

## Using Technology Safely during Remote Learning Kindergarten to Grade 8 – 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 K-8 Student Computer Use Pledge](#).

### Philosophy

Information and Communication Technologies (ICT) in education are 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. Louis Riel School Division strives to create equity of access to the tools and resources that will allow all students to benefit from ICT. 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 centre on the principles of well-being, equity, and community.

The following guidelines are intended to support students, families and teachers in making choices that maximize learning, safety and privacy, while minimizing risk. Links to additional resources can be found [here](#).

### Student Responsibilities

Along with the privilege of using a device goes the responsibility of using it in a safe and respectful manner. This responsibility applies whether the device is owned by the school or the student. Students must follow all rules and procedures set out by the division, such as the [pledge](#) below and the school code of conduct. Failure to do so may result in consequences, including loss of privileges and disciplinary action. One of the most important responsibilities requires students to report unauthorized or inappropriate use immediately to their teacher or school administration.

Student Computer Use Pledge:

1. I will be a good digital citizen and do my best to do the following:
  - a. respect myself and others while online
  - b. respect copyright and give credit if I am using someone else's words or ideas
  - c. protect my private information and my classmates'
  - d. stand up to cyberbullying when I see it happen
  - e. stay safe online and carefully manage my Digital Footprint
  - f. balance the time I spend online
2. I will use only my own log-in name and password and nobody else's; I will keep my log-in name and password a secret

3. I will never damage computer equipment and I will tell my teacher if I notice any damage to a divisional computer
4. I will not look at, change or delete other people's files
5. I will tell my teacher or parent/guardian immediately if I am invited to meet someone face-to-face
6. I will tell my teacher or parent/guardian immediately if I see anything on my computer that I am unhappy seeing, or if I receive messages, I do not like
7. I know that if I deliberately break any of these rules, I can be stopped from using either divisional online services, school computers and/or my personal device(s)

## Teacher Responsibilities

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

In addition to the resources provided below, 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.
- **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 Teachers' 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).
- 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).