

## Learning Technologies Policy

<b>Policy Category</b>			
<b>Document Owner</b>			
<b>Responsible Officer</b>			
<b>Review Date</b>			
<b>Related Documents</b>	<i>Acceptable Use of ICT Policy Business Continuity Plan Disability Support Policy Disability Support Procedure Facilities and Resources Plan Information for Students Policy Information for Students Procedure Learning and Teaching Plan Learning Resources Review Procedure Library Plan Privacy Policy Quality Assurance Framework Risk Management Plan</i>		
<b>Version</b>	<b>Authorised by</b>	<b>Approved</b>	<b>Effective Date</b>
1.1			

### 1. Context

This Policy supports Waratah Institute's (the 'Institute') commitment to quality educational experience and teaching activities.

### 2. Definitions

Affiliate: any person appointed or engaged by Waratah 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 Waratah Institute's students, staff and affiliates.

### 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 Waratah 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. Waratah Institute 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 unit will be specified in the unit outline.

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

Waratah 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.

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

All users of Waratah 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 Waratah Institute's relevant *Code of Conduct*.

Waratah 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.

### 1. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*, which can be accessed from the Waratah Institute's website.

## 2. 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 Waratah 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