**SAINT JOSEPH INTEGRATED TECHNICAL COLLEGE (SJITC)**
**JOSEPHITE BROTHERS**
**NYAMIRAMBO - KIGALI**
**P.O. Box 1330 Kigali**
**Tel: (+250) 782306593**
**E-mail : sjitc2010@yahoo.fr**
**www.sjitc.ac.rw**                                    **IMBANGUKANABIGWI**
                                                      *TOP PRACTICAL SKILLS OUR GOAL*

# SJITC E-LEARNING POLICY

**INTRODUCTION /General Information**

This document sets out the policy and procedures for the use of E-leaning in The Saint Joseph Integrated Technical College(SJITC)

**College Background**

Saint–Joseph Integrated Technical College formerly known as Nyamirambo School of Crafts[1] came into existence as a Training Centre in 1970 and started with 15 students.

Its establishment was made possible by the joint efforts of the Josephite Brothers Congregation whose objective was a practical training in order to respond to growing needs of both the capital and the countryside, as the country needed average but fast technical progress. It was urgent to train qualified workers according to modern technical method instead of following the traditional on-the-job training method.

In 1993, the School -then called Institute Léon Paul Class- adopted the A3 level to its program.

The 1994 Genocide left the School ransacked but it reopened on 27/06/1997. On 25/06/1999 it was officially inaugurated by the Minister of Education, Emmanuel MUDIDI and was recognized as a private School on 03/09/2000.

The **Ninth General Chapter of the Josephite Brothers Institute** held in September 2001 decided that all Schools sponsored/managed by this Congregation must have Saint Joseph as patron saint; thus Nyamirambo School of Crafts (EMN) became Nyamirambo Saint–Joseph Technical School (ETSJ) and adopted A2 program in Public Works and Construction in 2002.

The School was officially approved by WDA (Provisional license to operate Ref. No WDA/143/10) for A1 program in April 2010 and thereby became **Saint Joseph Integrated Technical College**, **SJITC.** In April 2010, **SJITC** opened a department of Civil Engineering, whose first promotion will graduate in 2013.

Despite many challenges, **Saint Joseph Integrated Technical College** has made a significant progress and is today an essential partner of the Ministry of Education regarding technical options.

**SJITC Mission**

- To provide consultancy services to the Government, industry, private sector and the community at large.

- To collaborate with other academic, professional, technical, and research institutions in and outside of Rwanda for educational and technological development.
- To make provision for the advancement, transmission and preservation of knowledge and to sustain intellectual life in Rwanda.
- To contribute to the cultural, civic and moral training of its students and to participate actively in the economic and socio cultural development of the country.
- To develop and promote close collaboration with the private sector and the community.
- To award diplomas of the categories of the courses it offers
- To award certificates concluding short period courses
- To conclude bilateral cooperation agreements with various institutions in charge of education as well as other high national and international institutions of learning.

## SJITC Vision
- To equip students with advanced skills with a view to increasing manpower and capacity for national development.

**E-Learning**

E-learning is the term used to describe the use of the web and other Internet technologies in terms of enhancing the teaching and learning experience. It shares similar characteristics of many other e-services, such e-commerce, e-banking and e-government. The e-services users' behaviors are different according to their roles and needs. E-learning users focus on how to benefit from e-learning concerning teaching and learning purposes. The users may need to spend longer periods of time when undertaking e-learning compared to other e- services due to interactive content that is found there which learners have to go through in order to accomplish certain class activities.

## Introduction

During this era, we are living in, there is a huge rise of remote learning that was triggered by the pandemic that has hit the world. Even though e-learning was always there before the pandemic, but it was not taken as a sustainable solution hence if it is used well students will earn more knowledge and skills through various means of education. Online learning coupled together with face-to-face learning makes it possible to have a strong blended learning system which in return will be a foundation of new venture in education.

The VLE employed by SJITC is E-leaning. This is a very large and well supported freeware product which is easily accessed from the internet on SJITC computers, staff and student laptops and mobile devices. For SJITC this is hosted in cloud , This provides very great advantages in continuity of service and assurance of product maintenance.

E-leaning does not reduce the contact time, but it gives a way of guiding the learning hours allocated to independent learning. While E-leaning can be used for distance learning, it is not current policy to develop distance learning modules. All SJITC modules are currently taught face-to-face. A revised policy would be issued if tutors developed a compelling case for distance learning.

The entities which have a presence on E-leaning are the users (all students and staff) and the modules.

All students are registered to the system when their SJITC student registration is complete and remain on the system for the duration of their studies. Usernames are the registration numbers. Use is made of the bulk upload facilities for student cohorts to make the registration process as efficient as possible, using default passwords and email addresses. Future policy is that student photos will be uploaded for easy recognition by peers and tutors.

All academic staff are registered when they join or are contracted to teach specific modules. Other staff are registered when they have a need to access the system.

All users are given initial E-leaning training appropriate to their needs. This training is provided by IT staff. In particular the default password must be replaced by one of the user's choice and the correct email address should be entered.

Students are removed from the system when they graduate or withdraw from their studies. Student registrations may also be suspended when students are not in financial good standing. Staff are removed from the system when they leave the institution or are no longer under contract.

All the taught modules are created on the system. In addition there are central pages for each faculty, where news, academic calendars, regulations, style guides etc are located and pages for study skills, language support and instructions for E-leaning. These can be accessed by all staff and students. In addition central pages are created for staff development programs and any other specific needs; access to these pages is restricted to those concerned. Every central page has a designated owner responsible for maintenance.

Specific staff have Administrator privileges to create entities and access all the system. At the present time these are the Director of IT, Academic Registrar, Director of Quality, DVCA and VC.

Each module has an owner, who is the module leader. The module leader is enrolled by the Administrator along with any other teaching staff. Heads of Departments are enrolled to all the modules in their department in order that they can view implementation progress, identify best practice, assure that tutors are making appropriate use of the VLE, and identify overall student participation. The Head can also determine when a duplicate module is needed when more than one cohort is taking the module in the same year but not at the same time. This is avoided whenever possible.

Students are enrolled for all the modules they are taking in the year, using cohort bulk upload facilities. At the end of the year student enrolments are wiped to leave the module clear for the next cohort. Students are warned that they should download any work or material before this happens.

Module leaders (fulltime and part time) must upload the current module description, access to tutors and class timetable. They are expected to upload all handouts, which students may download

for printing or to their own devices. Tutors are encouraged to make the maximum use of other facilities including uploading additional material and links, encouraging blogs and online communication and clarification, adding quizzes, using the assignment facilities and online submission of work, online marking and mark reporting. However, it is the judgment of the Head of Department whether the tutor is making sufficient use of E-leaning in relation to other workload commitments.

Module leaders are expected to monitor the use of their materials and the online time of individual students, and explore difficulties with the students concerned. Remedial training will be available.

The materials on the E-leaning are the intellectual property of the original author, which may not be the tutor who placed them on the E-leaning pages.

**Security Triad**

Our e-learning platform must comply with security triad by fulfilling CIA- Confidentiality, Integrity and availability of the system.

(1) Availability: In e-learning, availability is the assurance that the e-learning environment is accessible by authorized users, whenever it is needed. Availability can be divided into two: Denial of Service attack (DoS – an attack that stop access to authorized users of a website, so that the site is forced to offer a reduced level of service or, in some cases, ceases operation completely) and loss of data processing capabilities. The e-learning users are dependent on the information on the Internet; therefore, the availability of materials and information to be accessed at any point in time and at any location is crucial.

(2) Integrity of Information: This is the protection of data from unauthorized changes (i.e. only authorized users or processes are allowed to alter contents and no changes can be made illegally). Integrity depends on access controls; therefore, it is important to positively and uniquely identify all persons who attempt access. Integrity can be compromised by hackers, masqueraders, unauthorized user activity, unprotected downloaded files, LANs, and unauthorized programs (e.g., Trojan horses and viruses), simply because each of these threats can lead to unauthorized changes to data or programs.

(3) Confidentiality: This is the protection of information in the system so that unauthorized persons cannot gain access. Identification and Authentication: Identification tries to identify legitimate users to whom access has been granted while Authentication tries to verify that the user is the same as whom he claims

All the above information security triad has to be adhered with when it comes to SJITC eLearning platform by making sure that users accessing our system should be known and be monitored against all activities they carry out online. This gives the administration the assurance of the safety of the system and quality of content shared in the LMS.

**Authentication and Authorization**

All users accessing SJITC e-learning platform should be authenticated and granted access accordingly. Users should be registered at once by online team and they shall reset password upon login into the system.

**System access and monitoring**

All students access SJITC eLearning platform should be keenly identified by asking them to turn on camera's for identification purposes. Safe exam browser platform should be enabled on each client in order to lock screen whenever the assessment in ongoing.

**System Audit**

The online team from time to time they should conduct security audit and inspection to find out if only legitimate users are the only ones that usually login into the system by doing deep user and content inspection to figure out if there was anything compromised.

**System hardening and customization**

The system should be customized to avoid any user free registration without Admin approval. Customization should be done in such a way that all users should be granted permissions required to achieve any task. There should be system access request form such that there will be filling activity of all the users for future reference.

**Backup and restoration**

The e-learning system should be backed up on a monthly basis and the backup shall be kept in a safe place since it may be required for restoration in case there is system crash. A test bed or a redundant system should be in place in order to carry out some tests and restart the backed up files to make sure that they are in a good condition.

**Information Security Management in E-Learning**

Information security technology, hardware and software have been used in order to secure the e-learning environment where it is currently hosted. Security control for system access and management shall be in place to avoid system security compromise in any form. The hosting company shall sign an NDA and SLA to indicate that the system is secure and make sure to abide with it. SJITC Online team on the other hand shall be responsible to make sure that all required security best practices are followed by both teaching staff and learners. The overall goal is to make sure that our eLearning is safe and secure when it comes to access because a system whereby security cannot be managed is not secure, no matter how excellent the controls suggested. Furthermore, the users (lecturer and students) will also benefit with the secured e-learning environment.

**Reverend Brother Pie SEBAKIGA**
**Principal**