

# Use of Learning and Teaching Technology Procedure

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## Purpose

This procedure mandates the use of Federation University-approved learning and teaching technologies.

It is imperative that staff only use University-approved and supported technology. Doing so enables the University to:

- Provide teaching staff with clarity regarding which learning and teaching technology to use when developing and delivering programs/courses.
- Provide students with clarity regarding IT requirements and a consistent learning experience across all University programs/courses.
- Provide teaching staff with access to training and technical support when developing and delivering teaching material.
- Ensure students have the required support and training on the use of learning and teaching technologies
- Securely store teaching material and reuse/adapt where appropriate.
- Ensure that it meets regulatory requirements including recording student participation and storing assessments.

## Scope

This procedure applies to all Federation University and partner provider staff who develop, contribute to and/or use learning content/resources for the delivery of Federation University programs.

This procedure does not apply to Federation University's corporate website content, Library resources nor partner providers' websites or learning and teaching technology applications.

## Legislative Context

- Federation University Act 2010
- The Higher Education Standards Framework (Threshold Standards) 2015
- Australian Qualifications Framework (AQF)
- National Vocational Education and Training Regulator Act 2011
  - Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations 2015
- Copyright Act 1968 (Cth)

## Definitions

Definitions relevant to this procedure are contained within both the Learning and Teaching Policy and Records Management Policy.

A further list of definitions **specifically** relevant to this procedure is included below:

Term	Definition
CTIQ	Centre for Teaching Innovation and Quality
Learning and teaching technology/ies	Online technology tools for the creation, storage and distribution of learning content, facilitate communication and/or provide feedback and assessment
ITS	Information Technology Services

## Actions

### 1. Using approved learning and teaching technologies

	ACTIVITY	RESPONSIBILITY	STEPS
A	Using learning and teaching technologies	Teaching staff	<ol style="list-style-type: none"> <li>1. Staff may only use University-approved learning and teaching technologies.</li> <li>2. These are specified in the <a href="#">Learning and Teaching Technologies Guidance Note</a> along with information on how each technology should be used.</li> <li>3. As per the Use of Computing and Communication Facilities Policy, staff may not install or download unauthorised software.</li> </ol>

### 2. Adding learning content into learning and teaching technology platforms

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Adding original learning content	Teaching staff	<ol style="list-style-type: none"> <li>1. Use the <a href="#">Learning and Teaching Technologies Guidance Note</a> to determine where to place the learning content according to purpose and format.</li> <li>2. All content must also align with library quality standards for supported material and abide by the Staff Code of Conduct Policy and Student Code of Conduct Policy and Student Code of Conduct Procedure.</li> </ol>
B.	Meeting copyright requirements for non-original learning content	Teaching staff	<ol style="list-style-type: none"> <li>1. Before adding non-original learning content ,staff must comply with the <a href="#">Copyright and Takedown Procedure</a>.</li> <li>2. Once copyright requirements are met, use the <a href="#">Learning and Teaching Technologies Guidance Note</a> to determine where to place the learning content according to purpose and format.</li> </ol>

### 3. Adding large files including multimedia and video files to learning and teaching technology platforms

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Using large learning resource files including video (more than 10MB)	Teaching staff	<ol style="list-style-type: none"> <li>1. Consider the student experience and cost to remote students of accessing large learning resources.</li> <li>2. Consider options for reducing the file size and seek advice from Centre for Teaching Innovation and Quality (CTIQ)/ Information Technology Services (ITS) if required.</li> <li>3. Consider whether video is the most appropriate and effective method of delivering learning content.</li> <li>4. Review guidance on good practice on using video based learning content/resources: <a href="http://federation.edu.au/staff/learning-and-teaching/clipp/">http://federation.edu.au/staff/learning-and-teaching/clipp/</a></li> </ol>

	ACTIVITY	RESPONSIBILITY	STEPS
			teaching-with-technology/ elearning-hub/video-recording.
B.	Storing large files and video correctly	Teaching staff	1. Refer to the <a href="#">Learning and Teaching Technologies Guidance Note</a> .

#### 4. Managing, archiving and deleting content

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Managing and archiving content	CTIQ/ITS	<ol style="list-style-type: none"> <li>1. Manage and retain records/ student assessments/teaching materials in accordance with relevant policy documents as per the Records Management section below.</li> <li>2. When no longer required, archive content to the FedUni's approved storage system.</li> </ol>
B.	Deleting content	CTIQ/ITS	<ol style="list-style-type: none"> <li>1. Periodically review Moodle for learning resources that may compromise the stability and integrity of the virtual learning environment (VLE)</li> </ol>

### Supporting Documents

- Learning and Teaching Policy
- Copyright Policy
- Copyright and Takedown Procedure
- Use of Computing and Communication Facilities Policy

#### Forms.

- [Learning and Teaching Technologies Guidance Note](#) (PDF 252.1kb)

### Responsibility

Deputy Vice-Chancellor, Academic (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.

Dean, Learning & Teaching, (as the Policy Sponsor) is responsible for maintaining the content of this procedure as delegated by the Deputy Vice-Chancellor, Academic.

### Promulgation

The Learning Content Management Procedure will be communicated throughout the University community in the form of:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure.
- Learning and Teaching Committee
- Academic Induction Program

## Implementation

The Learning Content Management Procedure will be implemented throughout the University via:

- Information Sessions; and/or
- CTIQ Professional Learning Sessions

## Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Learning content/activities	University approved Learning Content Management system (LMS)	CTIQ/ITS	Higher Education -retain for 12 months after administrative use has concluded  VET - retain for 7 years after administrative use has concluded
Assignments/Submissions	University approved (LMS)	CTIQ/ITS	Refer to the VET Assessment Procedure and the Higher Education Assessment Procedure
Assessment tasks	University approved (LMS)	CTIQ/ITS	Refer to the VET Assessment Procedure and the Higher Education Assessment Procedure
VET Assessment tools	University approved Records Management System	CTIQ/ITS	Refer to the VET Assessment Procedure