



معهد آركس الدولي للتدريب  
ARX International Training Institute

# E-Learning Communication Policy

**ARX ITI CD POL 04**

|                                |                |
|--------------------------------|----------------|
| Approved by: Meshari Binhameed | Date: 29/08/25 |
| Signature:                     |                |

The Procedure owner shall ensure that this ARX ITI CD POL 04 is properly maintained and updated while in his possession. No portion or part of this Procedure shall be copied or made available to persons or any other organization unless written permission is obtained from the MD or his delegates. He shall return this Procedure to the Admissions and Registration Department whenever demanded or prior to leaving ARX.



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ARX International Training Institute

**DEPARTMENT:**  
Curriculum Department

**DOCUMENT NUMBER / VERSION NUMBER:**  
ARX ITI CD POL 04

**PROCEDURE TITLE:**  
**E-Learning Communication Policy**

## Contents

|   |   |
|---|---|
| 1. Purpose of This Document.....        | 4 |
| 2. Scope of This Document.....          | 4 |
| 3. Definitions & Abbreviations.....     | 4 |
| 4. Related Documentation and Forms..... | 5 |
| 5. Roles & Responsibilities.....        | 5 |
| 6. Policy.....                          | 5 |
| 7. Record Keeping.....                  | 5 |





### 1. Purpose of This Document

ARX International Training Institute (ARX) maintains a respectful, professional, and effective communication environment to ensure positive engagement in e-learning and training.

### 2. Scope of This Document

Applies to all learners, trainers, instructors, and administrators using Brightspace and Microsoft Teams.

### 3. Definitions & Abbreviations

| Terminology             | Definition   |
|-------------------------|--|
| The Company             | Arx Aerospace  |
| The/This Procedure      | The/This Finance Department.   |
| The Policy Owner        | The Curriculum Department  |
| Board                   | The Board of Directors of The Company.   |
| Chairman                | Chairman of the Board.   |
| Delegation of Authority | A guideline for the administrative and financial powers approved by the Board.   |
| Budget                  | The Company's annual budget.   |
| BoD                     | Board of Directors   |
| MD                      | Managing Director  |
| CEO                     | Chief Executive Officer  |
| CFO                     | Chief Financial Officer  |
| ARXii                   | ARX International Institute  |
| Trainee                 | Any individual enrolled in a course, program, or workshop at ARX International Institute.  |
| Instructor              | The authorised trainer or course leader responsible for delivering course content and managing classroom activities.               |
| Confidential Data       | Any personal or attendance-related information about trainees that must be protected under the Institute's Data Management Policy. |
| LMS                     | Learning Management System   |

### 4. Related Documentation and Forms

- N/A

### 5. Roles & Responsibilities

**5.1** Instructors/Trainers: Moderate communication channels, address violations, and ensure professional discourse.

**5.2** Learners: Participate respectfully, avoid offensive or irrelevant content, and comply with communication rules.

**5.3** Admissions & Registration: Handle escalations of repeated or severe offences.



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## 6. Policy

### 6.1 Rules of Conduct:

- 6.1.1 The mode of communication with other learners and instructors shall be via LMS emails, LMS discussion Boards, email, and MS Teams.
- 6.1.2 All users must maintain respect and professionalism: No offensive, discriminatory, or harassing behaviour.
- 6.1.3 Communication must be academic in nature: Political or religious debates are prohibited.
- 6.1.4 Communication must be relevant: Contributions must align with course content and discussion topics.

### 6.2 Procedures for Violations:

- 6.2.1 First Offence: Verbal or written warning by instructor.
- 6.2.2 Second Offence: Temporary suspension of communication privileges.
- 6.2.3 Repeated or Severe Offences: Escalation to Admonitions and Registrations.

## 7. Record Keeping

- 7.1. All course access, usage and communications data records will be stored in the college's Brightspace LMS.