



AP 3-707 – REMOTE LEARNING – CONSIDERATIONS FOR STAFF

BACKGROUND

The purpose of this procedure is to outline considerations for staff in regards to remote learning at Western School Division. The procedure applies to all end users and to all equipment that is used with 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.

Considerations for Staff:

- Remote learning should provide opportunities for teachers to engage, support, and provide feedback to students and families.
- Communication should remain professional and transparent. Include parents/guardians on all correspondence with students.
- Establish a positive online presence and maintain professional boundaries. Only communicate with students and parents during appropriate times of the day.
- Provide meaningful feedback, and keep communication goal-oriented and tied to learning outcomes.
- Follow Western School Division Administrative and school-based procedures if posting student work, digital pictures, or other identifying information online (eg. Social media or websites).
- When using video conferencing, ensure that all discussions with students are located in high traffic household areas such as the kitchen or living room, avoiding locations such as bedrooms.
- There should be no expectation of privacy online. Teachers and Educational Assistants should be aware of the public nature of a remote learning environment and always project the most professional presence possible.

Reference: AP 1-500, AP 3-705

Adopted: December, 2020