.

Participants can only see their own answers to quizzes and the automatically generated ratings. The course administrators can see all the quiz answers and ratings.

The course administrators can access two of the reports which are offered by Moodle-Standard:

- Course activity: It will be shown which material, which forums and which quizzes have been used by how many people.
- Course participation: For specific materials or activities (e.g. a forum) it will be shown, how often a participant has used them and with which user name (or pseudonym).

Log data is visible to the administrators. Additionally, administrators do have access to the data base to trace back which user contributed certain posts or undertook certain actions in case of improper use or use of abusive language. Other participants do not have access to the data. These data cannot be seen by the other participants.

§ 10 Course content and responsibility

The platform as well as services and data which are available via the platform may only be used for interests in the fields of learning, teaching and research as well as other interests specifically stated in the platform description. The platform as well as the services and data which are available via the platform must not be used for financial, private, religious or political interests. It is prohibited to provide data (or links) violating legal regulations. This applies particularly for content that is racist, pornographic, national-socialist, inhuman, abusive or glorifying violence, as well as for other content violating German law. It is also prohibited to use the platform to provide, exchange or link data protected by copyright.

Content published on the platform under copyright protection must not be passed on, republished or used otherwise without explicit permission by the author. This applies particularly for teaching material published on the platform. Personal data of the users may only be used outside of the platform with explicit permission of the user in question.

The project team of the EDELNet is responsible for the provided teaching materials and exercises supervision. To be able to execute these supervision duties, the project team exercises the (virtual) domiciliary rights.

§ 11 Liability of the service provider

In accordance with §§ 7, Abs. 1 und 2 Telemediengesetz (TMG), the FernUniversität in Hagen as the service provider is responsible for the information which it provides for use. In accordance with §§ 8 TMG, the FernUniversität in Hagen is not responsible for information provided by students or for content provided by third parties referred to via Hyperlinks.

§ 12 Deletion of account/data

The participants can sign off the platform at any time. With an e-mail to the technical support account (stated below) they can demand the immediate deletion of their user account. In that case, first name and family name of former postings will be replaced by "Anonymous User". Course rooms for the communication of participating students of the intensive programs will be deleted or locked three months after the end of the intensive program. In case of deletion all forum postings and actions of users in this course room are affected by the deletion.

§ 13 Contact

Questions regarding the content of the platform will be answered in the forums.

In case of questions regarding Moodle or in case of any technical problems, please write an e-mail to the technical support account: support.edelnet@fernuni-hagen.de