Learning Management System Policy

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Approved by	Stanley College Academic Board
Authorised Officer	Dean, Higher Education
Supporting documents, procedures and forms of this policy	ICT Strategic Development Plan Learning & Teaching Plan Learning Resources Policy and Procedure Academic Integrity Policy and Procedure Policy and Procedure on Scholarly Activity and Professional Development for Academic Staff Student Progress Policy and Procedure Student Support Policy and Procedure
Related Legislation	Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 Higher Education Standards Framework 2021, Part A: Standard 2.1 (Facilities and Infrastructure) and 3.3 (Learning Resources and Educational Support) Education Services for Overseas Students (ESOS) Act 2000 Copyright Act 1968
Audience	Public

1. PURPOSE

1.1 This policy provides details regarding the use of a Learning Management System (LMS) for Stanley College higher education courses.

2. SCOPE

2.1 This policy applies to all staff and students using the Learning Management Systems at Stanley College.

3. DEFINITIONS

Academic Activity	An academic activity is an informal class or online activity which may be used to determine student progress and provide early progress or support feedback
Academic Integrity	Academic integrity stands for maintaining ethical standards of academic work including learning, teaching and research, in line with fundamental values and principles of honesty, trust, fairness, respect and responsibility in its acting and knowledge development. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception.
Assessment	A graded assignment submitted at pre-determined points in a unit, the results of which are used to formally grade performance in the unit
Information & Communications Technology (ICT)	Hardware, software and staff facilitating the provision of computer, communications and online services.
Learning Management System (LMS)	A virtual learning environment containing content, information and tools used in the delivery of a course and supporting the development of skills.
Learning Resources	Learning Resources are materials, applications or activities that are used in teaching a course and to support research, academic enquiry and the realising of course objectives.

4. POLICY PROVISIONS

Information and Communications Technology

4.1 Stanley College uses an online Learning Management System (LMS), *Canvas*, to deliver course content to students and to provide access to online resources.

4.2 Stanley College campuses contain appropriate ICT infrastructure and learning spaces for students to access the LMS.

4.3 Any LMS used at Stanley College is governed by the Stanley College ICT Policy, which defines:
   a. System procurement and Cloud Service Provider requirements
   b. Security management
   c. Infrastructure and network requirements and development
   d. Access & authorisations management

e. Monitoring and acceptable use policy
f. Risk, incident management & contingency planning
g. Privacy policy
h. Back-up and recovery requirements & procedures
i. Client Support Framework
j. System Auditing.

4.4 In addition to meeting requirements above, the selection of an LMS for use at Stanley College must be primarily based on Learning and Teaching needs.

4.5 Stanley College's transition, early assessment and feedback strategies utilise functions of the LMS and are referenced in a unit's Study Guide and the Study Guide Template. Therefore:
   a. Students are to be advised of the role of the LMS in the Student Prospectus
   b. Data from the LMS will be used to support student progress determinations
   c. Data from the LMS will inform reports submitted to relevant governing committees and boards.

4.6 The higher education academic function at Stanley College is the "owner" of the LMS. The ICT function supports this ownership by ensuring that infrastructure meets LMS system requirements. ICT also advises regarding the requirements defined in provision 4.3 above.

4.7 Any maintenance or ICT-related work affecting the LMS will be conducted at a time least likely to cause any disruption to students or staff.

4.8 All users of the LMS must accept and comply with Stanley College ICT policies as a condition of use.

4.9 Stanley College provides guidance to students with regards to online safety and security, including:
   a. Protecting personal information and appropriate disclosures in online environments
   b. Protecting the information of others
   c. An understanding of the Stanley College Code of Conduct that promotes mutual respect and tolerance, and the respectful communication of opinions or ideas required by professional academic conduct.

Information Management
4.10 To ensure a consistent student experience within the LMS, the course design template must be used to design units.

4.11 Only current approved versions of unit materials will be uploaded to the LMS. Uploaded unit materials must be reviewed at the end of each semester.

Academics
4.12 Use of LMS allows Stanley College to integrate online elements to courses that are primarily delivered face-to-face and which allows:
   a. A secure online point of contact between lecturers and students.
   b. An online tool to support timely correspondence and feedback
   c. Continual access to up to date course content and learning resources
   d. Online student support mechanisms in addition to face to face services.

4.13 LMS is the primary point of access for electronic learning resources.

Support and Training

4.14 All academic and student services staff will be provided with training on the use of LMS.

4.15 Stanley College employs a scaled introduction to the use of LMS. Transition programmes at the start of Semester 1, Year 1 ensure that incoming students are prepared and clearly understand the role of LMS *Canvas* in the course.

4.16 Stanley College will clearly communicate its expectations and provide a programme of support for students with regards to:
   a. Compliance with the Copyright Act 1968.
   b. Compliance with the following Stanley College Policies:
       i.   Code of Conduct
       ii.   Academic Integrity Policy
       iii. Student Support Policy
       iv.   Learning Management System Policy.

4.17 Information regarding ICT support, FAQs and help guides relevant to LMS will be supplied to students on:
   a. Access requirements and potential issues
   b. Logging into LMS
   c. Support options available
   d. Troubleshooting and incident management.

4.18 The Lecturers, Learning Resources Officer and ICT Manager will be available on an as needed basis to address any technical or other support requirements students may have in relation to the LMS.

4.19 The Learning Resources Officer will provide an end of semester report to the Learning and Teaching Committee (LTC) outlining LMS experience and practices to discuss issues or continuous improvement objectives relating to the LMS.

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