1. GENERAL

1.1 The Board of Trustees supports the responsible use of technology and access to online resources/social media to enhance instruction and the education process and to improve communication and community engagement.

1.2 The Winnipeg School Division (WSD) recognizes that information and communication technology devices have altered the way in which students and staff access, use, create and produce information and educational resources for instructional practices and student learning.

1.3 The purpose of this Policy is to ensure that the WSD meets its obligations under The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA), and other applicable legislation, including WSD Policies.

1.4 School divisions are required to comply with FIPPA and PHIA legislation, which governs access to and protection of personal information or personal health information, and addresses the collection, use, disclosure, security and independent review process relating to personal information.

1.5 Schools are required to meet certain obligations in regard to the collection, use, retention and destruction of any personal information or personal health information collected under FIPPA or PHIA legislation.

1.6 Access to learning platforms, meetings and content through video/webcam, recordings, live streaming, is restricted to the student for the purpose of learning. To ensure the privacy of all students, parents/guardians shall notify the teacher prior to observing a live stream or recorded lesson.

1.7 WSD approved the use of remote learning that is accessed either synchronously or asynchronously through WSD learning platforms, such as Seesaw, Google Suite/Meets and Microsoft Office 365/Teams

1.8 WSD may impose disciplinary measures for conduct that occurs throughout the school day or after school hours, as well as off school property where there is evidence of an online threat or intimidation through the internet including social media. This includes text messaging, instant messaging, websites, and email which results in a disruption in the school community or is harmful to the physical or mental well-being of students or staff and intended to create a negative school environment for another person.

1.9 Access to technology and social media applications must be consistent with WSD policies. Any materials created or posted by individuals must comply with WSD, Public Schools Act, Workplace Safety and Health Act, Manitoba's Human Rights Code, and Privacy legislation and other applicable legislation.

2. DEFINITIONS

2.1 Personal Information means Recorded Information about an identifiable individual, as identified in part 1 of FIPPA

2.2 Personal Health Information
Recorded Information about an identifiable individual as identified in part 1 of PHIA.

2.3 Record or Recorded Information
A Record of information in any form, including information that is written, photographed, recorded or stored in any manner, on any storage medium, or by any means, including by graphic, electronic or mechanical means, in the custody or under the control of the WSD.

2.4 Remote Learning
Remote Learning is learning that occurs when students are not attending in-person classroom learning.

2.5 Synchronous Learning
Includes all types of learning where students and teachers are in the same place at the same time. This may include in-person or virtual learning.

2.6 Asynchronous Learning
Asynchronous learning occurs when instruction and learning do not occur in the classroom or at the same time.

2.7 Live Streaming
The terms Live Streaming, Concurrent Classroom and Synchronous Learning share the same meaning and refer to the broadcasting of live lessons in real time where students are present in the classroom as well as students learning remotely.

2.8 Live Capture
Recording a live lesson without live streaming synchronously to students. This would enable a teacher to post the lesson on a WSD supported learning platform for students who are learning remotely.

2.9 Online or Digital Learning
The specific platforms and tools teachers use to design quality digital lessons and which students use to engage in learning.

2.10 Blended or Hybrid Learning
Classroom teaching approach where both traditional face-to-face instructional time and online or computer mediated activities are integrated and complement each other.

2.11 The Flipped Classroom Model
This model flips the traditional relationship between class time and homework. Students learn at home via online coursework and lectures, and teachers use class time for teacher-guided practice or projects. This model enables teachers to use class time for more than delivering traditional lectures.

2.12 Networked devices
This refers to the wide variety of devices (e.g., desktop computers, laptop computers, tablets, smartphone) used by students, staff, parents and volunteers which may be connected to Division networks.

The Winnipeg School Division

2.13 Digital Citizenship
Digital Citizenship includes and expands on the idea of citizenship in a digital global world. The elements include but are not limited to, the norms of responsible online behaviour, student rights, responsibilities and understandings of the effects of technology including the risks, safety and security as they apply to online spaces including inappropriate content, cyberbullying and ethical issues such as copyright and plagiarism.

3. STUDENT ATTENDANCE

3.1 Students are expected to attend all daily synchronous/live classes as scheduled and to complete all daily asynchronous assignments.

3.2 Attendance will be recorded. Students may be required to attend school (or an alternate setting) for assessment and discussions with teacher/school administrators, as needed and requested.

3.3 Student attendance shall be taken daily at the elementary level and per course at the secondary level. In accordance with WSD Policy JE – Student Attendance/Middle school Truancy, the school will contact the parent/guardian when an unexcused absence occurs or to discuss any concerns with student attendance/participation.

4. CURRICULUM

4.1 Students will be required to participate daily in learning and assessment.

4.2 Student assignments will reflect the learning outcomes of the Manitoba curriculum.

4.3 All Synchronous Learning will be coordinated by the teacher for all students registered in the class on WSD platforms.

4.4 Assignments will be differentiated to meet the learning needs of students.

5. STUDENT EXPECTATIONS DURING VIRTUAL LEARNING

5.1 Students will log into WSD remote learning platforms at the start of each class period/day to access lesson learning objectives, classwork, expectations/directions and resources.

5.2 Students will engage in independent work outside of class as assigned.

5.3 Students will communicate daily with teachers.

5.4 The Code of Conduct in regard to attendance, behavior, academic integrity, and WSD Responsible Use of Technology and Social Media JFCBA Policy will apply.

5.5 Students are prohibited from recording, and/or sharing stills or videos of other students or school staff and their work. Inappropriate pictures/images/language used within virtual platforms will not be tolerated.

The Winnipeg School Division

POLICY: **JFCBB**
SUBJECT: **REMOTE LEARNING**
APPROVAL DATE: June 7, 2021
REVISION DATE:
PAGE: 4 of 9

6. EXEMPTION FROM SYNCHRONOUS LEARNING

6.1   An exemption from synchronous learning may be requested by parents or by students who are 18 years of age or older, where it would not be possible for the student to participate in such activities.

6.2   Parents/Guardians shall consult with the principal to discuss the purpose of the exemption and whether alternative arrangements can be made to assist the student.

7. STUDENTS WITH SPECIAL LEARNING NEEDS

7.1   Student- IEP plans may need to be reviewed and adjusted to ensure effective supports, strategies, and services are maintained as not all supports are transferable to a remote online learning environment. This may require parent/guardian involvement and support.

7.2   Students who live with complex medical needs and who have received medical advice to not attend school in person will receive programming to support the goals that can be reasonably accommodated through a remote learning environment as per the student-specific plan and their individual health care plan.

8. RECORDED LEARNING

8.1   Students and parents/guardians shall be informed when recordings are taking place as part of their education.

8.2   All recordings may only be used for the purpose it was created and should enhance the Professional Learning of teachers and benefit student learning.

8.3   Pre-recorded learning content created by teachers shall only be shared with those students registered in the classroom.

8.4   Pre-recorded content prepared by students shall only be shared when applicable with the teacher and students registered in the class.

8.5   All classroom-based recordings will be stored in a secured WSD location and will only be accessed by students registered in the class.

8.6   Individual student consultations shall not be recorded.

9. LIVE STREAMING

9.1   Students may participate in live lessons in real time when students are present in the classroom as well as learning remotely.

9.2   During live streaming lessons at home, it is the responsibility of the parent/guardian to find a suitable place in the home to position the camera to ensure the privacy of background while the student participates in the live lesson.

9.3   It is the responsibility of the parent/guardian to inform the principal of any privacy concerns related to the use of the camera or participation of the student during the live lesson.

9.4   Students will be notified that video/webcam equipment will be in operation during the lesson.

The Winnipeg School Division

9.5 Students will be informed at the start of each lesson that live streaming will be in progress.

9.6 It is the responsibility of the student to ensure that all video/webcam equipment is securely logged off when not in use for school purposes.

10. TECHNOLOGY

10.1 WSD shall provide technology devices and/or access to the internet, when possible, for students who do not have other options to support remote learning. Alternative arrangements will be made to support student learning where these options are not available to families.

10.2 Parents/guardians must sign the Student Device Loan Agreement prior to receiving a WSD device.

10.3 All devices must be returned to WSD when remote learning is no longer required and all WSD funded internet access will be terminated.

10.4 All students who use WSD networks/devices or personal devices must be aware of the WSD Responsible Use of Technology and Social Media JFCBA Policy.

10.5 Student access to online information resources for classroom assignments/projects including the Internet is under teacher direction and guidance.

10.6 Social media accounts created by staff or students should be maintained and monitored on a regular basis by the creator of the account and the content must be in compliance with applicable legislation and WSD Policies.

10.7 Students are guided in accessing appropriate online information resources and make arrangements for the temporary disabling of the filtering systems if required for specific projects. Students are also encouraged to report inappropriate websites, questionable content or images that have been accessed inadvertently.

10.8 Students who have access to online resources shall receive classroom activities/opportunities in support of digital citizenship.

10.9 Students and/or staff who bring personal devices on WSD property are responsible for its safekeeping. WSD will not assume responsibility for the loss, destruction, damage or theft of any electronic communication devices. The use of WSD or personal devices to access online content must not interfere or disrupt the school or work environment.

11. RESPONSIBILITIES

11.1 CHIEF SUPERINTENDENT/CHIEF EXECUTIVE OFFICER (CEO)

The Chief Superintendent/CEO, (or designate) to the extent possible, shall ensure that appropriate educational programming and online resources are available to students and that reasonable measures are taken to protect students and staff from harassment, threats or intimidation through the use of the internet including social media, text messaging, instant messaging, websites or email. Any privacy breaches or violations of applicable legislation, or WSD Policies, shall be reported to the Chief Superintendent/CEO for investigation.

The Winnipeg School Division

11.2 SUPERINTENDENT OF EDUCATION SERVICES

The Superintendent of Education Services shall ensure that each school Principal has incorporated the Responsible Use Guidelines into each school's Code of Conduct. This includes making staff and students aware that the administration may, on reports of inappropriate use, under the authority of the Chief Superintendent/CEO, access, monitor, archive, audit, the contents of material created or stored on WSD devices or accessed through social media applications.

11.3 DIRECTOR OF RESEARCH/ PLANNING AND TECHNOLOGY

The Director of Research/Planning and Technology shall coordinate the implementation and ongoing management of WSD's online resource services including student and staff access to WSD accounts and associated administrative systems. The Director of Research/Planning and Technology shall coordinate the available WSD supports to ensure the responsible use of online instructional resources and communication technologies.

11.4 PRINCIPAL

The Principal is responsible for ensuring that students and parents are informed about remote learning requirements, including the process for exemption from synchronous learning, and expectations for student attendance and engagement.

The Principal is responsible for clearly communicating a process whereby parents can inform the school of any issues that their child may be experiencing with remote learning and provide steps that parents may take to resolve any issues.

WSD has approved the use of social media accounts for classroom/WSD or school-based matters only. Staff should use the accounts for learning and educational purposes, for communicating with colleagues, students, parents, external resources and community. These accounts shall not be used for personal communications.

11.5 TEACHER

Teachers will be responsible for reporting on student's engagement and participation in both in-class and remote learning settings, as applicable, through the report card.

Teachers will implement provincial curriculum and WSD resources such as Principles of Learning, Principles of Foundational Teaching and Learning and Framework for Remote Learning to engage student learners and contribute to their skills in monitoring, confirming and directing their own learning to meet success criteria.

Teachers will provide learning opportunities through a number of formats, which may include home learning packages, online lessons, or assignments and projects posted on learning platforms such as Seesaw, Google Classroom, or Microsoft Teams.

11.6 STUDENT

It is expected that students will be responsible digital citizens and will behave in a manner that is respectful when using technology or working in online communities. Students will be responsible for a number of aspects of their digital experiences, by:

The Winnipeg School Division

a) Ensuring that access to the WSD's networked servers is utilized for educational purposes.

b) Ensuring that the acceptable use of Technology section on the Student Registration Form is signed and returned to the school in accordance with the WSD School Code of Conduct.

c) Recognizing the positive or negative impact of what may be posted online and its impact on themselves or others.

d) Reading and interpreting information online, thinking critically and understanding the implication of what is viewed before the use of information (such as reposting, liking, referencing, etc.).

e) Avoiding the creation of inappropriate aliases/account names and/or using another person's information to misrepresent themselves or others.

f) Respecting intellectual property rights.

g) Reporting inappropriate online behaviour to teachers or principals that may be harmful or offensive.

h) Ensuring that all online work is respectful, responsible and consistent with curriculum and instructional goals of the WSD.

i) Being responsible while using WSD or personal devices on WSD property and its safekeeping as WSD will not assume responsibility for the loss, destruction, damage or theft of any electronic communication device.

j) The personal use of technology and social media must not interfere with student work or cause disruptions to the learning environment.

11.7 PARENT/GUARDIAN

It is expected that parents/guardians will encourage students to be ready to participate daily in remote learning by:

a) encouraging the student to be responsible digital citizens in accordance with WSD Responsible Use of Technology and Social Media Policy;

b) providing a learning space for the student to participate without interruptions during the teacher/student live learning lessons.

c) ensuring that any recording, taking pictures or copying any information or sharing on any social media platforms or otherwise does not occur. WSD will not take responsibility for any breach of Copyright Law as materials and resources are strictly for student viewing and classroom lessons. Any printed, photocopied or distribution of materials is prohibited.

d) Students and teachers in Remote Learning and In-Person Classrooms have a right to expect privacy and confidentiality within their learning environment. Parents/guardians are encouraged to contact the classroom teacher regarding questions related to programming.

The Winnipeg School Division

12. DISCIPLINE

12.1 All users are responsible for the content and use of their personal and WSD approved social media account(s).

12.2 The Research Planning and Technology Services Department monitors all network traffic on WSD networks. Technology service staff will access individual staff and/or student accounts with the approval of the Chief Superintendent if inappropriate activity or content has been reported. The review of the activity and/or content of an individual account may result in disciplinary action.

12.3 Any violation of this policy (including but not limited to online threats or intimidation) by staff and students may result in disciplinary measures set out within the Policy JFCBA, the school Code of Conduct, as schools may vary in the discipline imposed.

12.4 All staff and students will be encouraged and advised to store any personal content on web-based storage services such as One Drive or iCloud, as any content stored on WSD owned devices may be subject to a review in the event of a report of any privacy breaches or violations of applicable legislation or WSD Policies.

12.5 All users are aware that the administration may monitor, audit, intercept, review, screen, edit, delete, remove material created or stored on WSD devices, for the following purposes:

   a) to determine and ensure compliance with this policy

   b) to protect students, the school division, its staff and other users and third parties from fraudulent, unlawful or abusive use of the networks

   c) to comply with any legislation, regulation, or government, regulatory or investigative agency request.

12.6 All activity shall be in accordance with WSD policies and applicable legislation. Always respect privacy and confidentiality of student information.

12.7 Unacceptable conduct may include the following but is not limited to:

   a) Abuse or bullying of another student or employee.

   b) Creating a negative impact on staff or student productivity or efficiency.

   c) Compromising confidential or proprietary information about, or related to, the division.

   d) Communicating information about an individual without a legitimate and reasonable need for doing so.

   e) Engaging in real or reasonably perceived harassment and discrimination of staff and students, or any other third party.

   f) Communicating on behalf of the WSD, unless authorized, or required, by the staff member's duties

The Winnipeg School Division

13. BREACH OF PRIVACY

13.1 A Breach of Privacy occurs when Personal Information, including Personal Health Information, is collected, accessed, used, disclosed, transported, transmitted, transferred or destroyed other than as authorized, or when the accuracy, confidentiality or integrity of the information is compromised and therefore is in violation of FIPPA/PHIA. Breaches may include, but are not limited to, the viewing of Confidential Information by unauthorized individuals, the access, theft or loss of Division Records and the unauthorized destruction of such information by deliberate means or by human or natural accident.

13.2 All breaches are required to be reported immediately to the Access and Privacy Coordinator.

   a) Any Person Associated with WSD who becomes aware of a possible or actual Breach of Privacy, shall immediately report the possible or actual Breach of Privacy to the Access and Privacy Officer and/or Coordinator, who shall take immediate steps to contain the Breach.

   b) All Breaches of Privacy will be investigated by the Access and Privacy Officer and Coordinator.

   c) The Access and Privacy Officer and Coordinator will make recommendations for immediate and long-term corrective measures as necessary to protect the confidentiality, integrity and security of all Personal Information and Personal Health Information.

   d) If it is determined that a Breach of Privacy has occurred, appropriate remedial action shall be taken by the Division. Such action may include disciplinary action, which will be implemented pursuant to and in accordance with the relevant collective agreement, Division policies or by-laws.

   e) The Access and Privacy Officer and Coordinator will act as a resource for all persons associated with the Division regarding appropriate action to be taken following a Breach of Privacy.

14. RETENTION AND DESTRUCTION

14.1 All student records will be retained in accordance with the Manitoba Guidelines on the Retention and Distribution of School Division Records outlines the Retention and Distribution of information as well as Division Policy EGC.

The Winnipeg School Division