HWDSB

Virtual Learning Dos and Don'ts

Do's	Don'ts
Choose Board standard tools for professional responsibilities MS Teams for EDU and The HUB are secure and supported by the HWDSB IIT Division. Staff already using a different platform can continue through the closure period.	**Avoid non-HWDSB standard platforms for professional responsibilities** Some platforms pose privacy and security concerns and may share student data with a 3rd party—It is safer to use Teams and The HUB.
Use the tools within the platforms to communicate with colleagues, learners and parents/caregivers Both platforms have tools for communication that are board-supported and are housed within the HWDSB network.	**Don't use personal emails or text with learners and parents** Using a personal text or email erodes personal/professional boundaries.
Prepare for learning Prior to starting: Test the audio; Find a quiet space to video meet; Use the blur background feature in Teams if it's a video meeting; Dress appropriately; Mute other technology; Keep focus on one meeting at a time; and, ensure you've ended the video and audio when you are done.	**Don't ignore professional advice** Review OCT Professional Advisory: Maintaining Professionalism-Use of Electronic Communication and Social Media, OCT Ethical Standard & OCT Standard Of Practice
Maintain professional standards The virtual classroom has the same expectations as the physical classroom. The educator sets the tone and models expectations.	**Don't ignore or relax the educator-student boundaries** Please be sure to convey professionalism. Parents and other family members also have access to the classroom.
Communicate expectations Remind the learners that the expectations of the virtual classroom are the same as the physical classroom.	**Don't ignore classroom management** Classroom management may look different but is still vital in a virtual learning space. Having no established norms and expectations will result in less effective learning.
Support learners to develop digital citizenship Make all learners aware that they are not to screen capture anyone's image or record a class in any way without their teacher's permission and their classmates' consent.	**Don't accept behaviour on-line that is not acceptable in person** Consider reviewing your class meeting norms or co-create a digital learning contract. Learners may not understand the difference between a physical and virtual space.
Consider providing asynchronous activities Provide flexible due-dates and consider recording your lesson to allow learners to access it when they can.	**Don't penalize learners for not "attending" a lesson.** Not all students can access virtual learning at the same time.
Pre-record a lesson in Teams and post to Teams or The HUB. Pre-recording and posting a lesson makes it available to the whole class at any time and provides access to all learners.	**Don't record a live lesson or class without consent** Teams alerts everyone that a session is being recorded. The HWDSB Media Consent needs to be in place for recording to occur.
Make learners aware of the available accessibility features During Teams Meetings, prompt users to enable Live Captions, and draw their attention to the built in Translate and Immersive Reader features in the chat.	**Don't assume "one size fits all" with virtual learning** Learners who learn best with supports in-class will continue to benefit from supports online. Connect with the school resource team for support around accommodations and modifications, or for suggestions on assistive technology
Share platform features for learners working on a variety of devices Consider demonstrating on iPad and Desktop, or provide instructions for tablet versions and desktop versions.	**Don't assume that the learners all have the same access to the device that you do** Take advantage of platform specific walkthroughs on features to get comfortable with tablet and desktop versions at https://bit.ly/teamhwdsb
Review HWDSB Resources for virtual learning: Digital Skills Lessons **and** Guiding Principles for Virtual Learning	**Don't hesitate to ask your administrator for support or place an eBASE request for Program support.**