



Learning Technologies Policy

Purpose

1. The Queensland Institute of Higher Education ('the Institute') is committed to ensuring a coordinated approach to promote the appropriate use of technology to support and enhance learning and development.

Scope

2. This Policy applies to:
 - a) all students of the Institute;
 - b) all staff responsible for academic coursework, student administration and support.

Definitions

3. For the purposes of this Policy:
 - a) **Learning Technologies** - refers to any networks, system, hardware or software that enable teaching and learning.
 - b) **Learning Management System (LMS)** - refers to a computer-based platform for online teaching and learning.
 - c) **Institute Supported Technologies** – refers to any technology tools implemented by the institute the teaching and learning.

Policy

Policy statement

4. This policy provides a framework to guide selection, adoption and operation of technologies which engage and support student learning and also guidance on the use of educational technologies by staff and students as it relates to learning and teaching activities

Institute Supported Technologies

5. The institute will support learning technologies which enable access to course materials and associated resources.
6. The institute will not disadvantage students in their learning through lack of access to the technologies or knowledge and skills in their use.
7. 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 the institute's Management. Recommendations and decision will be data-driven and based on quality, suitability and reliability of systems.
8. Access to institute learning technologies will be subject to applicable licensing agreements and



hosting arrangements and require appropriate authentication and authorisation of users.

9. The institute will endeavour to provide a robust and reliable service for learning technologies. The institute recognises that technology failure is sometimes unavoidable and will advise staff and students to consider this when undertaking their work. Students will not be disadvantaged should unscheduled service provision outages occur as the Institute has established a framework for ensuring business continuity and managing risks (see the *Business Continuity Plan*, the *Risk Management Plan* and the AIHE Risk Register).
10. The institute will provide basic training on orientation day on the use of the learning technologies required for teaching and learning. Additional IT training and induction can be organised during the study periods.
11. The institute supports the following technologies
 - a) Institute's ICT infrastructure (Network, Hardware and Softwares)
 - b) Microsoft 365 package including Word, Excel, Powerpoint
 - c) Institute's Learning management (Moodle-based platform)
 - d) Collaboration tools such as Sharepoint, OneDrive, Microsoft Teams etc
 - e) Other programs and software as required in the unit outline

Non-supported technologies

12. Non-supported external educational technologies and tools may be used but will not be supported by the institute's systems support.

Responsibilities

13. Students and staff are required to behave courteously and respectfully when using learning technologies and act in compliance with applicable laws (privacy laws, intellectual property laws and laws relating to cyber-bullying, defamation and discrimination), and the institute's policies. This applies to the institute's supported technologies as well as student personal devices and other technologies.
14. Students are responsible for:
 - a) ensuring they are aware of minimum technology requirements as specified in Unit Outlines;
 - b) engaging in the technology-enabled learning environment;
 - c) seeking support, if required, to learn the digital literacy skills associated with learning technologies;
 - d) seeking advice if they do not have access to the minimum technology requirements.

Monitoring

15. The institute monitors the information stored on its servers and collaborative platforms. It reserves the right to monitor users activities to ensure appropriate use of the Institute's resources.



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Associated information

Approving body	Governing Council
Date approved	11 November 2020
Date of effect	Commencement of operation
Next scheduled review	Two years from when policy commence
Policy owner	Chief Executive Officer
Policy contact	Chief Executive Officer
Related AIHE Documents	<i>Business Continuity Plan</i> <i>Risk Management Plan</i> <i>AIHE Risk Register and Risk Incident Register</i>
Higher Education Standards Framework (Threshold Standards) 2015 (Cth)	Standard 2.1, ss 2 Standard 3.3, ss 1-3
Other related external instruments/documents	Related Legislation <ul style="list-style-type: none"><i>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</i>

Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	11 November 2020

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