Gene Louw Traffic College
eLearning Code of Honour

By participating in the Gene Louw Traffic College eLearning programmes, I agree to the eLearning Code of Honour.

I will:

- Acknowledge that all content on the eLearning website is the intellectual property of the Gene Louw Traffic College.

- Apply the rules of netiquette while using the GLTC eLearning platform.

- Always act in a professional manner, be polite and courteous to others while using the GLTC eLearning platform.

- Agree not to engage in any practise that may be seen as dishonest in any context while utilising the GLTC eLearning platform.

- Steer clear from plagiarism (copy of work/recourses) and will complete all activities and assessments in an authentic manner.

- Not upload any private (other than required), confidential or sensitive information on the eLearning platform.

- Not utilise the eLearning platform for any political propaganda.

- Not utilise the eLearning platform for any external social media activities.

- Not attempt to gain unauthorised access to any part of the GLTC eLearning platform.

- Not allow anyone else to utilise my unique username /password.

- Complete all work electronically, including files needed from the Administrator's official e-mail address or e-mail in Moodle platform.

- Make my details available when requested from GLTC on the provided template/s for verification and audit purposes. Non-compliance will result in the suspension of my user account until such information is received.

- Provide personal information needed for verification only to the systems administrator via the eLearning platform (No information will be requested telephonically)

By agreeing to these terms, I accept that I can be penalised in the appropriate manner if I do not comply with the above code of honour and that my account can be suspended, pending further enquiries into such disregard, with the account only restored to normal status after any finding/s or recommendation/s are made.

The Systems Administrator has the authority;

- ✓ To communicate directly with any user on the eLearning platform, irrespective of the user(s) position or post level. The communication will only be in relation to the eLearning platform.

- ✓ To request any form/template to be completed when needed.

- ✓ To delete and archive for investigation any communication that does not comply with the eLearning Code of Honour and any other policies of the Western Cape Government regarding online engagement.

- ✓ To suspend any user(s) accounts on grounds of misuse, death, retirement and resignation, but not limited to this.

- ✓ To decline any phone calls, e-mails or course requests pertaining to online activities (which is to be dealt with by the relevant facilitator) other than electronic requests dealing with user profiles (updates or enquiries)

- ✓ To decline or make available any user's information including course information to any other person or institution requesting such information.

  Confidential information will only be made available through a formal request sanctioned by the Head of the Institution.