

IT & E-Learning Policy

Document Summary

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The purpose of this policy is to assist staff and students with teaching, learning and training in an easy to access, flexible way, at a time that suits them. Also to ensure consistent, regular and effective communication, both internal, between staff members and current students, and external, between staff, students and possible students. To enhance satisfaction and engagement and improve the learning and work environment for everybody associated with The City College.

Introduction

- This policy is intended to make the best use of Information Technology to facilitate training, learning and teaching.
- It will set out the steps needed to ensure that The City College has an environment which takes into account the needs of the staff, and students, who need to access Information Technology – whether on the College premises or not.
- It also intends to make sure that Information Technology is used appropriately and that the resources are adequate for the needs of the staff and students, and that access is equitable for all users.
- The City College is committed to making sure that staff and students feel confident to use the Information Technology available to them and offers training and development opportunities to ensure they are able to do so.
- The City College is committed to ensuring that all staff, and students, can move between in house teaching and online e-learning.

Objectives

- To ensure that The City College provides training opportunities for all staff and students.
- To increase access to learning opportunities, to allow students flexible learning at times which suit them and to take account of the needs of staff and students.
- To provide support to staff and students through e-learning and ensure that all staff and students have equitable access to e-learning.
- Ensure that The City College can switch all learners to e-learning and that students are confident to learn and staff are confident to deliver content online.

- To enhance the quality of teaching and learning.
- To develop the technological skills of staff and students, in order that they can access and make full use of the Information Technology provided.
- To ensure The City College is providing adequate Information Technology resources, as well as the time and training needed for staff to benefit.
- To ensure that staff competence is monitored and that students are able to receive help and support in accessing the Information Technology on offer.
- To inform both staff and students of the support available to them.

Staff and E-Learning

In order for staff members to get the best from the Information Technology provided, the College will undertake regular analysis of displays, software and screen equipment. This includes assessing the Health and Safety risks that employees are exposed to and ensuring employees are provided with the correct equipment, environment and interface between computer and user.

All staff are required to undertake training in any area of Information Technology that is necessary for their job. This includes:

Training on how to use The City College Computer Network

1. The City College Sharepoint (a Virtual Learning Environment), which can be accessed on and off-site and allows staff to inform students of any important information and resources.
2. MOODLE. Lecturers are trained on how to upload resources and marking of assessments, led by the Programme Leaders.
3. The City College email is to be used for all correspondence between staff and students.
4. Prevent Training (Prevention of Extremism and Radicalisation). This includes Prevent training for all staff members and presentation of student guidelines, including equality, diversity and community cohesion.
5. Microsoft Teams Training to enable online teaching and the ability to call/chat/have meetings with other members of the College, whether staff or students. The

ability to organise meetings, share screens and have calls or message colleagues through chat. Meetings can be private, enabling students to access confidential support.

The aim of any training given is to facilitate teaching and learning, give lecturers and admin staff access to the College Computer Network both in and outside the College and allow them to work flexibly.

Students and E-Learning

E-Learning has become vital in higher education.

The City College provides each student with access to The City College Computer Network both in College and at home for flexible learning.

All students are given a 'General Student Handbook' and complete an induction pack which includes a Computer Policy, laying out the conditions and expected behaviour to which each student agrees to.

At induction and later, in tutorials, students are taken through their access to the computer network, including:

- Individual student cloud using One Drive office 365
- The College email.
- Microsoft Teams which allows online teaching, as well as facilitating communication and enabling meetings to take place, as well as providing additional material for learners to access at their own pace.
- The City College Sharepoint (a Virtual Learning Environment) can be accessed on and off-site and allows staff to inform students of any important information and general information such as term dates, the student handbook, and policies and resources.
- MOODLE allows students to access academic resources such as weekly handouts, tasks assignments, and surveys.
- The City College Network (computers on-site) has access to printing, scanning and photocopying facilities.
- Access to the Internet and college emails are free of charge. There is a minimal charge for printing, scanning and photocopying. If a student has a learning, or physical, disability, which means they need specialist materials, such as work printed in larger

font or coloured paper; then any printing, scanning or photocopying can be done by admin staff free of charge at their discretion.

The City College provides support to any student who requires help with accessing or using the College Network. Members of staff are available in the admin to offer help if needed, on a day to day basis.

Recording Lectures and Online Teaching

- In addition to storing personal information, TCC sometimes records lectures which can be viewed on demand. These are stored securely and made available for flexible learning, which has obvious benefits for students allowing students to watch/listen to any learning they may have missed or wish to revisit, enabling them to learn at their own pace.
- In order to secure the rights of students, staff, and any external parties, whose work, participation, and content may appear, Data Protection Law is applicable in any case where a recording is made of any identifiable living lecturer, student, or other individual. Processing this personal data must be done in line with both the Data Protection Act 2018 and the General Data Protection Regulation.
- If materials are created by lecturers, who are employees working for TCC, then TCC will own copyright and no copyright permission will be required to include these works created in a recording, which are later used for students. If a lecturer is recording material that they feel may be sensitive, controversial, or confidential, then they make use 'academic judgement' to determine it is inappropriate to record and halt, or pause, the recording.
- Data protection law will apply to all identifiable individuals, including students and lecturers. All those partaking in a recording should be aware it is being recorded, who will have access to it and what to do if they wish to opt-out. The consent of performers is needed in order to record, copy, or make copies available. This is given during initial induction when media consent is obtained from students.

Safety and Security

In order to maintain the safety of students and staff at The City College, a Securly Web Appliance is used to filter all web page access for Students and Staff. The appliance is set up to filter various selectable categories of websites. The current categories selected are:

- Adult/Sexually Explicit
- Alcohol & Tobacco
- Criminal Activity

- Gambling
- Games
- Hacking
- Illegal Drugs
- Intolerance & Hate
- Peer-to-Peer
- Proxies & Translators
- Sex Education
- Tasteless & Offensive
- Violence
- Weapons

The webpages that are blocked by these categories are maintained by SOPHOS, which constantly update them. Terrorism should be blocked by the currently selected categories.

The SOPHOS Web Appliance also allows the College to type in a specific user account and see all webpages that the user has been accessing. The College can investigate user access if required.