

POLICY



Learning Technologies Platform

Contact Officer

Provide the position title (eg Dean, Academic Registrar) rather than the name of a person

Purpose

To define the principles governing the use of the University's Learning Technologies Platform by Macquarie staff and students.

Overview

Macquarie University Learning Technologies Platform is part of the enterprise architecture of Macquarie University. The Platform houses technology systems and applications in support of learning and teaching at Macquarie which include:

1. The University's Learning Management System. The current (as at 2008) Learning Management System is Blackboard CE6 (formerly known as WebCT).

The University endeavours to provide a robust Learning Management System that is available 24 hours per day seven days per week.

2. Software applications that support teaching and learning.

In addition to the LMS, a range of other software applications are available to support learning and teaching. Currently (as at 2008) applications supported by the LTP and linked through the LMS are iLecture, LAMS, Wimba voice tools.

The conditions around the use of these software applications will vary depending on the hosting arrangements associated with each application.

The University's central services are responsible for the development and management of the LTP guided by the policies developed by ITS (residing on the ITS website). They also provide support, professional development and training for staff and students to ensure capability in the use of the LTP systems and applications.

Scope

The policy covers

1. Right of access to the systems and applications on the Learning Technologies Platform (*the LMS and other applications*)
2. Use of systems and applications for learning and teaching
3. Quality assurance and enhancement around the technical and

	system.
The Policy	<p>1. Right of access to the systems and applications on the Learning Technologies Platform (<i>the LMS and other applications</i>)</p> <p>Users</p> <ul style="list-style-type: none"> ▪ Macquarie staff and students enrolled in accredited Macquarie University courses have access to and can use the systems and applications on the Learning Technologies Platform as part of their programs. ▪ In some cases ‘users’ may be more specifically defined by the licensing agreement of individual systems and applications on the Platform. Organisations affiliated with the University offering programs for teaching, professional development research and administrative purposes may fall into this category of users. <p>Lifecycle of users</p> <ul style="list-style-type: none"> ▪ Access to the LTP by eligible staff and student is provided through an account (username and password). ▪ All students are issued with an account on enrolment at Macquarie. Through this account they have access to the LTP for the duration of their study at MQ. ▪ Macquarie University Staff on the HR payroll system are eligible for an account. Accounts remain current for the duration of employment. ▪ Guest accounts for staff and others not on the payroll system can be issued subject to approval. <p>2. Use of systems and applications for learning and teaching</p> <ul style="list-style-type: none"> ▪ Ownership of online units is at the Department level. ▪ Decisions about which systems and applications to use and for what purpose are vested with academics in accordance with Faculty and Departmental arrangements. Decisions may be at Departmental, program or unit convenor level. ▪ Unit convenors conduct the day to day operations of online units and applications: <ul style="list-style-type: none"> ▪ ensuring use of the LMS and other software applications is consistent with the guidelines and procedures associated with their use ▪ designing, developing and delivering their unit(including the content and all teaching and learning activities taking place in the unit) in line with the University’s Guidelines for Good Practice and University policy governing academic practice including:

- IP
- Copyright
- Assessment
- Confidentiality & privacy
- Content and information management
- Access and equity

- controlling access to the ‘systems and applications’ being used in their teaching units – including access by other staff members, students and guests.

- **Heads of Departments** have access to units for purposes as defined in Faculty and Departmental level procedures.
- **Software administrators and support** personnel identified by the manager of the Learning Technologies Platform have access to units and applications for administrative and troubleshooting purposes.
- **Students** are assigned access rights by the unit convenor and are responsible for use of systems and applications as set out by the unit convenor and more broadly university policy on [Information Technology Conditions of Use Rules \(ITS000\)](#)

3. Quality assurance and enhancement

The **quality of the teaching and learning** experience through the Macquaire University Learning Technologies Platform is the shared responsibility of:

1. University central services for the technical and operational infrastructure
2. Departments and Unit Convenors for program/ unit development and teaching and learning processes.

3.1. The technical and operational infrastructure

The University’s central services responsible for the management of the Learning Technologies Platform will ensure systems and applications are:

- relevant to the goals of the University,
- robust (reliable and secure),
- effective in supporting learning and teaching
- efficient for staff and students to use
- compliant with University policy and regulatory frameworks (e.g. IP, copyright, accessibility, information management, confidentiality, privacy)

The quality of the technical and operational systems, applications and services will be assured through:

- A suite of operational procedures (developed by relevant operational units) pertaining to the development, administration and maintenance of systems and applications, and the delivery of services
- Operational plans developed by Central service units (responsible for managing the LTP) which include strategies for monitoring enhancing quality of products and services.

	<p>the quality indicators relevant to each of the criteria listed above</p> <ul style="list-style-type: none"> ▪ A cyclic review of plans and procedures <p>3.2. Academic programs and units</p> <p>The academic quality of programs and units making use of technologies in learning and teaching is assured through the University, Faculty and Departmental QA/QE frameworks for:</p> <ul style="list-style-type: none"> ▪ Program development and review ▪ Unit development and review <p>Reviews to include adherence to Academic Policy and Guidelines for good Practice.</p>
Keywords	Learning Technologies Platform, Learning Management System

Date Approved	<i>Day Month Year</i>
Approval Authority	<i>eg. Academic Senate</i>
Date of Commencement	<i>Day Month Year</i>
Amendment Dates	<i>List the dates the policy has been amended (Day Month Year)</i>
Date for Next Review	<i>Day Month Year</i>
Related Policies, Procedures and Guidelines	<ul style="list-style-type: none"> ▪ Information Technology Conditions of Use Rules (ITS000)
Policies Superseded by this Policy	<i>List the policy, policies and / or previous authority superseded by this new policy</i>