

# SD35 CONTINUITY OF LEARNING PLAN

## DEVELOPING DIGITAL CITIZENS

### Microsoft Teams Chat Use Guidelines

December 2020

The Langley School District is using a number of digital tools to support learning. Microsoft Teams is one of the main applications our teachers, staff, and students are using at different levels of frequency depending on the grade. We are pleased with its rollout and are continuing to see a positive impact on student learning. Our purpose with the use of Teams is to deliver education and provide two-way communication among users. Teams also provides an outlet for students to collaborate and connect with one another. It is a tool enabling users to connect with anyone in the District.

With the implementation of any new tech tool, there can be challenges requiring support and guidance. We are asking you to work collaboratively in our efforts to ensure positive behaviour from students when using the Teams platform.

As a District, we are continuing to implement the many functions of Teams with learning at the centre in our system. We are committed to keeping everyone healthy and safe which is why we are providing students and families the following information to guide them on proper use of the platform's chat function.

We kindly ask students and parents/guardians to read this information, have a conversation about these guidelines, and monitor usage at home. Our teachers and staff will also be discussing this matter with students.

Before using the chat function, we want students to consider the following:

- ▶ *What is the purpose of your chat?*

The chat function should only be used for educational purposes. If you are connecting with a classmate, it should be related to classwork or projects.

- ▶ *Who are you chatting with?*

In most cases, the chat function should only be limited to students chatting with students in their class. This means students should not be chatting with peers in other classes, cohorts, and/or schools.

- ▶ *Are you following the District's Code of Conduct while you chat?*

As would be the case at school, students are expected "to maintain an attitude that is cooperative, courteous and respectful. It is a shared responsibility to demonstrate positive conduct while attending any school or District related activity, regardless of time and location." This means respect yourself, respect others, respect property, and be safe.



We understand that this new shift in learning and the use of new technology was rapid and hasn't been easy on everyone. Now that it has been implemented for many months, we are able to reflect, pivot, and make improvements. We appreciate the support from students and families in helping us develop digital citizens. If you have any questions or concerns, please talk to your child's teacher or school administrator.