ONLINE LEARNING TECHNOLOGY POLICY

Authorizer: Vice President, Academic, Student Affairs, Human Resources and Research

Version: V2

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.

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

POLICY ELABORATION:

- To support diverse forms of online course delivery, Conestoga will provide 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.

- Technical infrastructure and support exists, including:
  - A reliable, sufficient and scalable Learning Management System (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.

- 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.

DEFINITIONS:

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.

REFERENCES:
eConestoga Essential Elements

RELATED DOCUMENTS:
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

REVISION LOG:
August 30, 2016	Policy and Procedure Committee
September 21, 2016	Academic Coordinating Committee
December 15, 2021	Academic Forum
January 5, 2022	Academic Coordinating Committee