



Learning Technologies Policy

Purpose

1. The Australian International 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 the selection, adoption and operation of technologies that 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 that 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 decisions 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 Software)
 - b) Microsoft 365 package including Word, Excel, PowerPoint
 - c) Institute's Learning Management System (Canvas)
 - 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.
15. ICT Manager is responsible for:
 - a) Supporting Course Coordinators in maintaining the Learning Management System, Marketing and Admission Officer in maintaining the Institute's website, Student Services Manager in maintaining the Student Management System and records management, Librarian in maintaining the Library Management System, and the CEO in maintaining other required applications
 - b) maintaining learning technologies infrastructures on all campuses.
16. The Audit and Risk Committee is responsible for including learning technologies in its regular monitoring and risk management activities.
17. The Academic Dean is responsible for:
 - a) overseeing the allocation and usage of all learning technologies in the Institute
 - b) monitoring and reviewing the usage of learning technologies to identify necessary improvements
 - c) supporting the Teaching and Learning Committee and the Academic Board to decide on



learning technologies improvements.

18. The Chief Executive Officer is responsible for:

- a) coordinating risk management activities for the use of learning technologies by students through the Executive Management Team, in particular, identification of the Institute and student needs for learning technology improvement
- b) arranging an orientation module to introduce the students and staff members to the learning technologies that they are going to use.

Monitoring

19. The institute monitors the information stored on its servers and collaborative platforms. It reserves the right to monitor user activities, in compliance with the privacy laws, to ensure the appropriate use of the Institute's resources.



Associated information

Approving body	Governing Council
Date approved	11 November 2020
Date of effect	Commencement of operation
Scheduled review	Two years from when policy commences
Current version review date	15/07/2024
Next review date	15/07/2026
Policy owner	Chief Executive Officer
Policy contact	Chief Executive Officer
Related AIHE Documents	Business Continuity Plan Risk Management Plan AIHE Risk Register and Risk Incident Register
Higher Education Standards Framework (Threshold Standards) 2021 (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">Tertiary Education Quality and Standards Agency Act 2011 (Cth)

Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	11 November 2020
1.1	Compliance Officer	Reviewed to align with the HESF 2021, the responsibilities section was strengthened by adding relevant functions to different roles, and the footer was updated with current addresses.	15 July 2024

N.B. The document is uncontrolled when printed! The current version of this document is maintained on the AIHE website at www.aiihe.edu.au.