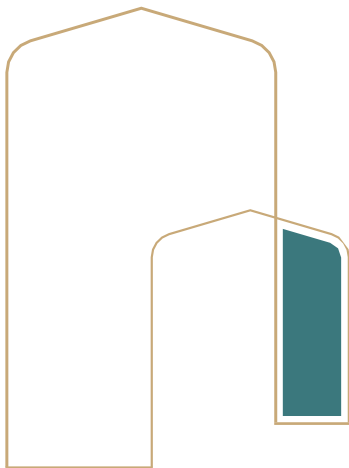


NAIF ARAB UNIVERSITY
FOR SECURITY SCIENCES
Est. 1978



جامعة نايف العربية
للعلوم الأمنية
تأسست ١٩٧٨

Course Policies on LMS



First: Privacy and Security Policy

1. Keep your login information secure and do not share it with anyone else.
2. Do not send links from untrusted sources.
3. Do not upload copyrighted materials without the owner's permission.
4. Do not publish or share any material that is offensive to others.
5. Everything that comes from your account is your personal responsibility, whether during online lectures or in discussion forums.

Second: Participation and Communication Policy

1. Ensure active participation by posting and commenting in discussion forums and blogs.
2. Avoid repeating what your classmates have already written on the same discussion topic.
3. Respect your classmates and do not undermine their ideas or opinions.
4. Respect the privacy of the people you communicate with.
5. Use clear, academic language when writing, avoid spelling mistakes, and do not use unfamiliar symbols.
6. Use standard fonts when submitting posts.
7. Stay on topic in discussion forums and do not deviate from the designated topics.
8. Discussion blogs are dedicated to shared topics; anything else should use appropriate channels, such as email.
9. Before sending an email to the course instructor, make sure to include the following: (course code - section - student name - student ID number - subject).
10. Regularly check your university email.

Third: Virtual Classroom Policy

1. Make sure to enter the virtual classroom at the scheduled time according to the approved class timetable.
2. Choose a quiet and comfortable place before starting the lecture.
3. Ensure your microphone is muted throughout the lecture, and only unmute it when you wish to participate.
4. Avoid interrupting the lecturer during the class or interrupting a classmate before they finish speaking.
5. Use the "raise hand" feature to attract the lecturer's attention when you want to participate.
6. Keep your contributions brief and to the point.
7. Recording lectures is prohibited without prior permission.

Fourth: Technical Requirements and Skills

1- Technical Requirements:

- Use a device with adequate specifications when working with the learning management system.
- Ensure a high-speed internet connection is available to guarantee smooth operation of the learning management system.

2- Technical Skills:

You are expected to master certain skills that will enable you to engage more effectively with the course, including:

- Connecting to the internet.
- The ability to use search tools and engines.
- Proficiency in using email, sending, and uploading files.
- Using word processing and presentation software, such as Microsoft Word and PowerPoint.
- Navigating the learning management system and handling electronic course content and lessons.
- The ability to use tools for sharing files and documents online.