



## **TCDSB Code of Conduct and Online Student/Staff Safety During Remote Learning**

January 25, 2020

Dear Parents/Guardians:

We would like to take this opportunity to extend our sincere thanks and appreciation for your ongoing support of Toronto Catholic District School Board, and serving as key partners in Catholic education.

Parents/guardians are their children's first educators. Never before has this been more evident than during this time when parent/guardian engagement has taken on a distinct new meaning in ensuring the continuity and success of your child's education in a virtual setting.

We remain committed to student and staff safety and well-being. Our work together is vital to nurture safe, welcoming, accepting, and caring Catholic school communities in a virtual setting during periods of mandatory self-isolation.

### **TCDSB CODE OF CONDUCT**

We would like to take this opportunity to remind you and your children about key policies related to student conduct and the use of technology included in the [TCDSB Code of Conduct](#). If incidents of inappropriate student behaviour occur, they will be addressed by TCDSB staff and administration and may be subject to a formal investigation and progressive discipline.

### **TCDSB ACCEPTABLE USE POLICY**

If you haven't already done so, we are reminding you and your child to read and sign off on the Student Internet Agreements ([K-Gr 3](#), [Gr 4-8](#), [Gr 9-12](#)) as part of the [TCDSB Acceptable Use Policy A.29](#). It is our expectation that the behaviours of all students and parents/guardians, and their use of technology, will adhere to these guidelines and policies to ensure the safety of all.

### **LEARNING ENVIRONMENT**

It is everyone's responsibility – students, parents/guardians, and staff – to contribute to a learning environment conducive to growth and achievement, in a manner that is inclusive and reflects respect and dignity for all. In support of this commitment, and to ensure the safety and privacy of students and staff, we are highlighting expectations for both students and parents/guardians while participating in virtual learning during mandatory self-isolation.



## STUDENT EXPECTATIONS

- Students 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 and each class. Any students who are absent/late will be marked absent/late by the teacher.
- As in an in-person classroom, virtual class students are expected to show courtesy, respect and consideration for their teachers and peers.

## PARENT/GUARDIAN/GUARDIAN EXPECTATIONS

- All student absences must be reported via the School Messenger service.
- The virtual classroom is to be treated as if students were attending an in-person classroom at a brick and mortar school; parents/guardians are NOT to interrupt or “enter” into the virtual classroom during direct instructional time or synchronous learning. Parents/guardians are NOT to use the chat feature within the virtual platform to address concerns. As outlined in the Education Act s.212 (1), ‘it is an offense for any person to willfully interrupt or disquiet the proceedings of a school or class.’
- The teacher is the person of authority in the virtual classroom and is responsible for establishing and maintaining class order, management and safety of the students.
- Where there is concern, the parents/guardian will contact the teacher through an established teacher-parents/guardian communication protocol.
- When there is any technical concern (i.e., live feed is not working, password reset needed), the parents/guardian can contact the teacher for assistance. If the teacher is unable to assist with the concern, you can call the TCDSB ICT Services Department between 7:30 a.m. and 8:00 p.m. at 416-222-8282 Ext. 4357, or submit a ticket online at [servicedesk.tcdsb.org](https://servicedesk.tcdsb.org) using the student’s User ID and password.
- To ensure the privacy of staff and students, it is not permitted to take pictures, video or audio recordings during synchronous learning.
- Providing unwelcome feedback/comments about the delivery of classroom lessons on social media is inappropriate. Any concerns should be addressed directly with the teacher.
- Parents/Guardians and students are also encouraged to report any incidents of inappropriate behaviour (occurring online or otherwise) directly to the classroom teacher.

In an effort to further support student safety in a virtual environment, and to continue nurturing a sense of belonging and well-being, we invite you and your child(ren) to review the following safety tips for parent/guardians and students:

- [Parent/Guardian Tips - Supporting Student Safety in a Virtual Environment](#)
- [Student Tips - Supporting Student Safety in a Virtual Environment](#)



## **Special Education Students**

Special education students may require unique considerations while learning virtually. Teachers of students with Individual Education Plans (IEPs) will continue to communicate with parents/guardians/caregivers in order to establish reasonable and effective synchronous and asynchronous learning expectations consistent with the students' IEPs. In some cases, in order to best facilitate learning, parents/guardians/caregivers may need to be present in the virtual space of the classroom in order to support their child while instruction is being led by the teacher or support worker. Strategies for communication during synchronous learning sessions will be shared with parents/guardians/caregivers. These strategies will enable the educator to provide support and feedback with the least disruption to the virtual learning environment and other students in the virtual classroom. Any concerns regarding remote learning should be discussed with the teacher and/or principal, who will work with the parents/guardian/caregiver to address the concern. Where applicable to special education students, all Code of Conduct expectations should be met.

As a faith community of believers, let us continue to work together to create caring Catholic school communities and a future built on kindness for all.

Thank you,

Toronto Catholic District School Board