

TERMS OF USE MATER DEI EDUCATION PARENT PORTAL

These terms and conditions govern the use of Mater Dei Education Parent Portal, as provided by Mater Dei Education and Mater Dei Academy (referred to as “we” or “us”), by the user (referred to as “you”).

By using the Mater Dei Education site and the Moodle Parent Portal or mobile application, you acknowledge and signify that you have read, understood, and agreed to be bound by these terms and conditions.

You may not transfer your account to another person, share it with anyone, or use it to impersonate anyone. You agree that you will provide us with accurate account information (such as your real name, valid e-mail addresses, and accurate payment details). We may terminate your account if we are unable to verify or authenticate the information you provide to us.

All course materials are the copyright of Mater Dei Education and may not be used by anyone other than the enrolled student and his/her parent or guardian. You may not sell, lend or give these materials to anyone else or allow them to be copied or used by any person for the purpose of study or any purpose whatsoever. Any user found to do so will have their account suspended immediately.

You acknowledge that information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law. We will not be held liable for any loss or damage incurred by you as a result of your reliance on any materials placed on this site.

The website is established in Ireland in accordance with the laws of the Republic of Ireland and shall be governed by the laws of that country. When you use the site, you accept that your use of the site and any information on the site, shall also be governed by the laws of Ireland and if any dispute arises from your use of the site or any of the information on it, you agree to allow such dispute to be heard in the Irish courts.

You agree to abide by the terms of the criminal and civil laws of the Republic of Ireland, and agree not to upload, disseminate, publish or otherwise provide any obscene pornographic, defamatory or libellous content on this site. Further that you shall not abuse, bully, threaten, intimidate, harass any person, persons or class of persons on this site; that you will not use this site to invade anyone's privacy or otherwise incite, encourage, counsel or procure another person to do so.

Any links from this site are provided for your information. We do not endorse any of the sites to which we link, and we bear no responsibility for the contents of these sites. Should you be dissatisfied with the service or any correction a refund may be offered at the discretion of Mater Dei Education once an email is received to info@materdeieducation.ie, clearly stating your name, email address associated with your account and a detailed description of your reasons for requesting the refund. At the discretion of the Mater Dei Education management, a refund may be applied. We will inform you in writing of the decision within ten working days. Where a refund is applied it will be subject to a €25 administration fee and will be pro-rated for the number of days of usage to date.

We reserve the right to amend these terms and conditions at any time. Updated terms and conditions will be uploaded to the website. You are advised to visit the website

periodically to keep up to date with any changes in our terms and conditions.

PRIVACY POLICY

Mater Dei Academy, and its online learning platform Mater Dei Education (“we” “us”, or “our”) respects your privacy and is committed to protecting your personal data.

MATER DEI ACADEMY uses the Moodle learning platform as part of its teaching provision for students and for staff training activities. Moodle is an open source project, for more about Moodle

please see: https://docs.moodle.org/34/en/About_Moodle. The Moodle instance used by MATER DEI

ACADEMY is maintained and managed by MATER DEI ACADEMY using the Google Cloud server.

Google Cloud is an independent third-party provider of secure online storage to Mater Dei Academy

and its privacy notice is available here:

<https://cloud.google.com/terms/cloud-privacy-notice>

Please read this Privacy Policy carefully – it describes why and how we collect and use personal data

and provides information about your rights. It applies to personal data provided to us, both by

individuals themselves or by third parties and supplements any other MATER DEI ACADEMY

policies which may apply, for example the Academy’s GDPR policy. We keep this Privacy Notice

under regular review.

Personal data that we keep about you:

As part of its operation, Moodle logs user activity. We will gather the following data via these logs:

- User ID
- Moodle Course ID
- Time stamp of activity

- Action type

- Moodle object the action was on e.g. Quiz

From these logs Moodle generates a number of reports that are accessible to the administrators on each Moodle course. Moodle reports enable course administrators to monitor activity in the course and to see what resources in the course are or are not being accessed.

These may be used by course teams to support your teaching and learning.

Who we share your data with:

As part of the teaching provision, some courses may make use of Turnitin, Lecturecast (Echo360 video platform) and Blackboard Collaborate. These are third party services (plugins), in order to facilitate the service provided identifiable data is shared between the MATER DEI ACADEMY Moodle installation and these services.

These tools have their own privacy statements, these can be viewed at:

- Turnitin

- Echo360 (Lecturecast)

- Blackboard Collaborate

The following LTI (Learning Tools Interoperability) integrations are active within Moodle and have been reviewed and approved. Each tool uses aspects of Moodle personal data as listed above to

facilitate access to the tools and allow activities such as the calculation and storage of grades inline with the Moodle Privacy Policy. Each LTI tool has their own privacy policy and can be viewed by following the associated Link.

- Zoom – Video conferencing

- Google Talk – Video conferencing

- Labster – Online laboratory simulator

- Hypothesis – Online collaborative annotation of webpages and PDFs

- Talis Elevate – Online collaborative annotation for PDF's

- Talis Aspire – Library reading lists

- Learning Science – Online laboratory simulator

For students and users:

Students will be automatically enrolled onto Moodle courses that they are taught via a direct link by the Academy's network administrator. This data will include data that has been provided as part of your student record; module, student name and student code.

Feedback from assessments will be provided to students via MyFeedback. This information will also be stored in the Moodle database along with the user activity logs. Where required to either provide support or to investigate an issue, the Moodle database may also be accessed by the Mater Dei Academy systems administrator.

As part of your studies, some Moodle courses may also make use of Turnitin and Lecturecast.

All data collected and processed by Moodle is done so in accordance with the MATER DEI ACADEMY GDPR Policy.

For staff facilitating courses:

Moodle reports enable course administrators to monitor activity in the course and to see what resources in the course are or are not being accessed. These may be used by course teams to support your teaching and learning and must be used in compliance with the Mater Dei Academy GDPR policy.

If your course uses electronic submission or Lecturecast please ensure that you have familiarised yourself with the corresponding guidance and privacy policies.

Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. IN the event of any suspected personal data breach, we will notify you, our Cloud server provider and any applicable regulator of a breach where we are legally required to do so.

Data retention

We will only retain your personal data for as long as necessary to fulfil

the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. At the end of each academic year a snapshot may be taken and the data is stored and made available to Moodle users in a read-only format. Each Moodle snapshot may be retained for up to 5 years from the date of capture. After this time period, the files are then destroyed.

Your rights

Under certain circumstances, you may have the following rights under data protection laws in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact us using the details set out below.

You can contact MATER DEI ACADEMY by telephoning +353 (0)21 2021 229 or by writing to:

Mater Dei Academy
17 Eason's Hill, Cork, T23 N44W, IRELAND.

Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to info@materdeieducation.ie so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Office of the Information Commissioner. For further information on your rights and how to complain to the OIC, please visit www.oic.ie.

Moodle Terms and Conditions

MATER DEI ACADEMY and MATER DEI EDUCATION use an instance of the Moodle learning

environment as part of its teaching provision for students and for staff training activities. Those using

MATER DEI ACADEMY and MATER DEI EDUCATION Moodle are expected to be familiar with

and abide by the regulations and policies outlined in this policy.

Moodle is an extension of Mater Dei Academy's physical teaching environment, therefore use of

Moodle is subject to the following MATER DEI ACADEMY policies:

– Mater Dei Academy Code of Behaviour

– Mater Dei Academy Fair Usage Policy

All content added to Moodle must be compliant with Copyright legislation, guidance for students

and teaching can be viewed at:

<https://www.ipoi.gov.ie/en/understanding-ip/help-guidance/ip-information-booklets/copyright-and-related-rights.pdf>

Disclaimer

The information contained in MATER DEI ACADEMY Moodle is subject to change and may have

been posted by staff, students and those associated with MATER DEI ACADEMY acting entirely in a

personal capacity. MATER DEI ACADEMY takes no responsibility for the consequences of error or

for any loss or damage suffered by users of any of the information published on any of these pages,

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