

# HWDSB

## Guiding Principles and Tips to Engage in Virtual Learning *for Educators*

### Set Clear Objectives and Learning Goals

- Communicate the learning goal at the onset of lesson in written form and audio/video
- Wrap up the online learning time with an exit card or another form of descriptive feedback to refine or rethink future learning opportunities
- Have students reflect on learning goals and revisit at each learning session

### Create a Social and Collaborative Environment

- Begin with a team building activity or an icebreaker
- Use chat functions, GIFs, videos, audio recordings, and pictures
- Create opportunities for ALL voices to be heard, check in with those who choose not to participate

### Guiding Principles for Educators

*This is new to many educators, these principles will slowly be put into place over the coming weeks.*

- Set a schedule and send reminders before online learning begins
- Ensure all students are logged in and muted
- While waiting for participants to join, provide status updates and time warnings. E.g. Waiting for 2 more. We will begin in 3 minutes.
- Test technology and ask for feedback. E.g. "thumbs up", and ensure everyone has access using accessibility features such as captions, video, translation
- Do not exceed the recommended time by the [Ministry](#) for online learning
- Facilitate and monitor student discussion throughout the learning using the chat function or audio/video responses
- Consider use of a "parking lot" or some way to capture questions and feedback that can be addressed at a later time
- Recognize and anticipate students may be using different devices (phones, tablets and/or desktops). Consider the differences in functionality and how to problem solve
- Stay flexible with your pacing-chunk content into smaller pieces
- Create small groups for more precise learning

### Be Culturally Responsive

- Design tasks and learning opportunities that integrate the home environment and family involvement
- Consider using artifacts and scenarios from the students' lived experiences into learning opportunities

### Allow for Student Voice and Choice

- Ask students what they want to learn about and how they learn best in the online world
- Give students choice on how they wish to demonstrate understanding (video, audio, written, or a combination)

**Virtual Education in HWDSB:  
Norms and Learning Environment**

curiosity

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possibility

# HWDSB

## Guiding Principles and Tips to Engage in Virtual Learning *for Students*

### K- Grade 2

- ✓ Ask your parent/guardian to set up a learning area, free of distractions
- ✓ Have a fully charged device
- ✓ Only one speaker at a time, wait for the teacher to call on you
- ✓ Turn off video and microphone
- ✓ Even though we aren't together in a classroom, this is our new classroom and our same expectations apply
- ✓ Be kind and forgiving when someone makes a mistake

curiosity

### Grades 3-6

- ✓ Find an area free of distractions
- ✓ Have a fully charged device
- ✓ Only one speaker at a time, wait for the teacher to call on you or open discussions
- ✓ Turn off video and microphone  
Even though we aren't together in a classroom, this is our new classroom and our same expectations apply
- ✓ Be kind and forgiving when someone makes a mistake
- ✓ Avoid slang terms or short forms like "u" for you or "ur" for your

creativity

### Grades 7-12

- ✓ Turn off video and microphone
- ✓ Be on time for scheduled lessons
- ✓ Find an area free of distractions
- ✓ Have a fully charged device
- ✓ Only one speaker at a time, wait for the teacher to call on you or open discussions
- ✓ Be kind and forgiving when someone makes a mistake
- ✓ Avoid slang terms or short forms like "u" for you or "ur" for your
- ✓ Remember your digital footprint-how you engage on these devices and in these platforms can't be erased

possibility

Virtual Education in HWDSB:  
Norms and Learning Environment

*Your continued support in creating optimal learning conditions at home for your child can be done by:*

### K-2

- ✓ Maintaining consistent communication with child's educator(s)
- ✓ Ensuring your child participates in some exercise throughout the day
- ✓ Ensuring students have a quiet, safe space to work
- ✓ Taking interest in what they are learning
- ✓ Answering questions your child may have
- ✓ Contacting your child's educator if your child is having difficulty with the content
- ✓ Contacting your child's educator if you have concerns about your child
- ✓ Asking the educator questions if you don't understand what students are learning

curiosity

### Grades 3-6

- ✓ Making sure students have a quiet, safe space to work
- ✓ Taking interest in what they are learning
- ✓ Answering any questions your child may have
- ✓ Contacting your child's educator if your child is having difficulty with the content
- ✓ Contacting your child's educator if you have concerns about your child
- ✓ Asking the educator questions if you don't understand what students are learning

creativity

### Grades 7-12

- ✓ Making sure students have a quiet, safe space to work
- ✓ Taking an interest in what they are learning
- ✓ Answering any questions your child may have
- ✓ Contacting your child's educator if your child is having difficulty with the content
- ✓ Contacting your child's educator if you have concerns about your child
- ✓ Asking the educator questions if you don't understand what students are learning

possibility

**Virtual Education in HWDSB:  
Norms and Learning Environment**

### **Work together to set house rules for using technology**

This works best when expectations and rules are created and agreed upon together. For example, during academic time, we all agree to try to limit noise; avoid streaming video for entertainment.

### **Devices**

Think about what devices need to be used by every family member and, if possible, around what time of the day. When several people are sharing a device(s) and/or limited bandwidth, this schedule becomes even more important. Others in the household streaming video for entertainment (such as Netflix, YouTube, etc.) can significantly decrease the bandwidth available to those working. This can be frustrating when it causes delay, dragging, and/or freezing for the student(s) working online. Try to limit strains on bandwidth when students are working online.

### **Decision Making**

Make decisions together, whenever possible, so students feel greater accountability to the rules. Consider having older students sign your agreement. Ensure anyone supervising students online is aware of your house rules.

### **Support**

Provide positive, encouraging feedback and support children with completing assigned work and tasks. Reach out to your child's teacher(s) if your child is having difficulty with the content, if you have questions about the learning and if you need ideas on how to support your child's learning.