

EPiC HIM LMS – Terms and Conditions

1. General Terms (Applicable to All Users)

- Access to the LMS is granted based on your role and responsibilities within EPiC HIM or a partner institution.
 - Users must ensure that login credentials are kept confidential and not shared.
 - Any misuse or breach of data, content, or unauthorized actions may lead to account suspension and legal action.
 - EPiC HIM reserves the right to monitor activity, review content, and modify terms at any time.
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2. Administrator Terms

As an Administrator, you are responsible for overseeing the platform's configuration and user management.

- Ensure secure handling of all user data and manage access levels responsibly.
 - Avoid making unauthorized changes to content, course settings, or user roles.
 - Maintain the integrity of institutional data and assist with technical support requests.
 - Monitor compliance with EPiC HIM policies by all users.
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3. Trainer/Instructor Terms

As a Trainer, you are entrusted with delivering and managing course content for learners.

- Upload only original or authorized content. Plagiarism or copyright violations are prohibited.
- Ensure that assessments are fair, transparent, and aligned with the course objectives.

- Respect learner privacy and avoid misuse of learner data.
 - Respond to student queries in a timely and professional manner.
 - Use platform features such as grading, discussion boards, and attendance tracking as intended.
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4. Course Creator Terms

As a Course Creator, your role is to develop and manage educational content within the LMS.

- Content created should meet EPiC HIM quality standards and follow instructional design best practices.
 - Ensure that multimedia (images, videos, PDFs) are either original or properly licensed.
 - Collaborate with trainers and administrators to update or revise content as required.
 - EPiC HIM reserves rights to review, edit, or remove content that violates its policies.
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5. Institute/Organization Terms

Partner Institutes using the LMS must adhere to institutional-level policies and responsibilities.

- Institutes are responsible for ensuring their faculty and students comply with EPiC HIM LMS terms.
 - Any content uploaded or courses run under the Institute's name should align with EPiC HIM's educational standards.
 - Institutes must not sublicense or redistribute LMS access to third parties without EPiC HIM's written permission.
 - EPiC HIM will provide technical support and reporting tools, but the Institute is accountable for internal training and management.
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Violations

Failure to comply with these terms may result in:

- Account suspension or termination
- Removal of uploaded content
- Legal action in case of severe data misuse or copyright infringement