

School District No. 42

Student Online Learning

Effective Technology Practices and Etiquette

All staff and students have already read and agreed to the School District No. 42 Appropriate Use Agreement, during this new environment of on-line learning please review the policy here. (Appendix A).

General Communications Guidelines

When communicating online, you should always:

- Treat everyone with respect in email, video conferences, comments or any other communication.
- Continue to be understanding and compassionate. This is an uncertain time for many people, and you may not know what each person's experience is.
- Use clear and concise language.
- Avoid slang terms, emojis and texting abbreviations.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Be cautious when using humour or sarcasm as the tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Don't post something that will embarrass you and make you look bad. Think before you hit send. Remember that emails and posts you send can be forwarded or shared by others to others.

EMAIL

Whether you send an email you should:

- Use your school email.
- Use a descriptive subject line.
- Be brief.
- If asking for support, add an attachment or link to your work.
- Sign your message with your name.
- Be sure you REALLY want everyone to receive your response when you click, "reply all."

Video Conferencing Etiquette for Everyone

Your classroom teacher may setup virtual classroom meetings. This is like any classroom, and your teacher will have similar expectations for you. Please review the following.

- School rules still apply - Students need to follow regular school rules when video conferencing.
- Be respectful of others' thoughts, ideas and opinions.
- Start your comment or question by stating your name. This helps others identify who is speaking.
- Always pause before speaking. Don't interrupt.
- Keep comments brief.
- Do not flood text chats with random text.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Students should be careful with humour online. Comments that are supposed to be funny often come across as mean.
- The clothing you wear online should be the same clothing that you wear at school.
- Eating - we don't need to watch people eat. We cannot easily choose to look away when someone is eating online.
- Background noise and surroundings- turn off your music. In larger groups, mute your mic until you want to speak. Be aware of your surrounding that are on video. Be respectful of other people's surroundings that you are viewing.
- Leave your webcam on during a class session unless you need to temporarily leave the session. When you return to the session, turn your webcam back on.
- Recording - classroom video conferences are not public, and are not allowed to be recorded

Please make sure that we are NOT posting things that are distracting to our learning. Only the information which pertains to what we are learning in class should be posted.

Note: See Appendix A below

Appendix A:

Information Technology & Communication Systems - Appropriate Use

The Board recognizes the importance of information technology hardware, software and related infrastructure as part of the District's operations, and recognizes the increasing importance of technology tools as a part of the classroom and curriculum. The Board provides on-line systems and on-line resources (information communication technology systems or "ICTS") in supporting the delivery of educational programs and the business operations of the District. On-line resources include all material that is accessed through a District computer or via the District telecommunications network through a personal device.

The Board is committed, within available resources, to providing accessible, reliable and secure on-line systems and resources to students, staff and approved guests for the purpose of learning, teaching, and management and administration of District operations.

Conditions of Use

All Board policies, procedures, guidelines and codes of conduct apply to those using online systems and resources provided by or on behalf of the District and all users are expected to comply with them and any applicable laws and restrictions that the Board establishes.

Users may use the ICTS for Incidental Personal Use, provided such use is not characterized as misconduct or does not violate any provision in this policy or any other policy of the Board.

Users are responsible for all activities carried out through their user accounts. All activities must be professional, respectful and factual.

Users bear the sole responsibility for the material they choose to access, send or display. Users should be aware that IT technology automatically generates a record of use including date, time and type of access.

Users will not engage in any activities harmful to the ICTS, such as disrupting services, intentionally damaging equipment, software or data belonging to the Board or other users.

Users will respect the privacy of others and not tamper with, open or read other users' files, passwords, and/or accounts.

Users will not use the ICTS to view or display material that contravenes District policy, the BC Human Rights Act, Criminal Code or any other Federal or Provincial law including but not limited to material such as sexually explicit material, obscene or lewd material, or material promoting hate towards individuals or groups based on colour, race, religion, sex, sexual orientation, and ethnic origin or place of origin, unless for Authorized Academic Purposes.

The Superintendent or designate may from time to time exempt a user or department from compliance with this policy where a valid business reason exists. Any breach or violation of this policy may result in disciplinary action up to and including termination of employment.

The Board recognizes the great potential social networking services may provide to enhance education, communication, and learning. However, we also recognize the potential dangers of such services if used inappropriately. The authority to develop, communicate and implement Social Media Guidelines is delegated to the Superintendent.

Student Use

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