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## Learning Management System Policy

### Background

Group Colleges Australia (GCA) seeks to provide details regarding the use of the Learning Management System (LMS) in the support of GCA's academic operations.

### Scope and Application

This policy applies to all staff and students using learning management systems at Group Colleges Australia and its related entities. This includes but is not limited to Universal Learning Business School Sydney (UBSS).

### Details

- GCA uses an online Learning Management System (LMS) to deliver course content including lectures, tutorials, quizzes and videos to students and provides access to online resources.
- The Sydney and Melbourne campuses (trading as UBSS) provide students and staff (including teaching staff) with IT infrastructure and learning spaces for users to access the LMS.
- Any LMS used on campus is governed by the GCA IT policies and procedures.
- The selection of an LMS for use at GCA must be primarily based on Learning and Teaching needs.
- The higher education academic team that the Office of the Executive Dean is the "owner" of the LMS.
- The IT team supports this ownership by ensuring that infrastructure meets LMS system requirements.
- IT also advises the academic team in the event of any outages, disruption and upgrades.
- All users of the LMS must comply and accept GCA IT policies as a condition of use.
- GCA will provide guidance to staff and students with regards to online safety and security including but not limited to:
  - protecting personal information and appropriate disclosures in online environments;
  - securing passwords;
  - GCA IT must be used in a lawful, ethical and responsible manner, and in accordance with the IT Acceptable Use Procedures, other applicable

GCA policies, and any additional terms of use that may apply to particular software or services;

- GCA IT is provided for use in the academic, administrative, commercial and community activities of GCA. Some reasonable non-commercial personal use may be allowed, but as a privilege and not a right, and if that privilege is abused it will be treated as a breach of this Policy.
- Account holders must take all reasonable steps to protect their account from unauthorised use.
- Use of GCA IT must not jeopardise the fair, secure, and productive environment of the GCA community, nor GCA's operations, assets, data integrity or reputation.
- Users must not install or use unlicensed or malicious software on GCA IT, nor circumvent GCA's IT security measures.
- Users are expected to report actual or suspected breaches of this Policy or other security incidents that may be a threat to the security of GCA IT in a timely manner.

GCA 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 those policies and related documents (listed below).
- c. Information regarding IT support and FAQs, help guides relevant to the LMS will be supplied to students and staff on orientation and during on boarding at the beginning of each teaching period.

**Related Documents**

- Authorised Software Policy
- Information Security Policy
- Acceptable use of Information Technology Facilities
- Privacy Policy
- GCA Code of Conduct
- Acceptable Behaviour Protocols
- Copyright Policy
- Academic Progression, Monitoring and Intervention Policy
- Student Code of Conduct
- Academic Misconduct Policy

**Version Control and Accountable Officers**

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Responsible Officer	Chief Technical Officer	
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Approved By	EMT		
Previous Version/Date	V1		
<b>Version</b>	<b>Authored By</b>	<b>Description of Changes</b>	<b>Approved By</b>
001	AK	New template <sup>1</sup> and new policy	EMT 2 December 2021
002	NC	Position names update	December 2023

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<sup>1</sup> Note the new template was approved by the EMT 4 March 2021