

# IT & E-Learning Policy

Document Summary

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## 1. Introduction

This policy is designed to optimise the use of Information Technology to support 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 staff and students, both on and off campus, in alignment with a broader digital education strategy.

It also aims to ensure that Information Technology is used effectively and that resources are adequate, secure, and resilient to meet the needs of staff and students, with equitable and accessible access for all users, in line with the Equality Act 2010.

The City College is committed to ensuring that staff and students feel confident using the Information Technology available to them and offers training and development opportunities to enable them 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, with clear and consistent standards for both delivery modes.

## 2. Objectives

- To ensure that The City College provides comprehensive training opportunities for all staff and students, including in digital and information literacy.
- To increase access to learning opportunities and provide flexible learning at times that suit students, while ensuring a high-quality academic experience that meets the OfS's B conditions of registration.
- To provide support to staff and students through e-learning and ensure that all staff and students have equitable and accessible access to e-learning, with specific consideration for students with disabilities, in line with the Web Content Accessibility Guidelines (WCAG).
- To ensure that The City College can transition all learners to e-learning in a coordinated manner, with documented processes to ensure students are confident to learn and staff are confident to deliver content online.
- To enhance the quality of teaching and learning by leveraging technology, with clear alignment to the UK Quality Code for Higher Education.
- To develop the technological skills of staff and students to ensure they can access and make full use of the Information Technology provided.
- To ensure The City College is providing adequate, secure, and resilient 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 can receive help and support in accessing the available Information Technology, with clear and timely support channels in place.
- To inform both staff and students of the support available to them, including specific contact points for technical and academic help.

### **3. 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, in accordance with Display Screen Equipment Regulations. This includes assessing the Health and Safety risks to which employees are exposed and ensuring that employees are provided with the correct equipment, environment, and interface between the computer and the user.

All staff are required to undertake training in any area of Information Technology that is necessary for their job, including mandatory annual training on data protection and cybersecurity. This includes:

- The City College Virtual Learning Environment (VLE), such as SharePoint and/or Moodle, must have a consistent and intuitive design to facilitate effective learning.
- Microsoft Teams training, with a focus on delivering high-quality synchronous and asynchronous online teaching, and providing accessible and private student support.
- Mandatory Prevent Training, with a clear link to the college's wider safeguarding policy and online safety protocols.
- Training on copyright law and Intellectual Property (IP), as it relates to online resources and teaching materials.

### **4. Recording Lectures and Online Teaching**

In addition to storing personal information, The City College (TCC) records online lectures which can be viewed on demand. These are stored securely on a designated platform and made available for flexible learning, with clear guidance on their use.

To secure the rights of all participants, the College will operate a clear media consent policy that outlines how personal data will be processed and stored, in line with both the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

If a lecturer is recording materials they feel may be sensitive, controversial, or confidential, they must exercise 'academic judgment' in accordance with the College's Freedom of Speech Policy to determine if it is appropriate to record and, if necessary, pause or halt the recording. Data protection law will apply to all identifiable individuals, including students and lecturers. All participants must be aware that a recording is taking place, who will have access to it, and what to do if they wish to opt out. Explicit consent will be obtained from performers prior to any recording being made available.

### **5. Safety and Security**

In order to maintain the safety of students and staff at The City College, a robust cybersecurity framework will be maintained in line with guidance from Jisc and the National Cyber Security Centre (NCSC). A Securly Web Appliance is used to filter web page access. The categories of websites blocked are regularly reviewed and updated in line with the College's Prevent Duty Policy.

The College will maintain an audit trail of user access in accordance with our data protection policy, with a clear process for investigating suspicious activity, while respecting user privacy.

