

# Learning Management System Policy

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## 1 PURPOSE

This policy provides details regarding the use of a learning management system for Della International College Vocational Education courses

## 2 DEFINITIONS

<b>Academic Integrity</b>	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.
<b>Information &amp; Communications Technology (ICT)</b>	Hardware, software and staff facilitating the provision of computer, communications and online services.
<b>Learning Management System(LMS)</b>	A virtual learning environment containing content, information and tools used in the delivery of a course and supporting the development of skills.
<b>Learning Resources</b>	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.

## 3 SCOPE

- 3.1 This policy applies to all staff, students, using the learning management system at Della International College.

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### 4 POLICY STATEMENT

#### Information and Communications Technology

- 4.1 DIC uses an online Learning Management System (LMS), *Moodle and Teach Local*, to deliver course content to students and to provide access to online resources.
- 4.2 DIC campuses contain appropriate ICT infrastructure and learning spaces for students to access the LMS.
- 4.3 In addition to meeting requirements above, the selection of an LMS for use at DIC must be primarily based on Learning and Teaching needs.
- 4.4 DIC 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 LMS requirements section of this policy.
- 4.5 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.
- 4.6 All users of the LMS must accept and comply with DIC policies as a condition of use.
- 4.7 DIC 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 DIC Student Code of Conduct that promotes mutual respect and tolerance, and the respectful communication of opinions or ideas required by professional academic conduct

#### Information Management

- 4.8 DIC employs an instructional designer to assist in the development of its materials for the LMS and outsources its technical support to manage LMS design elements, ensuring consistency for staff and students.
- 4.9 Information Management procedures in place at DIC ensure any materials posted to the LMS are current.

#### VET Courses

- 4.10 Use of LMS allows DIC to integrate online elements to courses that are primarily delivered face-to-face and which allows:
  - a) A secure online point of contact between trainers 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
- 4.11 LMS is the primary point of access for electronic learning resources.

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### Support and Training

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

4.13 DIC 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 DIC Policies:
  1. Student Code of Conduct
  2. Academic Integrity Policy
  3. Student Support Framework
  4. Learning Management System Policy

4.14 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

4.15 The trainers and assessors will be available on an as needed basis to address any technical or other support requirements students may have in relation to the LMS.

## 5 DELLA INTERNATIONAL COLLEGE RESPONSIBILITIES

The Campus/Compliance Manager is responsible for ensuring compliance with this policy.

## 6 ACCESS & EQUITY

The DIC Access & Equity Policy applies. (See Access & Equity Policy)

## 7 RESPONSIBILITIES

7.1 All learning management systems practices are monitored by the Campus/Compliance Manager and areas for improvement identified and acted upon.

## 8 RELATED LEGISLATION AND DOCUMENTS

## 9 FEEDBACK

9.1 College staff and students may provide feedback about this document by emailing [compliance@dellainternational.edu.au](mailto:compliance@dellainternational.edu.au)

Approval	Details
Approval Authority	CEO

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