

Learning Technologies Policy

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Responsible Officer	Dean
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Related Documents	Diversity, Equity and Inclusion Policy Discrimination, Bullying and Harassment Policy Discrimination, Bullying and Harassment Procedure Library and e-Resources Policy Communication and Usage of ICT Policy Communication and Usage of ICT Procedure Sexual Harassment and Sexual Assault Policy and Procedure Student Code of Conduct Staff Code of Conduct Online Course Delivery Policy
HESFs (Threshold Standards) 2021	2.1.1, 2.1.2, 2.1.3; 2.3.4, 2.3.5; 3.3.1, 3.3.2, 3.3.3; 4.2.1, 4.3.1, 4.3.3; 6.2.1; 7.2.2(b); 7.3.3
Visibility	Public

1. Purpose

This Policy acknowledges the increased use of external technologies by staff and students, and aims to ensure a coordinated approach for the effective, efficient and appropriate use of technology endorsed by the Australian Institute of Higher Education ('the Institute') to support educational quality and the student learning experience.

2. Principles

This Policy is informed by the Institute's commitment that:

- technology is central to contemporary business and teaching and learning practices;
- learning technologies will be used in a way that is appropriate and effective in relation to the Institute's functions and strategic objectives;
- learning technologies enable access to programs and resources and enhance the student learning experience;
- students have the right to privacy and confidentiality;

- staff and students will be provided with access and appropriate training in the use of supplied technologies; and
- data will be secure and will be appropriately archived in accordance with national and state government privacy requirements.

3. Context

The use of technologies is integral to the student learning experience and will support efficient and effective access to information and resources; provide seamless and innovative ways of communication between all learning participants and facilitate the dissemination of knowledge. The Institute considers the use of personal devices in teaching and learning activities to facilitate and support greater independence and efficiency for student learning. The Institute provides both support and guidance in the adoption of appropriate technology and their use by staff and student users.

4. Scope

This Policy applies to all staff and students of the Institute. It extends to the management and governance of learning technologies supported by the Institute, and appropriate use of non-supported technologies – defined as External Educational Technologies (EETs).

5. Definitions

See the AIH Glossary of Terms for general definitions.

The following definitions apply to this policy:

BYOD: Bring Your Own Device.

BYOD Course: a course that requires students to BYOD for all classes and activities.

Device: refers to any electronic equipment that is able to connect to the internet and complete teaching and learning activities. Devices include laptops, tablets and notebooks. Whilst mobile phones can perform some tasks, they do not meet the minimum requirements for study use.

IT requirements: Hardware or software that is needed for a student to successfully undertake and complete their learning and assessment work, including any specialised software required for particular courses or research activities. These requirements may be updated at any time to reflect upgrades in software or applications.

Technological literacy: The ability of an individual to responsibly, appropriately and effectively use technology tools, systems and hardware, to perform basic functions. Basic functions include the ability to: maintain a functional device and ensure a legal and supported operating system is installed, download and run applications and relevant updates, connect to available networks, such as Wi-fi, and devices as appropriate, and manage their device's battery life.

Supplied applications: Office 365, Moodle, Open Athens Library database, Big Blue Button, Zoom, Turnitin and MyLabs.

6. Policy Details

This Policy provides a framework for the selection, adoption, and operation of technologies that support and enhance student teaching and learning.

It sets out requirements for devices in Bring Your Own Device (BYOD) courses and establishes the expectation that all students will have access to suitable technology outside formal teaching sessions.

The Policy also provides guidance on the use of External Education Technologies (EETs) by staff and students in teaching and learning activities, and outlines expectations regarding access to and support for any specialised software required for coursework or research.

Specifically, this Policy will:

- outline decision-making processes for the adoption of learning technologies,
- clarify responsibilities for staff and students, and
- provide a coordinated approach to the adoption, use, and management of teaching and learning technologies, including specialised software supported by the Institute.

All users of Institute learning technologies are expected to behave courteously and respectfully, and to comply with applicable laws (including privacy, intellectual property, cyber-bullying, defamation, and discrimination laws) as well as relevant Institute policies. This obligation applies to all technologies, whether or not they are directly supported by the Institute.

The Institute reserves the right to determine appropriate use of devices and technology with reference to the Student Code of Conduct, the Communication and Usage of ICT Policy and Procedure, and the Sexual Harassment and Sexual Assault Policy and Procedure. Where there are reasonable grounds to suspect that a device contains data in breach of policy, the relevant Program Director may confiscate the device to confirm the presence of such material. Depending on the severity of the breach, disciplinary action may be taken and, where appropriate, the matter may be referred to police. Consequences will be determined by the Principal Executive Officer or delegate in accordance with the Student Code of Conduct.

6.1 Institute responsibilities

The Institute will provide Wi-Fi free of charge for activities related to study.

Login credentials are posted in student study areas and classrooms and are also available upon request at reception.

The Institute will provide access to supplied applications, free of charge, to support students in their studies. The specific software and versions may change from time to time to better support the Institute's activities and courses.

The Institute will utilise learning technologies which enable equitable access to course materials and associated resources. Students will not be disadvantaged by the Institute due

to lack of access to supported technologies, unscheduled service outages, undisclosed costs, or lack of knowledge and skills in their use and application.

Recommendations about technologies to be used for teaching and learning will be made by the Academic Board and the Teaching and Learning Committee. Decisions for adoption will be made by Institute Management. Recommendations and decisions will be data-driven and based on quality, suitability and reliability of systems.

The Institute will ensure that access to supplied applications is provided in a manner that does not contradict applicable licensing agreements or hosting arrangements, and when appropriate, authentication and authorisation of users will be in place.

The Institute will seek providers with a robust and reliable service for learning technologies; however, it recognises that technology failure is sometimes unavoidable and will advise staff and students to consider this when undertaking their work. While the Institute aims to ensure that the systems and interfaces are accessible across a wide range of devices and platforms, it cannot guarantee compatibility with every combination of system and device.

Risk management procedures will be implemented, and quality assurance processes will support both the technical and academic integrity of the learning technologies used.

The Institute is not responsible for any loss or damage that occurs to any personal device.

Non-supported external educational technologies (EETs) may be used, provided there is no negative impact on students or the Institute, however, these technologies will not be supported by Institute systems.

6.1.1 Specialised Software for Research and Coursework

Some courses and research projects may require the use of specialised software (e.g., statistical tools, coding environments, or reference management software). Where applicable, the Institute will:

- Communicate requirements to students via unit outlines or course materials.
- Provide access to licensed software via online platforms, computer labs, or remote environments.
- Offer guidance and support for installing or accessing this software.

Students are responsible for ensuring their device is compatible with required applications, as advised.

6.2 Staff responsibilities

Institute teaching staff are required to carefully consider the use of technology to enhance and promote student learning, engagement, and achievement. Staff must develop their technological skills appropriately for their role and proactively review units prior to and during delivery to ensure students have appropriate access to any facilities or software that

contribute positively to the student experience. Staff must inform the relevant Program Directors of any issues affecting access, such as licensing requirements, and obtain approval for any necessary actions to ensure no student is disadvantaged.

Program Directors are required to maintain an up-to-date list of required resources, including hardware, software and other materials, to ensure that resource planning and schedules remain relevant and current. Program Directors must proactively review courses and units to ensure technologies remain fit for purpose, provide equitable access and prepare students for contemporary business scenarios.

All other Institute staff are required to comply with the Staff Code of Conduct. All staff should endeavour to maintain and develop skills in necessary programs and applications as per their role and position description. Managers should consider and support further training where appropriate.

Staff assume sole responsibility for the actions carried out by, and the content of, BYOD devices, including their care, maintenance, security and protection.

6.3 Student responsibilities

Students are required to abide by the terms and conditions of their enrolment, including the Student Code of Conduct and the Sexual Harassment and Sexual Assault Policy and Procedure at all times.

Students are expected to have technological literacy and be able to perform essential functions independently. The Academic Success Team can provide support to students in developing technological literacy where needed. Students should seek assistance from the Institute website [FAQ](#), their lecturer, or the Student Services team for additional support in a timely manner to minimize disruption to their studies.

Students are required to make every reasonable effort to ensure that the Institute's information or course material is not compromised when using devices. Screens or documents displaying assessment or critical information should not be seen by unauthorised persons or shared in order to maintain academic integrity and protect personal information. The Institute recommends ensuring that all important information, such as assessments, is backed up in multiple locations in case of loss or damage and that personal devices are password protected.

Whilst using equipment owned by the Institute, students must:

- Use facilities appropriately, including ensuring material and equipment is treated respectfully, securely and ethically.
- Keep noise levels to appropriate levels and ensure the ability of others to perform their work is not impacted.
- Not eat or drink in a room with Institute devices.
- Refrain from storing, transmitting or installing any software, or any other material that is not explicitly part of formal teaching activities or work.

- Use the Wi-Fi for activities related to study at the Institute only.
- Comply with Institute policies and procedures regarding access to AIH devices, computer labs, or materials.
- Be aware that disciplinary action may be taken against students who fail to comply with these regulations.

Students enrolled in a BYOD course are required to supply their own device during all formal teaching and learning sessions. For sessions of longer durations, a backup power supply, such as a power bank or portable charger, may be required for students to manage their device's battery life. Where possible, the Institute will enable and support access to mains power. Students must never leave their device unattended or unsecured (password authentication enabled) without supervision. The Institute recommends that students appropriately insure their devices.

Students assume sole responsibility for the actions carried out by and the content of BYOD devices. Students assume sole responsibility for the care, maintenance, security and protection of their devices.

7. Legislation

- Privacy Act 1988
- Australian Privacy Principles
- Privacy and Personal Information Protection Act 1998 (NSW)
- Privacy and Personal Information Protection Regulation 2014 (NSW)
- Privacy Code of Practice (General) 2003 (NSW)
- Cybercrime Act 2001
- Education Services for Overseas Students (ESOS) Act 2000
- Higher Education Standards Framework (Threshold Standards) 2021

This Policy complies with Higher Education Standards Framework (Threshold Standards) 2021 which specifies that:

2.1 Facilities and Infrastructure

2.1.1. Facilities, including facilities where external placements are undertaken, are fit for their educational and research purposes, and accommodate the numbers and educational and research activities of the students and staff who use them.

2.1.2. Secure access to electronic information and adequate electronic communication services is available continuously (allowing for reasonable outages for maintenance) to students and staff during periods of authorised access, except for locations and circumstances that are not under the direct control of the provider.

2.1.3. The learning environment, whether physical, virtual or blended, and associated learning activities support academic interactions among students outside of formal teaching.

2.3 Wellbeing and Safety

2.3.4. A safe environment is promoted and fostered, including by advising students and staff on actions they can take to enhance safety and security on campus and online.

2.3.5. All students have access to learning support services that are consistent with the mode of study and the learning needs of student cohorts.

3.3 Learning Resources and Educational Support

3.3.1. The learning resources, such as library collections and services, creative works, notes, laboratory facilities, studio sessions, simulations and software, that are specified or recommended for a course of study, relate directly to the learning outcomes, are up to date and, where supplied as part of a course of study, are accessible when needed by students.

3.3.2. Where learning resources are part of an electronic learning management system, all users have timely access to the system and training is available in use of the system.

3.3.3. Access to learning resources does not present unexpected barriers, costs or technology requirements for students, including for students with special needs and those who study off campus.

6.2. Corporate Monitoring and Accountability

6.2.1. Institutional quality assurance includes systematic monitoring, review and improvement of learning environments and student support services.

7.2 Information for Prospective and Current Students

7.2.2. Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes:

- b) Details to assist with planning and participation in educational and other activities, including contact points, orientation and induction advice, delivery arrangements, IT requirements for online access, timetables, access to learning resources, and opportunities for student engagement and representation.

7.3. Communication with Students

7.3.3. Students are informed about services, policies, procedures and support available to them, including for IT and learning technologies.

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Board of Directors as at August 2025 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.edu.au/> under 'Policies and Procedures'.

<u>Change and Version Control</u>				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date:
2017-1	Ms. McCoy	Applied template; prepared draft; added related documents	22 February 2017	6 March 2017



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2019-1	Principal	Minor update: Updated Titles from Policy owner and Responsible Officer from Executive Dean to Principal, and Contact Officer from Registrar to Head of Academic Support and Student Services.	20 November 2019	21 November 2019
2021.1	Dean	Policy Review. Productivity software with no vendor specific names, inclusion of concepts of open source, free software and web-based systems. Cybercrime Act 2001 added.	17 February 2021	18 February 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2022.2	Compliance Officer	Content update: Added BYOD and Supplied Course information. Expanded definition of terms. Introduced responsibilities of persons. Introduced device minimum requirements. Added relevant HESFs points.	28 September 2022	29 September 2022
2024.1	Registrar	Minor updates following department policy review	3 April 2024	4 April 2024
2024.2	Head of Quality Assurance	Removal of references to Supplied Courses and loaned devices; update of BYOD specifications in Appendix 1; update of Responsible Officer.	31 October 2024	1 November 2024
2025.1	Acting Head of Quality Assurance	Policy review and clarification updates: refined definitions (e.g. IT requirements); included guidance on specialised/research software; clarified staff and student responsibilities (Sections 6.1–6.3); expanded HESF alignment in Section 7 to include Standards 2.3.5, 4.2.1; 6.2.1, and 7.3.3; improved wording, formatting, and compliance language throughout.	06 August 2025	07 August 2024

Appendix 1- Device Requirement Checklist – BYOD Course

All Institute courses are fully integrated with technology. As a student in a BYOD Course it is important that you have access to a computer with sufficient configuration to enable you to complete activities, communicate with fellow students or Institute staff or submit assessments on a personal device. You will need to bring this device to every formal teaching session, so please consider the portability and durability. It is important that you check your Institute email before every class, so you don't miss any important information.

It is essential that your device meets the below requirements:

Category	Specification
RAM	Minimum: 16GB, Recommended: 32GB
Storage	Minimum: 512GB SSD, Recommended: 1TB SSD
Display	13 inches or larger, 1920x1080 resolution or higher (2560x1600 recommended)
USB Ports	At least 1 USB 3.0 or USB-C port
Webcam	Integrated webcam (1080p resolution recommended)
Headset/Microphone	Built-in microphone or headset with microphone
Operating System (Windows)	Windows 11 (64-bit)
Operating System (Mac)	macOS 13 Ventura or later
Software Requirements	Browsers: Chrome (Free), Firefox (Free), Safari; Office 365 (provided by AIH); VS Code (Free), Git (Free), Python 3.11+ (Free), Java (Free), R (Free), Zotero (Free)
Network Requirements	At least 5-10 Mbps stable internet speed; Student WiFi is available on Campus
Battery Life	Minimum: 8 hours
Processor (Windows)	Minimum: Intel Core i5 (11th Gen), Recommended: i7 or AMD Ryzen 7
Processor (Mac)	Minimum: Apple M1, Recommended: Apple M2
GPU (Windows)	Integrated (Intel Iris Xe or AMD Radeon), Recommended: NVIDIA RTX 3050 or equivalent
GPU (Mac)	Integrated Apple Silicon GPU (M1/M2 chip sufficient)

Note: Some courses or research units may require additional specialised software not listed here. Where applicable, your lecturer or supervisor will advise you of these requirements. Instructions on accessing or installing the software, whether on your own device, via remote access, or computer labs, will be provided. You are responsible for ensuring your device is compatible with the required applications.