



## Learning Technologies Policy

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<b>Contact Officer</b>	Head of Academic Support and Student Services
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<b>Related Documents</b>	Diversity and Equity Policy Discrimination, Bullying and Harassment Policy Discrimination, Bullying and Harassment Procedure Library and e-Resources Policy Communication and Usage of Internet and Email Policy Communication and Usage of Internet and Email Procedure Business Continuity Management Policy Student Code of Conduct Staff Code of Conduct

### 1. Purpose

This Policy acknowledges the increased use of external technologies by staff and students, and aims to ensure a coordinated approach for the effective, efficient and appropriate use of technology endorsed by the Australian Institute of Higher Education ('the Institute') to support educational quality and the student learning experience.

### 2. Principles

This Policy is informed by the Institute's commitment that:

- learning technologies will be used in way that is appropriate and effective in relation to the Institute's functions and strategic objectives;
- learning technologies enable access to programs and resources and to enhance the student learning experience;
- students have the right to privacy and confidentiality;
- staff and students be provided with access and appropriate training in the use of approved technologies; and
- data will be secure and will be appropriately archived in accordance with national and state government privacy requirements.

### 3. Context

The use of technologies is integral to the student learning experience and will support efficient and effective access to information and resources; provide seamless and innovative ways of communication between all learning participants, and facilitate the dissemination of knowledge.

It is vital that the Institute provide both support and guidance in the adoption of appropriate technology and their use by staff and student users.

## 4. Scope

This Policy applies to all staff and students of the Institute. It extends to the management and use of learning technologies supported by the Institute, and appropriate use of non-supported technologies – defined as External Educational Technologies (EETs).

## 5. Definitions

See the *AIH Glossary of Terms* for definitions.

## 6. Policy Details

This Policy provides a framework to guide selection, adoption and operation of technologies which engage and support student learning, and guidance on the use of External Education Technologies (EETs) by staff and students as it relates to learning and teaching activities.

This Policy will:

- outline the decision making processes;
- clarify responsibilities, and
- provide a coordinated approach to the adoption, use and management of learning and teaching technologies supported by the Institute.

### 6.1 **Institute-supported technologies**

The Institute will support learning technologies which enable access to course materials and associated resources. Students will not be disadvantaged by the Institute due to lack of access to supported technologies, unscheduled service provision outages, or lack of knowledge and skill in their use and application.

Programs and software that the Institute will support include:

- Microsoft Package including Excel, Word, Database, Project
- Other programs and software as required in the unit outline

Access to Institute learning technologies will be subject to any applicable licensing agreements and hosting arrangements and require appropriate authentication and authorisation of users.

### 6.2 **Risk management and quality assurance of Institute-supported technologies**

The Institute will endeavour to provide a robust and reliable service for learning technologies; however, it recognises that technology failure is sometimes unavoidable and will advise staff and students to consider this when undertaking their work.

Risk management procedures will be in place and quality assurance procedures will ensure both the technical and academic integrity of supported learning technologies.

### 6.3 **Non-supported technologies**

Non-supported external educational technologies (EETs) may be used but will not be supported by Institute systems.

## 6.4 Responsibilities

Recommendations about Institute-supported technologies to be used for learning and teaching will be made by the Academic Board and the Teaching and Learning Committee. Decisions for adoption will be made by Institute Management. Recommendations and decision will be data driven and based on quality, suitability and reliability of systems.

All users of Institute learning technologies are required to behave in a courteous and respectful manner, and comply with applicable laws (privacy laws, intellectual property laws and laws relating to cyber-bullying, defamation and discrimination) as well as relevant Institute policies. This applies to all technologies, whether or not they are supported by the Institute.

## 7. Legislation

Privacy Act 1988

Australian Privacy Principles

Privacy and Personal Information Protection Act 1998 (NSW) (PIIP Act)

Privacy and Personal Information Protection Regulation 2014 (2014-549)

Privacy Code of Practice (General) 2003 (NSW)

## 8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at February 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
2017-1	Ms. McCoy	Applied template; prepared draft; added related documents	22 February 2017	6 March 2017
2019-1	Principal	Minor update: Updated Titles from Policy owner and Responsible Officer from Executive Dean to Principal, and Contact Officer from Registrar to Head of Academic Support and Student Services .	20 November 2019	21 November 2019