

Background

The Ministry of Education's [Policy Program Memorandum \(PPM\) 164 - Requirements for Remote Learning](#) requires a consistent approach to remote learning in times of extended interruption to conventional in-person learning, such as when public health emergencies, pandemics, natural disasters, or other unplanned events force the closure of classrooms or schools.

In response to the global COVID-19 pandemic and to ensure a sustainable approach to learning for students, effective November 16, 2020 the Dufferin-Peel Catholic District School Board (DPCDSB) will offer two learning models for students:

- Fully remote learning where an educator teaches an entire class of students in a virtual learning environment (VLE) by way of a Learning Management System (LMS); or
- A "hybrid" model where students learn remotely at home and are taught simultaneously by a teacher who is in a classroom with the students at school.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Notice Requirements

We are required to provide formal notice, to comply with privacy legislation, that the Dufferin-Peel Catholic District School Board (DPCDSB) uses approved virtual learning environments solely to facilitate the collection and sharing of student information for the purpose of instruction, assessment and evaluation of students who are participating in remote and hybrid learning. This type of activity is authorized under the *Education Act* and PPM164 - Requirements for Remote Learning and is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) s.28(2). Some have asked if formal consent is required for a student to attend and participate in remote and hybrid learning. As these activities are authorized, consent is not required. Instead, this notice clarifies what students and parents/guardians should expect when attending remote and hybrid learning at DPCDSB.

Cyber Security, Privacy, and Online Safety

Together, we are embarking on a new chapter in the way our children learn. Protecting privacy, securing and preserving the sanctity of the classroom and dignity of staff and students is paramount. **All members of the school community, including parents/guardians, students and educators, play a role.**

The nature of remote and hybrid learning delivery may result in students' images, voices, or other personal information being inadvertently collected, retained, or disclosed more widely. For example, remote students may see family members of another student when they are within camera range. Similarly, family members or others may be able to view or hear students in class and/or online. Risks shall be mitigated as outlined below.



Virtual Learning Environments (VLE)/Learning Management Systems (LMS)

The following virtual learning environments have been approved by the DPCDSB for use in hybrid and remote learning:

- Google Classroom and Google Meet
- Desire to Learn (D2L) and Virtual Classroom
- Zoom (enterprise with enhanced security)
- Microsoft TEAMS

These programs have been chosen because they are secure online platforms that enable two-way live, voice/video/text chat communication. The platforms have robust privacy policies as well as safety features for classroom use including host controls. Through these platforms, and the utilizing of privacy practices, educators can create a secure virtual space for educators and students and minimize risk of inappropriate access or breach of student information.

Virtual Learning Environments (VLE)/Learning Management Systems (LMS) are secured and access and functionality are restricted and controlled by the educator and the DPCDSB. Educators will also be equipped with hardware that support effective use of the technology. For example: headsets webcams, microphones, virtual breakout rooms, etc.



Educators will use instructional practice that protects privacy, security and student dignity and mitigate against privacy breaches. For example:

- muting their microphones when instructing or redirecting individual students;
- using a breakout room for individualized instruction or direction for online students;
- being attentive to personal information that may be shared by students and redirect as appropriate;
- considering the placement of webcams and what can be seen, etc.

Teachers shall also be vigilant and attentive to who may be logged in and shall ensure they are the last to leave the learning environment.

Generally, in-class students will not be on camera and remote students will only be seen by the educator and other remote students. On occasion, educators may wish to bring in-class and remote students together remotely on screen so they may engage in instructional activities that allow student interaction, engagement and an inclusion. Such activities support instruction and students' well-being. Parents/guardians concerned about their child participating in these activities are asked to discuss their concerns with the classroom teacher.

Educators may record lessons for posting or sharing in a secure learning management system to support student needs, providing students are not recorded and can't be seen or heard. Where an educator needs to record students for assessment or evaluation purposes, advance notice shall be provided to parents/guardians and students.

Announcements/Assemblies

To foster school community and inclusion for all students, schools may bring in-school and remote students together for announcements or assemblies. Students participating in announcements or assemblies could be seen on screen during such activities. Please notify the classroom teacher if you do not want your child to participate.

Guest Speakers

On occasion, the classroom teacher may invite an approved remote guest speaker.



Students shall be instructed on digital citizenship and appropriate use in remote and hybrid classrooms, and strategies to help protect privacy at home. Strategies include:

DO

- use headsets or earphones where feasible
- mute microphone unless speaking
- appear on camera and use blurred backgrounds
- follow the Catholic Code of Conduct and expectations for behaviour

DO NOT

- share passwords, login credentials (username), or access codes
- record or livestream classes
- take pictures or screen shots
- share inappropriate content
- allow others to watch or observe the remote classroom

Audio/Video

Remote students should be visible to educators so they can engage and interact in learning and so that educators may respond to their needs. Backgrounds such as blurred, or stock images can be used where necessary. Requests to turn video off should be discussed with the teacher.

Remote students are encouraged to use earphones or headsets with microphones where appropriate to limit what can be heard by others and avoid disruption in the home.

Students and parents/guardians may not take screenshots or use another device to record or copy classroom activities. Inappropriate recording, screenshots or copying of teaching and learning materials, classroom chats, discussion forums, photos or videos is contrary to DPCDSB policies and may violate another person's right to privacy or be contrary to copyright laws and be subject to consequences. Additional supports, if required for the student, should be discussed with the teacher.

Location

You are inviting the school into your home when you video conference or take a photo or video to share, so be mindful not to share private spaces like bedrooms, personal effects such as photographs, or other details you wouldn't normally share with other educators and students. Participate from shared spaces like a home office, kitchen, or living room if you can. Efforts should be made by everyone to reduce distractions from other children or pets. Students should mute their mics unless speaking to minimize disruption.

Can Others Join in?

Remote and hybrid learning is only intended to include the educator team and students. In situations where a parent(s)/guardian(s) are required to support their child during a session, the educator must be notified in advance.



The Dufferin-Peel Catholic District School Board is committed to the implementation in every school of the *Catholic Code of Conduct* that clearly reflects the need to provide and sustain a safe, caring, inclusive and healthy Catholic school community in which every student can succeed. The *Catholic Code of Conduct* is responsive to equity and inclusive education, and is reflective of Ministry policy, ensuring a whole school approach in the development of a positive Catholic school learning environment for all.

All community members will work together to develop spiritually, intellectually, physically, socially, and emotionally by aspiring to the highest possible standards of Catholic behaviours, in living out the Gospel values, and by fostering a Catholic culture of respect, inclusion, equity, responsibility and concern for the well-being of all.

Other applicable DPCDSB policies and procedures will also apply, e.g., [Network Use and Security](#); [Personal Electronic Devices on School Premises](#), Students Using PEDS for Educational Purposes, [Progressive Discipline](#). More information can be found in the student handbook in the student agenda.



Together we are embarking on a new chapter in the way our children learn. Parents/guardians and students are reminded of the vital role each plays to make our Catholic learning environments safe, respectful, inclusive and equitable. Following are the general expectations of behaviour of parents/guardians and students in the remote and hybrid learning environment.

Students

As in a regular classroom, teachers have the authority. Students must show **courtesy, respect and consideration for their educators and peers.**

- The remote environment is a classroom. All policies and protocols, including consequences for noncompliance of its policies/protocols are in effect in the remote environment.
- Students attending remotely are expected to show the same classroom preparedness and willingness to follow school and classroom rules, routines and expectations as if attending in-person (i.e., attending class and being punctual, being presentable and dressed for learning, having learning materials ready and homework completed).
- Students are expected to be prompt and in attendance by the start of the school day. Any students who are late will be marked late and parents/guardians will receive a call from the school office.
- Taking pictures, video or recording lessons or people (including educators and students) in any manner is strictly prohibited.
- Posting disrespectful and unfair messages or pictures on social media platforms or otherwise, including email, is **cyberbullying** and shall be dealt with in accordance the DPCDSB Progressive Discipline Policy. Such postings may damage the reputation of educators and students and/or invade their privacy. Students are expected to refrain from posting such messages or pictures.
- Contact the school office if you are experiencing technical issues with remote learning.

Noncompliance with these behavioural expectations will result in further investigation by administration. The investigation may result in progressive discipline in accordance with DPCDSB Progressive Discipline Policy and as permitted under the *Education Act*.

Parents/Guardians

The support of students by their parents/guardians is one of the greatest strengths of our Catholic school community. We have a history of parents/guardians working collaboratively with educators and administrators to support students with their educational goals and well-being. For that, we are proud. Protection of the sanctity of the classroom is the responsibility of all.

While the DPCDSB anticipates that this relationship will continue through this challenging time of transition, there may be individuals who choose not to contribute to our Catholic community in the same supportive manner. For this reason, it is necessary to set out the role of parents/guardians in remote learning, for example:

- Parents/guardians shall not interject themselves into the learning environment in any manner, including verbally, physically or through the chat function (other than to support a student who is not able to type a question/comment in the chat function themselves).
- The remote and hybrid environment is a classroom. All policies and protocols, including consequences for noncompliance of its policies/protocols are in effect in the remote and hybrid environment.
- The teacher has the authority over the classroom, including student discipline, content, classroom order and management. When communicating with teachers, there is an expectation that communications will be respectful and reasonable.
- For any concerns about the classroom, including content of lessons, other individuals etc., you must contact the teacher through established teacher-parent communication protocol, or you may contact the school office.
- Taking pictures, video or recording lessons or people (including educators and students) in any manner is strictly prohibited and contrary to privacy laws and DPCDSB policies.
- Posting disrespectful messages or pictures on social media platforms or otherwise, including email, is **cyberbullying**. Such postings may damage the reputation of both educators and students and/or invade their privacy rights. Parents/guardians are expected to refrain from posting such messages or pictures.
- Where there is a technical issue with remote learning, you may report it to the school office. Staff will work to resolve these issues in a timely manner.
- Noncompliance with these behavioural expectations will result in further investigation by the principal in consultation with the teacher, Superintendent of Education and Associate Director of Education, or designates. The investigation may result in conditions being placed on participation in the classroom in order to protect its sanctity and to ensure the safety and respect of all teachers and students participating.
- The foregoing expectations of behaviour for parents/guardians and students are in addition to other applicable DPCDSB policies with necessary modifications as outlined above.

Questions

Please discuss any questions or concerns with your child's teacher or the school principal.