ICT GUIDING PRINCIPLES

CODE: P019

Section: ICT
Policy Owner: BOG
Procedure Owner: ICT Department

Last Reviewed: January 2021

INSTITUTE OF TOURISM STUDIES

ITS ICT GUIDING PRINCIPLES

Guiding principles underpin the effective implementation of the Institute's IT Strategy and guide stakeholders throughout their life as digital players within the Institute's structures. In this regard, the Institute is committed to invest in IT Infrastructure and in garnering IT opportunities for students and staff.

The Institute is committed to provide students (whether full-time or part-time):
• Reliable, strong, campus-wide internet access over Wi-Fi and through wired connections;
• Audio-visual facilities in all classrooms and halls;
• Hardware & software resources for educational purposes, in dedicated labs and in general classrooms;
• A well-equipped IT resource room for use by students on campus;
• Software resources for both on campus and off-campus use;
• A virtual learning/teaching environment; and
• Continuous IT Support.

Provide academics with:
• Computing devices with software that supports their teaching and learning outcomes or the necessary financial work-resources to personally procure said devices according to their needs;
• Adequate Internet and networking access across campus;
• Online collaboration tools such as email, a Virtual Learning Environment, document sharing, office software, etc.;
• Training in digital skills as necessary;
• Incentives to update and upgrade digital skills and competences;
• Tools to enable and enhance teaching abilities, in the classroom, remotely and within a hybrid teaching environment; and
• Continuous IT support

Provide knowledge workers with:
• Computing devices with software that supports the task they need to perform in their job description;
• Training in digital skills as necessary;
• Incentives to update and upgrade digital skills;
• Equipment and software to enable remote work; and
• Continuous IT support

Moreover, the Institute is committed to:
a. Explore the Bring Your Own Device scenario and support it in line with the Guiding Principles; and
b. Regularly review strategies, policies, rules and regulations to make sure that the entitlement to students and staff is fulfilled.

Continuous access to resources

The digitisation of teaching and learning resources, especially texts and multimedia is made a priority within the organisation and supported with material, technical and financial resources.

The Institute commits itself to ensure that the quality of Internet access on campus shall not limit the quality of access to digital resources.

E-Learning, blended learning and MOOCs will be promoted and supported across the curriculum with recognition and tangible benefits for faculty that make the best use of them.

Advocating Openness in Education

All academic resources shall be designed and delivered according to the open educational resources (OER) framework so that students and staff do not have to invest in hardware and software to access resources creating in proprietary standards and/or accessible on proprietary technology.

Promote Creative Commons and similar frameworks for copyright protection and sharing.

Explore use of Open Source Software and Open Standards in education and emulate best practice.

Standards and interoperability

Perform periodic reviews of the current ICT systems to ensure they are conforming to Open Standards and interoperability.

Perform periodic reviews of the ICT procurement procedures and specifications to mirror the always changing ICT landscape and the always changing needs of ITS and its students and staff.

Ensure that Open Source and Open Standards are adequately provided for in all ICT procurement.

Empowerment and consultation

Conduct regular consultation sessions with faculty, non-academic staff and students.

Support to faculty for online professional development.

Support students in obtaining basic digital skills.

Promote digital literacy among students and staff.

Provide the necessary internal structures to facilitate this empowerment and consultation.

Technology as key enabler

Enhance the portfolio of academic courses about digital education, digital literacy, digital skills and ICT in industry which are provided by the Institute.

Hold regular consultation with faculty and non-academic staff for the drafting of specifications in ICT procurement.

Recognise faculty who use digital tools with tangible rewards and incentives.

Review and strengthen links with industry for mutual benefit.

Research and development (R&D)

Identify and review technology that could potentially enhance the teaching and learning experience at the Institute.

Support the unit within the Institute entrusted with support of e-learning and digital education to conduct R&D.

Assign financial resources to R&D tied to tangible outcomes.

Establish and maintain local and international contacts for R&D.

Participate in R&D opportunities, especially EU programmes.

Safety and security

Promote a safe and secure digital environment among students and staff.

Design and enforce *Acceptable Use Policies* and *Rules & Regulations* that promote safety and security in full respect of the Guiding Principles.

Alignment with GMICT and other Government of Malta policies.