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## **Educational Technology Policy**

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### **Policy Statement**

The Educational Technology Policy supports BCIT in its efforts to enhance teaching and learning experiences through the use of innovative educational technologies and strategies.

### **Purpose of this Policy**

This policy establishes a use framework, governance model, and assigns responsibilities to enable the use of educational technologies at BCIT.

### **Scope**

This policy applies to all users and uses of technology used primarily for teaching and learning purposes.

### **Application of this Policy**

This policy applies to the BCIT community, including schools, departments, staff, faculty, and students. It assigns specific responsibilities for the selection, testing, infrastructure, implementation, and ongoing support of educational technology to the Educational Technology and Learning Design Committee (ETLDC), the Learning and Teaching Centre, Information Technology Services, Library Services, Information Access and Privacy, Academic Planning and Quality Assurance, and BCIT's Schools.

### **Related Documents and Legislation**

#### **Legislation**

*College and Institute Act*, RSBC 1996, c 52

*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165

#### **BCIT Policies**

Policy 3501 – Acceptable Use of Information Technology

Policy 3502 – Information Security

Policy 5104 – Student Code of Academic Integrity

Policy 5701 – Academic Freedom

Policy 6700 – Freedom of Information and Protection of Privacy

### **BCIT Procedures**

Procedure 5900-PR1 – Educational Technology Selection and Implementation Procedures

Procedure 5900-PR2 – Educational Technology Selection Criteria

Procedure 5900-PR3 – Educational Technology Privacy Compliance

### **Agreements**

BCGEU Support Staff Collective Agreement

BCGEU Vocational Instructors Collective Agreement

BCIT FSA Collective Agreement

### **Frameworks and Strategies**

BCIT Teaching and Learning Framework

BCIT eLearning Strategy

BCIT's Educational Guide to Privacy Compliance

### **Standards**

BCIT Information Security Standard

## **Definitions**

The following definitions apply to this policy and all associated procedures:

**“learning environment”** means any face-to-face, blended, or online educational environment where learning takes place. In addition to traditional physical learning spaces, real-time conferencing systems constitute virtual synchronous learning environments, and the suite of features and tools contained in a Learning Management System, for example, constitute a virtual asynchronous learning environment.

**“Educational Technology”** or **“ET”**, is defined as “the study and ethical practice of facilitating learning and improving performance by creating, using and managing appropriate technological processes and resources.” (Association for Educational Communications and Technology)

Educational technology in higher education is complex and multi-faceted. It includes equipment used to facilitate teaching and learning in a physical space, software used to facilitate teaching and learning, and educational strategies that bring these tangible tools together. As a core academic function, ET represents a wide range of pedagogical resources and services, including software, equipment, methods, media, tools, and technologies used for teaching and learning.

**“external”** means software applications that are hosted by third-party vendors.

**“implementation”** refers to the installation and configuration for use of a technology. Implementation may or may not involve the integration of the technology with other BCIT systems for single sign-on or sharing of data.

**“level of use”** refers to the breadth of potential use across BCIT. There are three levels of use:

**“ad hoc”** means one-off uses of an ET by individual faculty in their courses. This policy, and related documents, provide the framework to empower individual faculty and program areas to experiment with and use ET, on an ad hoc basis. Ad hoc ETs are non-supported.

**“emerging”** are those ad hoc, or newly identified ETs that are being considered for institutional implementation. Emerging ET will undergo a limited and controlled pilot implementation. Emerging ET will receive the required user and technology support from the implementation project team.

**“institutional”** are ETs that have been implemented and operationalized for use by all members of the BCIT community. Institutional ET will always be supported.

**“model of use”** means how the educational technology’s tools and features will be configured and integrated with the course curriculum.

**“operationalization”** refers to the ongoing maintenance, configuration, integration, user support, training, funding, and review of supported ET. Once an ET has been implemented, it becomes operationalized.

**“personal information”** means recorded information about an identified individual other than contact information as defined in BCIT Policy 6700 – Freedom of Information and Protection of Privacy.

**“pilot”** means the first time delivery of an ET with a class of students. This is a controlled assessment of the ET under real-life conditions.

**“privacy risk assessment”** means the process of assessing the privacy risk level of a technology and implementing the appropriate mitigation and management strategies.

**“protected Information”** means information and information Assets that are designated as “Protected” under Section 1.2 information Security Classifications. Protected information is categorized as Protected A, Protected B, or Protected C and is marked accordingly.

**“prototype”** means the controlled testing of an ET with a limited group of non-student stakeholders prior to the pilot.

**“resources”** include ‘Information Assets’ as defined in Policy 3501 – Acceptable Use of Information Technology and Policy 3502 – Information Security.

**“support models”** refers to the type of support provided to the users of an ET, and the technology itself. Aligns with the Levels of Use.

**“non-supported”** ET are those that are not formally and centrally supported with dedicated institutional resources. Will generally include student support provided by the course instructor.

**“supported”** ET are those that are formally supported through dedicated institutional resources and services.

An ET will be recognized as supported following: a successful pilot, any necessary budget approvals, endorsement from the ETLDC, implementation/integration with other BCIT systems, and the preparation of user support and training resources as appropriate.

## Guiding Principles

All decisions made under this policy and its associated procedures will be guided by the following principles:

1. Students and faculty are the driving force of innovation in teaching and learning.
2. ET is a tool used to enhance the learning or teaching experience. ET is not to be considered a quick-fix solution to educational challenges or to circumvent sound curriculum design standards or faculty involvement in the learning process.
3. BCIT strives for inclusive learning environments that foster learner success. BCIT recognizes that the use of ET is not neutral in that it may bias the learning experience in ways that exclude or create barriers for some learners. Consideration should be given to this potential during the selection of ET, curriculum design, and course delivery to ensure that all content is examined through a lens of inclusions and accessible for all learners.
4. Faculty are empowered to explore, innovate, and use ad hoc non-supported ET in their individual courses, provided they do so in adherence with BCIT policies.
5. Educational Technology resources that involve or interact with information technology must comply with BCIT’s information technology policies.
6. All ETs will be assessed for privacy and information security risks and will be configured for adherence to BCIT Policy 6700 – Freedom of Information and Protection of Privacy and Policy 3502 – Information Security.
7. All students will be supported in their use of ET:
8. Faculty will provide technical assistance for use of ad hoc ET.

9. BCIT will provide centrally resourced technical assistance for the use of emerging and institutional ET.
10. Adherence to established industry-standard instructional design principles, best-use ET guidelines, BCIT frameworks, and strategies are required as the overarching approach to ensuring quality learning.
11. The use of institutionally supported ETs is preferred as a means of ensuring a consistent learning experience for all students across all their courses.
12. Where an institutionally supported ET has been operationalized, it will be used over non-supported ETs that achieve the same objectives.
13. The operationalization of institutional supported ET is a collaborative responsibility shared through a multidisciplinary stakeholder approach and coordinated by the Learning & Teaching Centre (LTC).
14. Privacy Protection:
  - a. BCIT cannot require students to expose their personal information to known risks.
  - b. Learning cannot be compromised in cases where individuals choose not to accept risks to their privacy.
  - c. Forced use is not consent.
  - d. All standards and requirements outlined in BCIT Policy 6700, Freedom of Information and Protection of Privacy apply to the use of all ET at BCIT.

The following table illustrates the relationships between the Levels of Use, Support Models, type of use, the nature of user support, and technology management. For details of available support and support providers, refer to the Governance, Duties, and Responsibilities section below.

Level of Use	Description of Support					Support Model
	Primary Use	Student Support	Instructor Support	Curriculum Support	Technology Management	
Ad hoc	Single course uses	Provided by the instructor	None	Provided by the LTC	Provided by the instructor	Non-supported
Emerging	Pilot testing	Provided by the LTC	Provided by the Pilot project team	Provided by the Pilot project team	Provided by the Pilot project team	In Transition
Institutional	For use throughout BCIT	Provided by the LTC	Provided by the LTC	Provided by the LTC	Provided by ITS and the LTC	Supported

## Governance, Duties, and Responsibilities

### Overlapping Responsibilities

ET is a complex field of education with overlapping expertise that necessitates a collaborative multidisciplinary approach to the research, decision-making, implementation, and operationalization of ET.

As identified below, individual groups will bring expertise and leadership responsibilities to the collaborative effort needed to achieve BCIT's ET objectives.

### **The Learning Environment and Curriculum**

#### *Students, Faculty, and Management*

**Students** are responsible for using ET in conformance with BCIT policies.

**Faculty** are responsible for the selection and effective use of the appropriate ET to support and enhance the learning experience while conforming with BCIT policies.

Faculty are encouraged to use ET to:

- Experiment with innovative new tools and teaching methods.
- Share best practices and make recommendations for broader adoption.
- Support effective instructional strategies for their teaching practice.
- Effectively share resources and instructional materials.
- Develop digital skills and competencies for learners.
- Engage in authentic assessment methods, aligned with the Learning and Teaching Framework.
- Establish partnerships with industry, regulatory bodies, and other educational institutions.
- Expand access to BCIT's programs.

Faculty are encouraged to review their ET choices with the LTC, early in their process, to ensure alignment with Institute policies, the E-Learning Strategy, the Learning and Teaching Framework, and other strategic initiatives that may apply.

**Management** are responsible for supporting and encouraging their faculty to align their teaching practices with BCIT strategic initiatives and empowering them to engage in innovative uses of Educational Technology to support learning and teaching.

Where a new ET is determined to be for the sole use of a course or program, school resources will take responsibility for implementation, accessing the LTC and ITS for input and support as necessary.

### **Governance**

#### *ETLDC / APQA / IAPO*

**Educational Technology and Learning Design Committee (ETLDC)** is responsible for engaging with faculty members, academic stakeholder groups (Deans Council, Associate Deans Forum, Educational Support and Innovation (ESI), Applied Research), and outside communities, to identify key strategic drivers for pedagogical innovation and direction.

ETLDC will provide governance and strategic guidance for the selection, implementation, and operationalization of ET within the framework outlined in Procedure 5900-PR1 – Educational Technology Selection and Implementation Procedures, and Procedure 5900-PR2 – Educational Technology Selection Criteria.

ETLDC will ensure that: the costs of implementation, ongoing maintenance, and user support; licensing, infrastructure, and support costs; and overlapping functionality are considered when approving new ET implementations.

ETLDC is responsible for approving and endorsing institutional ET initiatives, and directly advising Education Council (EdCo), BCIT Deans Council, Senior Team, and Budget Committee, on key investment considerations to ensure academic rigor and alignment with BCIT's Learning and Teaching Framework and E-Learning Strategy.

ETLDC is responsible for ensuring standards of support are maintained, best-use practices are shared, and economies of scale in licensing, infrastructure, and support are realized.

ETLDC is responsible for the governance of this policy and associated procedures, and for appointing project management resources for Selection and Implementation teams.

#### **Information Access and Privacy Office (IAPO)**

Within the scope of ET, IAPO works with Cyber Security, ITS, and LTC to support the privacy compliance risk assessment process and approval of ET for implementation and use. IAPO provides guidance and expertise on compliance with BCIT Policy 6700 – Freedom of Information and Protection of Privacy.

**Academic Planning and Quality Assurance (APQA)** is responsible for ensuring the academic quality of BCIT programs and curriculum, to foster excellence in our educational offerings. APQA provides guidance on academic quality, in alignment with the Institute's Strategic and Education Plans and the Learning and Teaching Framework.

#### **Infrastructure**

*ITS / AVS / Facilities*

**Information Technology Services (ITS)** provides technology services and support programs that address the advanced technology and essential computing and communications needs of learners, faculty, and staff. The role of ITS in support of ET is to:

- Establishes guidelines for, and supports use and security of, Educational Technology resources pertaining to their interactions with information technology.
- Provide guidance to LTC on the application of information technology policies to Educational Technology resources.
- Consult with LTC and academic areas while defining and delivering support programs in addressing the advanced technology and essential computing and communications needs of learners, faculty, and staff
- Coordinate the administration of budgets, licenses, and vendor relations for lab and content development software.
- Provide guidance to ETLDC on features, functionality, risks and considerations regarding adoption of supported ET.
- Work in collaboration with all system stakeholders to ensure enterprise system integrations and technical solutions are optimized and secure.
- Configuration and application management of BCIT lab software.
- Support academic and lab software licensing and purchasing to ensure legal compliance is achieved and Institute costs are minimized.

**Audio Visual Services** provides design and technical expertise in the research, selection, installation, and use of audiovisual ET for use in BCIT learning spaces.

**Facilities** provides design and construction expertise for the installation of ET for use in BCIT learning spaces.

### **Academic Resources and Learning Services**

*Learning and Teaching Centre / Library Services*

**Learning and Teaching Centre (LTC)** is responsible for the day-to-day management of BCIT's ET as follows:

- Support faculty in their innovative approaches to the use of ET for learning and teaching.
- Provide guidance to faculty on complying with BCIT policies that apply to ET, including any information technology policies that apply to ET resources.
- Engage in research into industry trends and new ET.
- Support privacy and information security risk assessment, mitigation and management as they pertain to the use of ET.
- Work collaboratively with schools, ITS, and appropriate stakeholder groups on the research, pilot, and operationalization of ET considered for institutional supported use.
- Coordinate the administration of budgets, licenses, and vendor relations for supported ET.
- ET configuration and application management.
- Development of best-use models and strategies for the use of ET.
- Instructor skills development.
- Support for learning design.



- Production involved in the formatting and presentation of online courses.
- Media development such as simulations, video, and alternative reality.
- Support effective integration of ET into curriculum and teaching practices.
- Frontline ET helpdesk through email, phone, online resources, and drop-in services.
- Enhance physical learning environments to support effective teaching and learning.
- Work with school stakeholders to identify and mitigate educational quality concerns in a manner that ensures quality teaching and learning using ET.
- Study and evaluate ET in practice.

The LTC will coordinate the implementation of all ET determined to be institutional. A multidisciplinary project team will be responsible for licensing, hosting, integration and communication. The composition of the project team will be case-specific as determined by the ETLDC.

**Library Services** strengthens learning, teaching, and research at BCIT through innovative and effective resources, partnerships and services. The role of Library Services in support of ET is to:

- Provide front-line academic support to students and faculty, including research support, information literacy, and peer learning.
- Acquire, manage and circulate learning resources and equipment.
- Administer budgets and licenses for academic learning materials, including print-based, digital, and online resources.
- Provide access, service, and support with the use of ET in academic maker spaces.

### Procedures Associated With This Policy

5900-PR1 - Educational Technology Selection and Implementation Procedures

5900-PR2 - Educational Technology Selection Criteria

5900-PR3 - Educational Technology Privacy Compliance

### Amendment History

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