

BAYSIDE MIDDLE SCHOOL

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Remote Learning Policy-Appropriate Use of Teams

As ASD-S moves forward with Remote Learning via Microsoft Teams, Bayside Middle School has developed the following policy which outlines expectations and appropriate use of this learning platform. As a school, we are committed to maintaining a positive learning environment in our virtual classrooms and hold all students accountable to the same STOMP principals maintained within the Bayside Community.

Purpose:

- Grade Level Teams have been created and are being used to promote weekly learning options for all students.
- These Teams are considered virtual classrooms and allow students to access relevant learning content, connect with teachers, submit assignments and receive learning focused feedback.

Expectations:

- Like any classroom, students are expected to follow STOMP principals, adhere to provincial expectations outlined in Policy 311 (Appropriate Use of Technology) and should refrain from any behaviour that would not be tolerated in a physical classroom/school.
- Teams are to be used to access learning resources and connect with teachers regarding learning tasks.
- Students are expected to keep comments/questions posted relevant to learning.
- Video Conferencing is a tool used to allow for virtual meetings between teachers and students.
Students are not permitted to use this platform to create video chats between peers.

To help ensure Teams remains a safe, and positive learning environment for all, students who fail to comply with these expectations will have restricted access to these online classrooms. Non-compliance to these expectations will result in the following actions.

Actions:

- All comments that contain inappropriate content or content that is not relevant to learning will be removed.
- Repeat offenders will have their privileges to post comments within Teams revoked.
- Students who violate appropriate use of video conferencing, upload inappropriate content, or engage in any posts that violate this policy will be removed from Teams and will face the following consequences for each offence.
 - **First Offence:** Warning, Teacher to contact Family by email/phone
 - **Second Offence:** Removal from Teams for 1 week (learning options will be emailed), Family Contact from administration.
 - **Third Offence:** Permanent removal from Teams (learning options will be emailed), Family Contact from administration.