

INFORMATION AND LEARNING TECHNOLOGY (ILT)

POLICY STATEMENT

A Vision for ILT

To harness the best in new technology to ensure that Canterbury College meets its mission which is to provide excellent education for all.

The College will utilise ILT to enrich the learning experience of students, enhance teaching and facilitate better management practices. The policy will address the needs of student, staff, the local community and businesses, assisting in the continuing development of a more IT literate society to meet the demands of a rapidly changing world.

It is the policy of Canterbury College that:

- 1 The role of ILT will be an integral part of strategic planning and development of the College and used to enhance management practices
- 2 ILT policy and practice will be consistent with the College's Equal Opportunities Policy and other relevant policies
- 3 ILT provision will be co-ordinated and monitored by the ILT Strategy Group
- 4 The College will work closely with partner institutions, national, local and regional organisations to develop a coherent strategy in ILT
- 5 ILT is integrated into all College courses
- 6 Priority will be given to the development of ILT learning materials
- 7 ILT, as a mode of delivery, will be increased across the College
- 8 All staff and students will have an entitlement to access network enabled PCs
- 9 Intranet and Internet development will continue to enhance communication both within the College and with the outside world
- 10 Online and remote access will be developed for students in the community who otherwise could or would not access learning
- 11 A continuing programme of professional development in the use of ILT will be provided for staff
- 12 Adequate resources and support for computing services will be provided and maintained
- 13 The Information and Learning Technology (ILT) Policy will be consistent and complementary to all other College policies and in particular to the Equal Opportunities, Race Equality, Disability and Health & Safety policies

The Policy will be implemented in the following way:

1 The role of ILT will be considered in the strategic planning and development of the College

- 1.1 Planning and goal setting for ILT will be an integral part of the annual rolling strategic plan.
- 1.2 Review of ILT strategies will be part of the College annual review.
- 1.3 The ILT strategy will link with the College's overall strategic objectives.
- 1.4 Funding from external sources will be sought to enhance the provision of ILT.
- 1.5 The College will seek to establish partnerships with other institutions and agencies to develop the effective provision of IT.
- 1.6 The ILT Strategy Group will be responsible for the strategic planning and development of ILT.
- 1.7 The strategy will be communicated to all staff through College policies and procedures, bulletins and outside publicity to staff, students and the wider community.

2 The ILT policy and practice will be consistent with the College Equal Opportunities Policy and other relevant policies

- 2.1 The Equal Opportunities Monitoring Group will ensure that ILT strategy and practice is in line with the policy.
- 2.2 The ILT policy will be consistent with:
 - The Curriculum Policy
 - The Learning Policy
 - The Key Skills Policy
 - The Flexible Learning Policy
 - The Health & Safety Policy
 - The Staff Development Policy
 - and other relevant policies

3 ILT provision will be co-ordinated and monitored by the ILT Strategy Group

- 3.1 All aspects of ILT provision will be co-ordinated and monitored by the above group.

4 The College will work closely with partner institutions, national, local and regional organisations to develop a coherent strategy in ILT

- 4.1 The College will seek to work in partnership with outside agencies such as:
 - The University for Industry and LearnDirect
 - The Learning + Skills Council
 - Regional Development Agencies
 - DfEE
- 4.2 to ensure a consistent policy on ILT provision.
Ensuring linkage to the National Learning Network.
- 4.3 Ensuring collaboration with local partners in education, business and the local community to ensure adequate provision of ILT in the area.
- 4.4 Establishing learning partnerships.
- 4.5 Becoming a centre of excellence for ILT.

5 ILT is integrated into all College courses

- 5.1 All courses will provide the opportunity for students to gain the IT Key Skills at an appropriate level.
- 5.2 Students will be encouraged to use ILT in their course work.
- 5.3 Generic and course specific ILT materials will be provided for students.
- 5.4 The use of investigation and research of materials through the Intranet and Internet will be encouraged.
- 5.5 IT courses to meet the needs of all students will be provided.

6 Priority will be given to the development of ILT learning materials

- 6.1 Individual Programme Areas will action their own IT development plans which focus on IT needs for 'tools for the classroom' resource based learning and individual learning packages.
- 6.2 Staff will be encouraged to develop IT based and on-line course materials in collaboration with the ILT Champion.
- 6.3 Monitoring of the use of ILT in learning will be carried out through the College quality review procedures.
- 6.4 ILT based learning materials will be placed in the College Intranet for access by staff and students.
- 6.5 The development and use of video conferencing as a teaching and learning medium will be encouraged.

7 ILT as a mode of delivery will be increased across the College

- 7.1 Appropriate hardware and software will be provided to make this possible.
- 7.2 Programme Areas will identify from their ILT development plans areas for implementation.
- 7.3 A programme of curriculum and staff development in the use of ILT will be provided.
- 7.4 Bids for curriculum development for the above will be considered favourably.
- 7.5 ILT will become an integral element in the promotion of lifelong learning.

8 All Staff and Students will have an entitlement to access network enabled PCs and appropriate access to world-wide information and curriculum resources

- 8.1 The College will work towards the target of 1:1 and 5:1 as the ratio for full time staff and student access respectively by 2002.
- 8.2 Access to the Internet and e-mail services will be available to all students.
- 8.3 The College recognises that the demands and needs of some groups of learners may be greater than those of others and resources will be allocated appropriately.
- 8.4 Video conferencing facilities will be enhanced and made accessible to all.
- 8.5 An environment appropriate to the use of ILT will be maintained.
- 8.6 Computer security will be maintained at a high level at all times.

8.7 Adequate maintenance and support agreements will be maintained, balanced with the responsibilities of the College's Computer Support Team, to ensure a high level of uninterrupted network service for students and staff.

8.8 Due care will be taken to ensure that the College ILT strategy meets the requirements of the Data Protection Act.

9 Intranet and Internet development will continue to enhance communication both within the college and with the outside world

9.1 The Internet Development Officer and the ILT Champion will continue to develop the College Intranet and Internet systems to meet demands of staff and students.

10 Online and remote access will be developed for students in the local community and business who otherwise could or would not access learning

10.1 The concept that information is a location free resource will be central to College policy.

10.2 Outreach centres will be provided in the city and surrounding communities to encourage wider participation with secure remote access to the College IT facility for staff and students.

10.3 Strategies will be developed through the outreach centres to ensure the involvement of reluctant learners and technophobes.

10.4 The integration of study and employment through open and distance learning supported through remote access ILT will be encouraged.

11 A continuing programme of professional development in the use of ILT will be provided for staff

11.1 Staff will be encouraged to participate in a planned programme of ILT training.

11.2 Staff will be afforded the opportunity to gain qualification in ILT. The European Computer Driving Licence (ECDL) will be one such qualification.

11.3 A target of all staff to achieve Level II skills in ILT will be met by 2002.

11.4 Adequate resources will be made available to meet the ILT staff development needs of the College.

11.5 Drop in facilities will be provided for training on College applications and the use of the Intranet/Internet, use of e-mail and video conferencing.

11.6 The ILT Champions will undergo training under the National Learning Network's ILT Champions programme.

11.7 The ILT Champions will facilitate the above training.

12 Adequate support for computing services will be provided

12.1 Continuing review of resources and support through the ILT Strategy Group will be carried out to ensure demands are met.

12.2 An adequate level of support for hardware and software will be provided through the Computing Support Team who will have an appropriate level of training and expertise.

12.3 The ILT Strategy Group will continually review and update the minimum specification of hardware and software required.

- 12.4 A disaster recovery plan is in place to ensure that any damage is minimised in the event of any disruption of ILT services.
 - 12.5 Service levels for computing support will be agreed by the ILT Strategy Group.
 - 12.6 Targets for reliability of the networks and for number of computers running will be set and monitored.
 - 12.7 Security of equipment and systems will be maintained at a high level.
- 13 The Information and Learning Technology (ILT) Policy will be consistent and complementary to all other College policies and in particular to the Equal Opportunities, Race Equality, Disability and Health & Safety policies