



LEARNING TECHNOLOGIES POLICY

Learning Technologies Policy		
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VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	AB	10 Jun 2020	Document creation

PURPOSE AND SCOPE

The purpose of this policy is:

- Affirm SITCM's commitment to the use of technology to support learning.
- Outline the responsibilities of staff and students to ensure the responsible use of technology in SITCM's learning processes.

This policy applies to all staff and students at the Sydney Institute of Traditional Chinese Medicine (SITCM).

1 OVERVIEW

The Sydney Institute of Traditional Chinese Medicine (SITCM) recognises the importance of technology in today's learning environment and is committed to ensuring its appropriate use to support learning. This policy should be read in conjunction with the *IT Management Policy and Procedure*, which outlines the software and hardware used by SITCM as well as the security measures in place to protect SITCM's IT resources.

This policy has been informed by the *Higher Education Standards Framework (Threshold Standards) 2015*, in particular Standard 3.3 Learning Resources and Educational Support

2 POLICY

2.1 PRINCIPLES

- 1) The adoption of technology is driven by the needs of learners.
- 2) The role of technology is to support learning activities and/or assessment in achieving learning outcomes.
 - a. Technology cannot be allowed to disrupt or distract from learning.
- 3) Any technology that is used for teaching must be inclusive and accessible to all students as per the *Diversity and Equity Policy*.
 - a. Minimum technology requirements for students must be specified in Unit Outlines.
- 4) All students and staff must use technology in a safe and respectful way, in accordance with the requirements of the *Student Manual's Code of Conduct* and the *Staff Misconduct Policy and Procedure*.

- 5) If a technology is used for teaching, it must then be evaluated according to the processes specified in the *Course Review Policy and Procedure*.
- 6) Learning facilities and resources are available to SITCM students, staff and other stakeholders in accordance with the *Facilities and Resources Review Policy*.

2.2 LEARNING MANAGEMENT SYSTEM (LMS)

2.2.1 OVERVIEW

- 1) SITCM uses a learning management system (LMS) to support learning in its courses.
 - a. SITCM's learning management system is Moodle.
- 2) The LMS will operate continuously except for rare periods of closure that are required for maintenance or upgrades.
 - a. To minimise disruption to learning, these closures will occur at times where student needs for the LMS is likely to be minimal (e.g. between midnight and 6am, or during semester breaks), and advanced notice will be provided to students wherever possible.
- 3) The following materials are always available on SITCM's LMS:
 - a. A tutorial showing basic use of the LMS, and contact information for technical support in the use of the LMS.
 - b. A tutorial showing teaching staff how LMS activities can be used to support their teaching.
 - c. Relevant policies and forms for all students and staff.
 - d. A link to an Anonymous Feedback page as per the *Stakeholder Feedback Policy and Procedure*.
 - e. Important announcements for all students at SITCM, and for all students within a particular unit.
 - f. Unit learning materials, including lecture recordings, lecture slides and additional learning resources as determined by the lecturer.
 - g. Academic writing resources, including referencing guides.

2.2.2 LMS RESPONSIBILITIES

- 1) Management responsibilities for the LMS are as follows:
 - a. The IT Officer is responsible for the overall management of the LMS.
 - b. Lecturers are responsible for the management of content in their respective units within the LMS.
- 2) Training responsibilities for the LMS are as follows:
 - a. The IT Officer must train all staff in its use, and draw their attention to relevant LMS tutorials, during staff inductions as per the *Staff Recruitment Policy and Procedure*.
 - b. The Registrar must introduce all students to the LMS in Orientations, as per the *Student Support Policy and Procedure*.
 - c. The IT Officer must deliver a free training workshop on the LMS, and how to submit on Turnitin, within the first fortnight of every semester.
- 3) If a unit involves learning through a discussion forum, the lecturer must monitor the forum at least weekly to ensure that no content constitutes bullying, harassment or other behaviour prohibited by the Code of Conduct in the *Student Manual*.

2.3 OPEN ACCESS TECHNOLOGIES

- 1) Open access technologies emphasise user-generated content and are designed to be easily used by the general population.

- a. YouTube, Facebook, Twitter and Flickr are examples of open access technologies.
- 2) If a teacher chooses to use open access technology in a class:
 - a. The teacher must inform the Course Coordinator.
 - b. The teacher must ensure that they are thoroughly prepared to use the technology before the class, with support from the IT Officer if necessary.
 - c. The teacher must ensure that that all of their students are thoroughly prepared to use the technology, through appropriate explanations and training, and with support from the IT Officer if necessary.
 - d. The teacher must ensure that this use of the open-access technology will not compromise any individual's safety, security or privacy in accordance with the *Safety and Security Policy and Procedure*, and the *Privacy Policy*.
- 3) For privacy and safety purposes, students will not be asked to use any personal email or social media accounts as part of their studies at SITCM.
 - a. Students are provided an SITCM webmail account in accordance with the *IT Management Policy and Procedure*, and are requested to use it in all email correspondence with SITCM.
 - b. If a lecturer wishes for students to publicly publish or post material for learning purposes, the lecturer can contact the IT Officer to arrange for an SITCM account to be made available for the class's use.

2.4 PUBLICATION OF LEARNING RESOURCES

- 1) No SITCM course or unit teaching materials may be published externally without written permission from the Dean.

3 RELATED POLICY AND OTHER DOCUMENTATION

- 1) E2.17 IT Management Policy and Procedure.
- 2) Higher Education Standards Framework (Threshold Standards) 2015.
- 3) E2.04 Diversity and Equity Policy.
- 4) E2.08 Non-Academic Misconduct Policy and Procedure.
- 5) E2.24 Staff Misconduct Policy and Procedure.
- 6) A1.12 Course Review Policy and Procedure.
- 7) B3.01 Facilities and Resources Review Policy.
- 8) E2.21 Stakeholder Feedback Policy and Procedure.
- 9) B3.12 Staff Recruitment Policy and Procedure.
- 10) E2.02 Student Support Policy and Procedure.
- 11) Student Manual.
- 12) E2.05 Safety and Security Policy and Procedure.
- 13) E2.16 Privacy Policy.