



## Communities of Practice Online Forum Policy

Version	Date	Reviewed by	Comments
0.1	07/01/09	Louise Blatchford	Initial DRAFT CoP Online Forum Policy
0.2	20/01/09	PDRG	Comments included from PDRG meeting
0.3	21/01/09	Louise Blatchford	Contributed additional disclaimer information
1.0	23/01/09	PDRG & Board	Final PDRG review & Board approval

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## Communities of Practice (CoP) Online Forum Policy

### Purpose of the CoP Online Forum Policy

The purpose of the *CoP Forum Policy* is to advocate responsible and acceptable use by all users, including respect for people's point of view and compliance to the user responsibilities.

### Community of Practice Online Forums

A Community of Practice is "a group of people who together accumulate and share their collective learning".<sup>1</sup> The CoP online forums are hosted on the OT AUSTRALIA Qld website for current members only and are securely accessed by individual username and password. The purpose for the CoP online forums is to facilitate professional development discussions and mentoring within special interest groups and/or areas of expertise, to share tacit knowledge and experiences, particularly for rural and remote Occupational Therapists.

Each CoP online forum consists of a moderator, nominated through OT AUSTRALIA Qld Professional Development Reference Group (PDRG), and users, OT AUSTRALIA Qld members. This policy indicates specific responsibilities for all users and additional responsibilities for moderators to abide by and associated penalties for any *CoP Online Forum Policy* non-compliance. For more information regarding forum definitions and/or frequently asked questions refer to the *OT AUSTRALIA Qld Community of Practice Online Forum: FAQs*.

The following list indicates potential but not all-inclusive CoP Online Forums that are open to all OT AUSTRALIA Qld members and do not require users to be members of a Special Interest Group;

- Aged Care
- Driving
- Hand Therapy
- Mental Health
- Soft Tissue
- Neurology
- Paediatric
- Private Practice
- Rural & Remote
- Work

### User Responsibilities

Members are encouraged to contribute to benefit and enhance their professional development from online CoP participation, through posting questions, sharing knowledge and work experiences within the Special Interest Group forums. To participate in forum discussions each member must agree to and abide by the *CoP Online Forum Policy*, including, to;

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<sup>1</sup> Etienne Wenger, "Engagement, Identity and Innovation: Etienne Wenger on Communities of Practice"; Journal of Association Leadership; ASAE, Winter 2004



1. abide by the OT AUSTRALIA Code of Ethics 2001
2. abide by the Australian Electronic Transactions Act 1999 (Cth)
3. abide by the Queensland Electronic Transactions Act 2001
4. abide by the Privacy Act 1988 (Cth)
5. abide by the Queensland Government Information Privacy Standard No 42 & No. 42A
6. not to impersonate any other person or falsely claim to represent any other person, whether living or dead, real or fictitious. Making false, misleading or deceptive representations that you are another person or character can amount to a criminal offence and give rise to civil liability
7. not to abuse, stalk, harass, threaten or otherwise violate the legal rights of others
8. not to make a contribution to the forum that is misleading, deceptive, false, defamatory or libellous
9. not to use insulting, threatening or provocative language or language that is hateful towards a certain group of people
10. not to incite hatred on the basis of race, religion, gender, nationality or sexuality or other personal characteristic
11. not to contribute material to the forum that includes obscene or inappropriate language
12. not to use the forum to conduct any illegal activity or solicit the performance of any illegal activity
13. not to contribute to the forum any text or other material that infringes the intellectual property rights of others
14. not to spam your contribution to the forum by sending multiple copies or versions of it
15. not to contribute material to the forum that contains or links to any commercial advertising material
16. not to include links to or internet addresses for commercial or private websites, or any email addresses, in your contribution
17. not to use the forum to invade the personal privacy of any other person or groups and not to include any personal information (such as names, private addresses or phone numbers), including your own
18. that your contributions to the forum will be relevant to the themes currently being consulted on

## Moderator Responsibilities

### Purpose of an Online Forum Moderator

The Online Forum Moderator is to provide a mentoring and facilitation role to a Community of Practice for a Special Interest Group or another area of expertise, particularly to enable rural and remote professional development.

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# OT AUSTRALIA Qld

Australian Association of Occupational Therapists - Queensland Inc.

## Moderator selection

The relevant Moderator/s will be identified through an initial Expression of Interest process and approved by the OT AUSTRALIA Qld PDRG. Subsequent selection of Moderators and/or the selection process will be reviewed on a three (3) monthly basis and/or as required by the PDRG.

## Responsibilities & Duties

An OT AUSTRALIA Qld OT Online Forum Moderator is required to;

- abide by the users responsibilities and additionally;
- participate in online forum moderator training
- provide facilitation for a Special Interest Group online discussion
- provide professional expert advice and/or guidance on topics
- provide mentoring for new graduates or other members
- promote and encourage OT AUSTRALIA Qld member participation at any professional development event
- report professional development opportunities to OT AUSTRALIA Qld Professional Development Reference Group for consideration

## Non-compliance to the *CoP Online Forum Policy* and associated penalties

If there is any reason that a member contravenes the User or the Moderator Responsibilities and does not abide by the conditions of *CoP Online Forum Policy* then the following penalties will apply;

1. First breach: All posts for a period of 48 hours will need to be moderated and approved manually
2. Second breach: All posts for a period of one (1) week will need to be moderated and approved manually
3. Third breach: All posts will need to be moderated and approved manually for an indefinite period (pending review) and/or may be banned from participating and referred to the PDRG for further action
4. Moderator breach: This will be reviewed and appropriate action taken by the PDRG

## *CoP Online Forum* Information Retention and Disposal schedule

The *CoP Online Forum* will develop to provide a searchable online resource library of topics and/or case studies through the discussions in the Special Interest Groups or areas of expertise. All information provided on the *OT Australia Qld CoP Online Forum* will be administered as per the *OT AUSTRALIA Qld Records Retention and Disposal Policy*.

## CoP Online Forum Disclaimer

The information contained within the OT AUSTRALIA Qld *CoP Online Forum* is presented solely with the intent of providing professional development information for OT AUSTRALIA Qld members.

OT AUSTRALIA Qld makes no warranty, express or implied, including warranties of fitness or appropriateness for a particular purpose, nor does it assume any legal liability or responsibility for the completeness, accuracy or usefulness of any information or process presented on its *CoP Online Forum*.

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Australian Association of Occupational Therapists - Queensland Inc.

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