



AP 3-706 – REMOTE LEARNING – STUDENT EXPECTATIONS

BACKGROUND

The purpose of this procedure is to outline the acceptable use of electronic devices for remote learning at Western School Division. The procedure applies to all end users and to all equipment that is used within the Western School Division Network System. End users include employees, students, and guests who agree to use our network system. At all times, the [Remote Learning Standards](#) from the Province of Manitoba will be followed.

Student expectation/code of conduct for remote learning:

- I will only use school technology for school purposes as directed by my teacher.
- I will only take part in 'live' streaming if an adult knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and meets the expectations of the school's Code of Conduct.
- I understand that all work submitted, as well as remote observations and conversations will be a part of my ongoing assessment.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or staff member.
- I will not record or take photos of my classmates or school staff during a face-to-face session.
- I will not share any school content on social media platforms.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to the school.
- If audio/video conferencing is used, I understand that this might be recorded by the teacher in order for this to be forwarded to any pupil, who missed the live conferencing.
- I will continue to follow the rules regarding my use of technology as outlined in the AP 3-705.
- I understand that these rules are designed to help keep me safe and that if they are not followed, the school Code of Conduct may be applied and my parent may be contacted.
- When participating in an audio or video conference on Microsoft Teams, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom. This includes:
 - Be on time for your interactive session
 - Be dressed appropriately for learning
 - Remain attentive during sessions
 - Interact patiently and respectfully with your teachers and peers
 - Provide feedback to teachers about your experiences and any relevant suggestions
 - Video conference from an environment that is quiet, safe, public, and free from distractions such as a kitchen or living room
 - You MUST NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.

Reference: AP 1-500, AP 3-705

Adopted: December, 2020