

SD35 CONTINUITY OF LEARNING PLAN

REMOTE LEARNING PARTICIPATION

Guidelines for Students

November 2020

Welcome to our new remote learning environment! We are excited to be using Microsoft Teams to support learning. All classrooms have rules and procedures in place to make sure that everyone has safe, comfortable and productive learning experiences. Our online learning spaces are no exception.

GUIDING PRINCIPLES

No matter what online environment you are working in, the following guiding principles are important to remember:

1. ***Our virtual classrooms are safe spaces***
 - disrespectful language and inappropriate behaviors are not allowed. All participants in a classroom, physical or virtual, have the right to learn in a respectful environment.
2. ***An online learning environment is not a social media site***
 - keep comments and conversations focused on the lesson and learning materials currently being discussed, or questions about previous learning.
3. ***District and School Codes of Conduct [apply](#)***



GETTING READY TO PARTICIPATE IN THE VIRTUAL CLASSROOM

- ▶ Be punctual. Your teacher will send you an invitation to join a meeting or lesson at a specific time.
- ▶ Make sure that your computer/device is functional, charged or connected to a charger, and that your speaker is on.
- ▶ Work in a room with no distractions. Turn off the TV, other computers, music, or anything else that might distract you or your classmates.
- ▶ Put away your cell phone if it is not needed for the meeting.
- ▶ Students should be reminded that MS Teams is a school environment and not a social media platform for personal use.
- ▶ Where video conferencing includes cameras, students should be dressed in accordance with School and District Codes of Conduct.
- ▶ Where video conferencing includes cameras, students should not be in a bedroom, bathroom, or any other 'private' space.



VIDEO CONFERENCING EXPECTATIONS

Microsoft Teams has video conferencing features. We see the value and importance of using video conferencing to connect with our students and support them in their learning. However, to ensure student safety and privacy please adhere to these expectations:

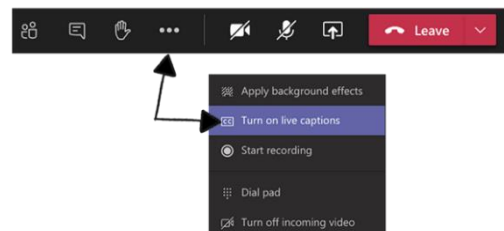
- ▶ When you first enter the virtual meeting/classroom, please mute your mic and turn off your camera.
- ▶ Your teacher will give you instructions on how to use specific tools when you first begin the meeting.
- ▶ Your teacher will let you know if the camera may be used. If you are invited to use the camera, it is still your choice to have it on or off.
- ▶ Be aware of your surroundings if using your camera. What you wear or have in the background can be seen by others. Wear appropriate clothing for attending school. Consider blurring your background.
- ▶ Keep your mic muted. Currently students cannot unmute – only their teacher can unmute them.
- ▶ When wanting to speak or ask a question, use the “chat”  feature of the meeting, or use the “raise hand”  icon.

Student Guidelines for Remote Learning Participation

- ▶ If you wish to ask a question, type in the “chat” bar or use the “raise hand” icon.
- ▶ Your teacher will see that you have a question and will call on you as soon as possible.
- ▶ Your teacher will unmute you, and mute you again right after speaking (this prevents audio feedback).

OTHER EXPECTATIONS

- ▶ Your teacher will share their screen to show you online lessons or activities. Students should only share their screen if asked to do so by the teacher in order to look at an assignment and provide feedback.
- ▶ Do not record these meetings. All participants in a discussion or lesson will be automatically notified if the recording function is engaged. Recording or taking a picture of anything in the virtual classroom and sharing it with others, especially online, is a violation of the privacy of others and against the law.
- ▶ Do not invite other students or participants that were not initially invited by your teacher.
- ▶ You can use live captions. This is a great option if your Wi-Fi and bandwidth are not strong and the sound regularly cuts out. You will still be able to read what is going on.



If you have any other questions or concerns, please contact your teacher directly.

STAFF: MANAGING INAPPROPRIATE BEHAVIOUR

- ▶ In the event of any inappropriate behaviour, block the offending user, if possible, or immediately end the video conference. Remind students that inappropriate behaviour may result in a suspension of network privileges.
- ▶ Report any unusual or inappropriate behaviour resulting from the video conference to your school Principal as soon as practically possible.