

Remote Learning Guidelines and Expectations

We are committed to ensuring that a safe, inclusive, respectful and faith-filled environment is maintained at all times in a remote learning environment. We would like to highlight some important information and expectations, which must be followed by all students, staff, and parents/guardians.

All Students, Staff and Caregivers are Expected to Review the Board's [Acceptable Use of Information and Communication Technology Policy - LE-25](#)

Guidelines for Students:

- Interact in a respectful and positive manner in remote learning environments
- Participate in classroom instruction and activities, and follow established rules and routines (e.g., be on time, have learning materials ready).
- Be punctual - daily attendance will be taken and all students who are not on time will be marked as late and parents will receive a notification
- Dress appropriately and respectfully as per the student's home school dress code
- Choose an appropriate learning space that is free from distractions, personal artifacts and attire that would not normally be shared with teachers and peers. This includes private spaces such as bedrooms and bathrooms. Students are encouraged to wear headphones during live lessons.
- Respect the privacy of classmates and staff: students are not permitted to video record or take screenshots in the classroom environment without permission. The privacy of all students must be maintained at all times.
- Close video conference sessions once the teacher has left and is no longer monitoring the class.
- Keep personal login information private - virtual learning environments are intended only for those individuals who have been invited to participate by the classroom teacher
- Use Board-issued technology and licensed educational platforms (e.g., Google docs, Brightspace) for educational purposes only

Failure to adhere to these guidelines could result in disciplinary action including (but not be limited to): restriction and/or denial of access to the Board's networks; contacting appropriate legal authorities if there is suspicion of illegal activities; and consequences as outlined in the Board Code of Conduct, e.g., suspension or expulsion.



Guidelines for Staff:

- Perform work in a safe and responsible manner;
- Report any absence from work, in advance, through ARCS
- Ensure there is a suitable work space which ensures confidentiality, has a professional appearance, and generally separates work responsibilities from home and/or caregiving responsibilities.
- Has well-functioning technology, including adequate Internet connection, in order to meet synchronous and asynchronous instruction requirements

Guidelines for Parents/Guardians

Parents/guardians should be aware of the following:

- The school office must be advised of a late attendance or absence
- The teacher is the person of authority in the classroom and is responsible for establishing and maintaining class order and management;
- Parents/guardians of younger students or students with special needs may need to assist their child to navigate the virtual environment; however, parents/guardians should make every effort to remain off-screen, and to only assist their child with difficulties relating to technology (e.g., logging into the live learning sessions, clicking buttons to navigate the screen)
- Voicing concerns/feedback about learning content or classroom proceedings using the chat feature or on social media is inappropriate. Any comments should be addressed privately with the teacher.
- Video/audio recording of classroom lessons or taking pictures is strictly forbidden in order to protect the privacy of students and staff.
- Under no circumstance during synchronous live teaching will a parent or guardian interrupt the proceeding of the classroom. As outlined in the *Education Act s.212 (1)*, 'it is an offence for any person to wilfully interrupt or disquiet the proceedings of a school or class.'

In following these expectations, we are working together to help our students learn and grow in a safe, caring, inclusive and faith-filled virtual learning environment.