



ONLINE LEARNING TECHNOLOGY POLICY

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean, Continuing Education, On Line Learning and Corporate Training

Reference Code: PSQA6 V1

Effective Date: 9/21/2016

POLICY STATEMENT:

The purpose of this policy is to support Conestoga's strategic priorities through the use of a Learning Management System and standards related to online learning delivery. All courses delivered online recognize the obligation to be compliant with legislation including Accessibility for Ontarians with Disabilities Act (AODA) and college policies including Copyright Policy, Accessibility Policies and eConestoga Essential Elements (see References).

SCOPE:

This policy applies to all classroom enhanced, hybrid and fully online courses.

DEFINITIONS:

Classroom enhanced: Classroom enhanced courses are designed to use the capabilities of the college LMS to supplement and enhance face-to-face learning. The technology is intended to supplement and support, rather than replace regular classroom activities and learning. Classroom enhanced delivery may also be referred to as "web-facilitated delivery".

Hybrid: Hybrid courses combine traditional face-to-face and online instruction to meet designated course hours. Hybrid delivery may also be referred to as "blended delivery".

Fully online: Fully online courses are courses in which all activities are completed online and no face-to-face meetings between students and instructors are required.

eConestoga: eConestoga is the branded name for Conestoga's learning management system (LMS) powered by Brightspace (D2L). The LMS is a web-based system that facilitates access and delivery of online course content, course-related communications between faculty and

students, and administration of courses. eConestoga supports classroom enhanced, hybrid and fully online courses.

eConestoga Essential Elements: These elements represent the minimum required components that must be included on the LMS for all classroom enhanced courses.

POLICY ELABORATION:

1. To support classroom enhanced, hybrid and fully online course delivery, Conestoga provides the following resources:
 - Student and faculty support and orientation to existing and new technology;
 - Sufficient resources and processes to acquaint instructional designers, faculty and students with new or updated technologies and methodologies in a timely fashion; and
 - Regular opportunities for ongoing professional development for faculty and others responsible for course design, development and delivery.

2. Technical infrastructure and support exists, including:
 - A reliable, sufficient and scalable LMS to meet current and projected needs, including a reliable, robust and secure technical infrastructure with backup provision;
 - 24 hour, 7 day per week access to LMS content;
 - 24 hour, 7 day per week access to LMS technical support;
 - Well-maintained, current and appropriate hardware, software and other technological resources.
 - Risk assessment and planning that includes a disaster recovery process, back-up and storage technology protocols, and tracking using historical logs and documentation for exceptions, capacity usage, upgrades, workarounds, etc.

3. Appropriate safeguards assure the authentication of student identity and integrity of student work, including:
 - Security of students' confidentiality and privacy associated with assessment, evaluation and dissemination of results;
 - Secure destruction of personal data when it is no longer needed; and
 - The verification of student identity for coursework and examinations, and for the control of examinations, including but not limited to security; time limits; the selection of proctors/invigilators and the requirements for, and weighting of, evaluations conducted face-to-face.

RESOURCES:

Other resources related to online learning:

Academic Integrity Policy

Acceptable Use of Technology Policy

Acceptable Use of Technology Procedure

Accessibility Policy for the Accessibility for Ontarians with Disabilities Act

Copyright Policy

Student Code of Conduct

REFERENCES:

eConestoga Essential Elements

REVISION LOG:

August 30 2016 Policy and Procedure Committee

September 21 2016 Academic Coordinating Committee

