A121 Learning Technologies Policy

Policy Category	Academic	
Responsible Officer	Academic Dean	
Review Date	September 2024	
Related documents	Acceptable Use of ICT Policy	
Version	Authorised by	Approval Date
1.2	Academic Board	29/08/2018

1. Context

This Policy supports the Australian Institute of Business Intelligence Higher Education's (the 'Institute') commitment to quality educational experience and teaching activities.

2. Definitions

Stakeholder: any person appointed or engaged by the Institute to perform duties or functions for the institution other than students and staff, and including members of advisory committees and governing bodies, contractors, consultants, and agency staff.

Learning technologies: digital tools, systems, devices, and resources which enable and support learning and teaching activities.

3. Scope

This Policy applies to the Institute's students, staff, and stakeholders.

4. Policy Principles

The key principles informing this Policy are:

- enhancement of educational quality and student learning experience through pedagogical use of technologies;
- efficient, effective and accessible technologies;
- integration of dynamic and innovative learning technologies;
- appropriate and responsible use of technologies; and
- respect of privacy and confidentiality in the use of learning technologies.

5. Policy Details

Adoption and support of learning and teaching technologies will be based on relevance, efficiency, reliability and effectiveness in enhancing educational quality and the student learning experience. Recommendations about adoption and support of learning and teaching technologies by the Institute will be made by management to the Academic Board.

Staff and students will not be disadvantaged by a lack of access to approved learning technologies, or by insufficient training and skills in their use. The Institute's management will have regard to relevant ICT accessibility standards and software when providing web-based and other ICT technologies to ensure that all people with disabilities can learn on the same basis as other students.

Specialised technological requirements supporting student participation in a subject will be specified in the subject outline.

Where use of a computer is required to participate to a subject, students are expected to bring a personally owned device. The student's device must satisfy the technological requirements as specified in the subject outline and/or course information. The Institute will only offer limited technical support to assist students connecting their device to the network and installing required software.

The Institute will provide continuous access to enrolled students to the learning management system and library e-resources, except for scheduled maintenance performed by the relevant ICT service provider.

The Institute will take all possible steps to ensure a reliable and robust service for learning technologies. In the event of unscheduled and unforeseen outages, students will not be disadvantaged. Risk management procedures will be in place to minimise service disruption or outage.

Access to the Institute learning technologies is subject to applicable licencing agreements and authorisation.

All users of Institute learning technologies and external sites have responsibility to observe all relevant legislation, standards and codes with respect to privacy, confidentiality, copyright, trademark, discrimination, bullying, harassment, victimisation, and intellectual property. It is a requirement of the Institute that all users behave in a respectful and ethical manner and in accordance with the Institute's relevant *Code of Conduct*.

The Institute supports and encourages the adoption and use of innovative learning technologies. Quality assurance measures will be in place to ensure the currency, relevance and adequacy of existing learning technologies, as well as to investigate and source advanced and emerging technologies.

6. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Institute's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

Document History:

Version	Date	Author	Reason	Sections
0.1	19/9/2017	Lincoln Aleck	Feedback from AB members. AB meeting 14 Sept 2017 (Via Circulation)	All
0.2	12/07/2018	Julien Marechal	Amended as per the Executive Management Committee's comments at its 3/07/18 meeting	All
1.0	31/08/2018	Julien Marechal	Amended as per the Academic Board's comments at its 29/08/18 meeting	5
1.1	30/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All
1.2	31/01/2022	Zoe Williams	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo and updated references to the Higher Education Standards Framework 2021	All