

Jarvis Collegiate Institute

Remote Learning Guidelines for ALL Students

In the development of our Remote Learning Guidelines student and staff safety is our primary guiding principle. Student engagement is our number one priority.

These guidelines are designed to develop:

- a safe personal profile for your online presence
- 21st Century Competencies, namely communicating responsibly using a digital format for maximum collaboration and learning.

Student Expectations

1. Cameras

- Your digital device needs to be camera enabled
- For further safety measures you may:
 - use background blurring add-ons
OR
 - find a blank wall as your background--try to find a neutral background
OR
 - hang a blanket behind you as a background
OR
 - use digital face filters (please clear this with your teacher, as it may impact your class work)
- **You may be asked to go on camera. Please prepare by dressing in a way that makes you feel comfortable appearing on camera. Remember, you are “at school;” dress comfortably but appropriately.**

2. Microphones

- Your digital device needs to be microphone enabled.
- Microphones should be off unless otherwise directed; the opportunities to turn microphones on or off will be determined by the lesson and teacher. The general rule is that when someone is speaking, presenting, or asking a question, your mic should be off unless the teacher invites you to contribute.

3. Exceptions

Individual considerations may be considered for compassionate reasons that are discussed with the teacher
This may include:

- Rather than a camera the student uses the chat feature in real time, when called upon. Please discuss this in advance with the teacher, guidance or administrator, as it will impact your class work.

4. Technology

We would like to be able to support all students using technology. Broken cameras and microphones should be brought to the attention of the school. There may be avenues to have technology provided.

***Please complete the Form at the link provided and contact Mr. Sinclair at the school if you need assistance accessing a device with a working camera and/or microphone, or if issues arise.**

- Issues with Technology Form link: <https://forms.gle/7af3F6MDGEaJTT6Q6>

5. Locations

Students should be at home in a workspace environment set-up for learning. For example, there should be:

- comfortable seating
- a desk or table
- adequate lighting
- space for any subject-specific requirements (your teacher may give you further direction on department-specific requirements)

6. Privacy

Consider your privacy when appearing on-camera and on-mic:

- any identifying information (ex. views outside of windows, mail in camera view etc.) that would lead others to know where you live should be out of view of the camera
- items like laundry drying should be kept or blurred out of the background
- please protect the privacy of any other household members during online class by keeping them off-camera and off-mic

7. Code of Conduct.

The TDSB Digital Code of Conduct remains in full effect. Students must not record, photograph or share the words, ideas or work of other students. Students must not engage in any inappropriate or unwanted discussion or gossip in any online format, including chat features.

Also, if students choose to use an online background filter, the background and/or image must be appropriate for school and classroom use.

Staff Strategies

Staff will use a variety of strategies to engage students who are learning in-person and remotely, including on-mic real-time discussions or on-camera real-time presentations. Lessons may be recorded for the benefit of students who are away or wish to review the lessons.

School Materials

Be aware that some departments may have specific materials that will need to be picked up or returned. Prior to the end of the Quad all materials will need to be returned.

Assessment and Evaluation

During written tests and evaluations **cameras will be used**; Options are:

- showing your home workspace;
- showing your hand as well as test paper as you are writing.

A photo of your test will be taken immediately after completion and sent in as per your teacher's instructions. All policies surrounding plagiarism and cheating will apply to at-home learning as well.

Attendance and Class Check-ins

During in-class and simultaneous classes **cameras will be used** for attendance and check-ins during class time. Please be appropriately situated in your work space for the beginning of class time and check-ins.

Note: Attendance will now be taken during "At Home" Independent morning work periods. Students will need to complete the google attendance form by 8:45 am. Classroom teachers will provide more information and the link.