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# Online Learning Policy

## 1. Scope

This Policy applies to all students participating in online, remote, or hybrid programmes delivered by SVIBCI. It sets out the technical requirements, conduct standards, and institutional expectations for online learning environments.

## 2. Technical Requirements

Students participating in online or hybrid programmes are responsible for ensuring they have access to:

- A stable, high-speed internet connection suitable for video conferencing
- A suitable device (laptop or desktop computer recommended) with a functioning camera and microphone
- Required software and applications as specified for their programme
- A private, quiet environment suitable for learning during live sessions

SVIBCI is not responsible for technical difficulties arising from students' own equipment or connectivity. Students experiencing persistent technical issues should contact the IT support team promptly.

## 3. Online Conduct Standards

Students participating in online sessions are expected to:

- Join sessions punctually and remain attentive throughout
- Enable their camera during live interactive sessions unless instructed otherwise
- Dress appropriately in accordance with Saudi cultural and institutional standards, even in remote settings
- Maintain respectful and professional communication via chat, discussion boards, and video
- Avoid distractions, background noise, and multi-tasking during live sessions

## 4. Session Recording

Online sessions may be recorded by SVIBCI for educational, quality assurance, and accessibility purposes. By participating in online sessions, students consent to being recorded. Recordings are stored securely and used only for authorised institutional purposes in accordance with the Privacy Policy.

Unauthorised recording, screenshotting, or redistribution of session content by students is strictly prohibited and may result in disciplinary action.

## 5. Platform Security

Students must:

- Keep their login credentials secure and not share access with any third party
- Log out of all SVIBCI platforms after each session
- Report any suspected unauthorised access to their account immediately
- Not attempt to access areas of the platform beyond their authorised permissions

## 6. Intellectual Property

All online course materials, recordings, and content remain the exclusive intellectual property of SVIBCI. Students may not download, reproduce, or distribute session recordings or course content without prior written permission.

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## 7. Contact

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Online learning and LMS support: info@svibci.csa

# Acceptable Use Policy

## 1. Scope

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This Acceptable Use Policy (AUP) applies to all users of SVIBCI digital systems, platforms, learning management systems (LMS), portals, website, Wi-Fi networks, and any related technology infrastructure. All students, staff, and visitors must comply with this Policy at all times.

## 2. Authorised Use

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SVIBCI systems are provided exclusively for lawful educational, administrative, and professional development purposes. Authorised use includes:

- Accessing course materials, assessments, and learning resources
- Communicating with instructors, peers, and staff via approved channels
- Submitting assignments and portfolio work through designated platforms
- Accessing authorised third-party learning tools and resources

## 3. Prohibited Activities

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The following activities are strictly prohibited and may constitute criminal offences under Saudi law, including the Anti-Cyber Crimes Law (Royal Decree No. M/17):

### 3.1 Security and System Misuse

- Unauthorised access to, or hacking of, any SVIBCI system, network, or account
- Distribution of malware, viruses, ransomware, or any malicious software
- Circumventing security controls, firewalls, or access restrictions
- Attempting to intercept or monitor others' communications

### 3.2 Content and Conduct

- Uploading, sharing, or accessing unlawful, offensive, or inappropriate content
- Harassment or cyberbullying of any individual via SVIBCI platforms
- Sharing login credentials or allowing unauthorised persons to access SVIBCI systems
- Impersonating another user, student, or member of staff

### 3.3 Intellectual Property

- Unauthorised scraping, copying, or redistribution of SVIBCI content or course materials
- Using SVIBCI systems to infringe the intellectual property rights of any third party

## 4. Monitoring

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SVIBCI reserves the right to monitor, log, and audit usage of its digital systems for security, compliance, and institutional governance purposes. Users should have no expectation of privacy when using SVIBCI systems for non-authorised purposes. Monitoring is conducted in accordance with the PDPL.

## 5. Consequences of Misuse

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Violations of this Policy may result in:

- Immediate suspension or termination of system access
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- Disciplinary action under the Student Code of Conduct
  - Reporting to Saudi law enforcement or cybercrime authorities
  - Civil or criminal liability under applicable Saudi law

## AI Usage Policy

### 1. Purpose

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Artificial Intelligence tools offer significant potential for learning and professional development. However, to protect academic integrity and ensure students develop genuine skills, SVIBCI has established clear guidelines governing the use of AI tools by students and in institutional operations. This Policy aligns with Saudi Arabia's National AI Strategy and the ethical AI principles promoted by SDAIA.

### 2. Student Use of AI Tools

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#### 2.1 Prohibited AI Use

Unless expressly authorised in writing for a specific assessment, students may not:

- Submit AI-generated text, code, images, or other content as their own original work
- Use AI tools to answer examination questions or complete assessed tasks
- Use AI to paraphrase or disguise copied content in assessments
- Use AI-generated outputs without full disclosure and attribution where permitted

#### 2.2 Permitted AI Use

AI tools may be used by students for the following non-assessment purposes:

- Research assistance — identifying sources and exploring topics (with independent verification)
- Grammar and spell-checking of original student-authored work
- Brainstorming and idea generation — where the final work remains the student's own
- Learning how AI tools function as part of approved Digital and Technology modules

Where an assessment specifically designates AI-assisted work as permissible, detailed instructions and disclosure requirements will be provided by the faculty.

### 3. Disclosure Requirements

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Where AI tool use is authorised for an assessment, students must:

- Clearly disclose all AI tools used, including tool name and purpose
- Describe how AI assistance was applied in the work
- Ensure the final submission reflects the student's own critical thinking, analysis, and conclusions

### 4. Institutional Use of AI

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SVIBCI may use AI-driven systems and analytics tools for the following institutional purposes:

- Learning analytics — monitoring engagement, progress, and learning outcomes
- Operational efficiency — administrative processing and scheduling
- Platform functionality — content recommendations and adaptive learning tools

All institutional AI use is governed by the Privacy Policy and PDPL Compliance Notice. Automated decisions with significant impact on students will be subject to human review.

### 5. Academic Integrity and Consequences

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Unauthorised use of AI in academic submissions constitutes a breach of the Academic Integrity Policy. Consequences may include grade penalties, resubmission requirements, suspension, or exclusion as outlined in the Academic Integrity Policy.

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## **6. Policy Review**

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Given the rapidly evolving nature of AI technology, this Policy will be reviewed at least annually and updated to reflect developments in Saudi regulatory guidance, AI capabilities, and best educational practice.

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