



EASTERN  
GATEWAY  
COMMUNITY  
COLLEGE

**PROCEDURES**

**PROCEDURE 20-02**

**Student End User License Agreement for Courses Procedure**

**REFERENCES:**

*Policy # 8-01*

**REVISION HISTORY**

**Approved By: Cabinet on 09/16/2020**

**Effective Date  
January 1, 2021**

**Purpose:**

*What is the purpose of this procedure?*

The College has adopted the procedure for students to complete course assessments and submit their work through the Learning Management System and possibly use third party software in the courses.

**Scope:**

*The scope is defined as the range of operation for the procedures, i.e. how will this be used, applied....*

Students will utilize the Learning Management System and third party software to complete assessments and submit their work.

**Definitions:**

*Any special definitions or internal notes*

n/a

**Responsibility:**

Position and/or  
Department(s)

*List the primary role/title of the position that performs activities within the procedure. List all necessary positions/titles and departments:*

- Student will comply with all rules of the College and student handbook and any amendments to this agreement
- Student will comply with the College's privacy policy
- Student will comply with the course syllabus
- Student will attend all classes or online sessions
- Student will submit homework assignments by 11:59 pm ET on the assigned due date
- Student will complete tests by 11:59 pm ET on the assigned date
- Student will come prepared to each class session
- Student will utilize quality sources for research
- Student will keep his/her password secure and confidential
- Student will not permit others to use his/her account
- Student will refrain from using other users' account
- Student will refrain from selling, trading, or otherwise transferring college or course account to another party
- Student will use the LMS and third party software to complete assessments

- The college reserves the right to monitor, save, and retrieve any and all information and communication using school property, including email and course content management within the Learning Management System.

**Procedure:**

*List the steps and roles responsible for performing each step. State whether these steps should be performed in sequential, parallel or interactive order.*

A. Student responsibilities

1. Comply with all rules of the College and student handbook and any amendments to this agreement
2. Comply with the College's privacy policy
3. Comply with the course syllabus
4. Attend all classes or online sessions
5. Submit homework assignments by 11:59 pm ET on the assigned due date
6. Complete tests by 11:59 pm ET on the assigned date
7. Come prepared to each class session
8. Utilize quality sources for research

B. License to use your submitted materials and your warranty

1. Further, you warrant that by providing information to us, you represent and warrant that you are entitled to submit the information and that the information is accurate, not confidential, and not in violation of any contractual restrictions or other third party rights.

C. Sign-in credentials

1. You agree to: (1) Keep your password secure and confidential; (2) not permit others to use your account; (3) refrain from using other users' accounts; (4) refrain from selling, trading, or otherwise transferring your college or course account to another party; and (5) refrain from charging anyone for access to any portion of the course, or any information therein. Further, you are responsible for anything that happens through your account until you close down your account or prove that your account security was compromised due to no fault of your own.

D. Course application software

1. A course may use third party software which requires you to submit assessments such as:  
Big Blue Button  
Canvas  
Cirrus  
Evaluation Kit  
Evolve  
Hands on Labs  
Labster  
McGraw Hill Connect

Pearson MyLab and Mastering – EMS BradyLab  
RedShelf  
Simtics  
Starry Night Education  
Studio  
TestOut  
TurnItIn  
VitalSource  
Visible Body  
Zoom

Access to this software is licensed by the college. The student is responsible for due care when using college software and adherence to the third-party license agreements. Third party software are additional software applications with specific purposes which are provided by third party vendors and licensed by the college

E. User-to-user communication and sharing

1. All information communicated whether required by the syllabus or spontaneously done of the student's own volition is the responsibility of the student.
2. The information must comply with this agreement, the student handbook, and intellectual property laws.

**Our Rights and Obligations**

A. Privacy

1. The college reserves the right to monitor, save, and retrieve any and all information and communication using school property, including email and course content management within the Learning Management System. A learning management system is a software application for the administration, documentation, tracking, reporting, automation and delivery of educational content

B. Third party sites

1. The course or materials may have links to third party sites. These links are provided for educational purposes only and are not necessarily an endorsement nor is all content specifically approved by the course, the professor or the college.
2. The student assumes all risks in assessing these sites. No warranty is implied and the student will hold the college and the professor harmless in the event of any harm or cost incurred with such access.

**Exception(s):**

*List any exceptions to the procedures or special circumstances that may warrant different disposition.*