



# Fact Sheet

## Virtual Classrooms: Guidelines for Privacy and Security

June 21, 2021

**The health, safety and well-being of students and staff is a top priority for Superior-Greenstone District School Board.** Virtual learning includes any learning models that use the computer to access learning opportunities. With these models come new responsibilities for students, families and educators and new respectful and legal requirements that must be adhered to in order to protect everyone. Teachers are reminded to use these guidelines to maintain a safe learning environment for everyone.

### Technology:

- ✓ Use the platform tools approved by Superior-Greenstone District School Board as they have been reviewed and they meet the legal requirements for school board activities.
- ✓ Access all SGDSB approved tools using SGDSB credentials.
- ✓ Secure your home Wi-Fi network; never leave the original password at default.
- ✓ Abide by the Board's Acceptable Use of Technology document.
- ✓ Do not share passwords or leave your device logged in and unattended.
- ✓ Ensure all system updates are done regularly.
- ✓ Web sessions with any sensitive data must be [Https://](https://) and show a little lock in the address bar.
- ✓ Be extra cautious and suspicious of emails with potential malware/phishing attempts. If you do receive a questionable email, do not open it. Delete it immediately.
- ✓ Don't use public networks without a Virtual Private Network connection. For more information visit [SGDSB - Why Use VPN](#)

### Communication:

- ✓ When communicating with parents/caregivers/teachers/students, always use SGDSB approved platforms including Edsby and SGDSB email.
- ✓ Maintain professional and respectful language and interactions in the online space at all times.
- ✓ Educators will clearly communicate the hours they will be available for direct support.
- ✓ Be mindful of the time you message staff, parents/caregivers and students & be aware that not all can respond quickly.
- ✓ Adhere to online learning norms for the virtual classroom for all communication.
- ✓ Parents/caregivers should contact the classroom teacher if experiencing challenges. Classroom teachers will then contact the IT department through the ticket submission form in eBase and provide information sufficient to allow the situation to be rectified.
- ✓ Be aware of your background in video calls; use obscuring tools.
- ✓ Keep sensitive information away from others in a safe secure place.

### Safety for Educators:

- ✓ Ensure that only SGDSB tools are utilized for communication, learning and assessing student work.



# Fact Sheet

- ✓ Students should be encouraged to join synchronous learning in a shared, open space within their home/learning location.
- ✓ Document concerns regarding student behaviour as you normally would in your traditional classroom.
- ✓ Do not provide student information to technology sites that are not board approved without first reaching out to IT.
- ✓ Educators will ensure others in their home do not “sit in” on “live” classroom activities without informing students and parents/caregivers/guardians as they would for guest speakers in the school.
- ✓ Record and share learning sessions to ensure equity of learning for all students. Recordings are only permitted to record learning activities for pedagogical or evaluation purposes or to save for use by students learning at home. Prior notice to participants will be provided whenever recordings are being used. Best practice is to record only the teacher and not the student.
- ✓ Monitor chat tools to ensure students are on-task and engaging in positive digital citizenship.
- ✓ As with all opportunities to meet with students on a one-on-one basis to support student achievement and well-being, hold yourself to the professional standards that govern our interaction with students in the traditional classroom.
- ✓ Follow existing SGDSB protocols around educator Duty to Report if you suspect a child is in danger.
- ✓ Work with teachers and other support staff to have multiple staff in one virtual classroom, where possible

## Safety for Students:

- ✓ Screenshots and/or recordings of any kind are not permitted unless prior approval has been given by the teacher. Unauthorized recording or copying of teaching and learning materials, classroom chats or discussion forums, and others' personal information including photos or videos violates SGDSB policies and, potentially, copyright laws.
- ✓ Personal privacy should be at the forefront of all of your online actions. Keep your personal privacy in mind when choosing where to sit during videoconferences and when taking photos or videos: you are inviting school into your home when you videoconference 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 teachers and students. Participate from shared spaces like a home office, kitchen, or living room if you can.
- ✓ Parents/caregivers/guardians must exercise discretion when supervising students' online learning and try to keep other children or pets in the home from interrupting whenever possible. Parents/caregivers who incidentally learn personal information about other classmates while supervising their student online must keep these details confidential, just as they would do if they were volunteering in a classroom.

For the safety of all, these requirements must be adhered to. Access to virtual learning is grounded in ensuring that we (staff, students, parents/caregivers) practice digital citizenship, are respectful, safe, and follow all legal requirements.