

Using Technology Safely during Remote Learning Grades 9 to 12 – Guiding Principles

The information provided here aligns with the [principles for remote teaching and learning](#) established by Manitoba Education on April 10, 2020 and refers to the [LRSD Gr 9-12 Acceptable Use Agreement](#) updated in February 2019.

Philosophy

Information and Communication Technologies (ICT) in education is transforming the learning environments in schools. In these unprecedented times, these technologies are playing a key role in maintaining connections between school staff and students. They provide students with unique and powerful ways to enhance their learning while maintaining a sense of community and connection with their classmates and their teacher. While Louis Riel School Division works to create equity of access to the tools and resources that will allow all students in the division to benefit from these technologies, student safety and security continue to be a priority. As learning shifts to remote platforms, acceptable use of technology must evolve to incorporate new norms around citizenship, privacy and respect that center on the principles of well-being, equity, and community.

The following guidelines are intended to support students, families and teachers in making choices that maximizing opportunities for earning and minimizing risks while promoting student safety, privacy and learning. Links to additional resources can be found [here](#).

Student Responsibilities

The use of Louis Riel School Division owned or student owned devices imparts personal responsibility. Students are expected to comply with all Louis Riel School Division administrative procedures, in a responsible manner and honour the terms and conditions set by these procedures and those with responsibility for administering those procedures. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. Students will be held accountable for their actions and are encouraged to report unauthorized or inappropriate use immediately to their teacher or school administration.

Inappropriate use of ICT may include:

- Students not adhering to all copyright laws;
- Deleting, copying, modifying, or forging other usernames, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email;
- Damaging or altering devices, network connections or files in any way;
- Intentionally accessing, creating, storing or transmitting material that may be deemed to be offensive, indecent, obscene, intimidating or hostile; or that harasses, insults or attacks others;
- Causing harm to others or damage to their property;

- Selling or purchasing illegal items or substances;
- Using any Louis Riel School Division owned or student owned devices to pursue “hacking” internal or external to LRSD, or attempting to access information protected by privacy laws
- Obtaining and/or using unauthorized hardware or software program

Teacher Responsibilities

Teachers are encouraged to remind students of the guidelines as stated in **Student Responsibilities**.

In addition to the resources provided below to support teaching and learning while respecting the guidelines around acceptable and safe use of technology, the following should be kept in mind while planning for remote learning using technology platforms:

- **Student Privacy:** As many online platforms provide a window into the homes and lives of students and their families, teachers need to be respectful of a student’s need for privacy. Students should be taught how to access features that promote their privacy. Features that promote privacy could include: mute, video mute, avatars, pre-set backgrounds and blurring.
- **Setting Norms:** In classrooms, setting norms or creating class treaties is a common way to establish routines and expectations. This is something that should be revisited in the online environment. The following links are to examples of a [Class Treaty in TEAMS](#) and [Norms for TEAMS meetings](#).
- **Video Conferencing Etiquette:** Video conferencing/meetings will no doubt be new to students and therefore will require teaching on how to interact with you and others in the virtual classroom space. Reviewing [expectations](#) and [etiquette](#) are encouraged.
- **Social Media:** Be mindful of using student images and identifying information on social media platforms. The Manitoba Teacher’s Society advises teachers to “continue to conduct all of your interactions with students, peers and the public with consideration and good faith. Be mindful of your use of social media. The use of social media is widely in the public eye and this domain is subject to a wide range of perspectives and opinions. Public monitoring and commentary can create unintended consequences”. (<http://www.mbteach.org/mtscms/2020/04/06/advice-to-members/>). For further guidance, refer to:
 - Manitoba Teachers’ Society [Code of Professional Practice](#)
 - LRSD Admin Protocol: [Supporting the Appropriate Use of Professional Social Media](#).
- **Professional Boundaries:** The Manitoba Teacher’s Society advises teachers to “continue to adhere to and maintain professional boundaries with students and parents while teaching and communicating via electronic methods. This should include communicating only during daytime hours and limiting the volume of communication to a reasonable level.” (<http://www.mbteach.org/mtscms/2020/04/06/advice-to-members/>)
- **Student safety:** If teachers are aware of any personal risk to students, they are to follow procedures outlined in [LRSD Policy JLF](#) as it relates to student safety. “The Louis Riel School Division holds as paramount the safety and well-being of students. Accordingly, the Division

believes it imperative that a student who may be in need of protection, or who may be experiencing physical, sexual or emotional abuse, receive the necessary support of the appropriate divisional and community agencies.”

Parent Responsibilities

Parents are encouraged to remind their children of the guidelines as stated in the **Student Responsibilities** section above.

Tips for Parents on how to keep their kids safe online

Source: [Winnipeg Police Service-Facebook Live](#)

- Educate yourself: Read about the applications and websites that your kids will be accessing. Ask your child about the site and/or the app that they would like to download/access, why they would like it and what is the purpose.
- Understand the dangers: start a conversation, and keep it going with your children about online use and what to do if they run into problems, questions and dangers.
- Use of Parental controls: Consider using these options on your device and your children's device (s).
- 24-hour access to your child's device: Always being current and what threats are out there that might put your child in danger.
- Devices in bedroom overnight: Consider charging devices in kitchen or living space overnight to encourage restful sleep.
- Communicate early and often about pros and cons of apps.
- Consider a family sharing app (google family link or Family iTunes account).
- Get involved and ask questions.
- Be open and approachable to what your kids are doing on their devices – when children need help, they will come to you.
- Be a positive role model: Have your children see you model the behaviour you want to see from them (no devices at the dinner table, no devices in the bedroom, no devices when playing games, family time).