ADMINISTRATIVE
PROCEDURE
143

TEACHERS' DIGITAL PRESENCE

General Administration

ROCKY VIEW
SCHOOLS

October 2018

Purpose/Background

To establish consistency across the Division a description of what teachers are required to provide students and parents about teaching and learning in RVS is required. Beyond the scope of these procedures, additional acceptable communication practices are at the professional discretion of each teacher in consultation with the principal.

Definitions

Basic Information
- My Profile - Name, Role, Email, School Phone Number as presented through Teacher Look-up, Delve, and Parent Portal Teacher Profile
- myRVS - Teacher and Student Landing Page on RVS Intranet
- Class Expectations – Homework Expectations, Behaviour, etc.
- Digital Learning Environments – Links to RVS approved technologies used by teacher for learning and reporting
- Learning Resources for Home - Linked curriculum guides (i.e., My Child's Learning) and other learning resources to support learning at home

Student Learning
- Learning Activities – Learning Outcomes, Key Understandings, Areas of Inquiry, Rubrics (How assignments are assessed)
- Course Outline – Course Themes with Learning Outcomes, Assessments & Related Weightings
- Learning Assessments – Assignments that have been assessed by teacher
- Assignments – Ongoing class assignments
- Announcements – Special Projects, Fundraising and Resource Needs, Field Trips, etc.

Other
- Learning Management System (LMS) – Google and Moodle

Procedures

A. PLONE WEBSITE

1. Public Website

   The teacher's root folders, viewlets, and landing page for the teacher's member folders are to be public to ensure accessibility to basic information by parents and students. The state of all subsequent folders/pages can be determined by the Principal.

   1.1   Basic informational requirements on all Plone 4 Teacher Landing Pages:

   　　1.1   Teacher Information

   　　　　- Name, Courses, Grades taught

   　　　　- Welcome message from the teacher in either text, podcast, video

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- Contact Information (list Outlook addresses by including only the staff member's address without the @rockyview.ab.ca so email cannot be data-mined.

Figure 1

Name	Email
John Doe	jdoe
Jane Doe	jadoe

1.2   Class Information (by Division)

These are recommended but not mandatory for each unit or topic. Describe the big ideas of the unit/topics using the key words and/or concepts being taught.

Division 1 - 2

- Key Understandings
- Area of Inquiry - essential questions
- Description of how learning is assessed

Division 3

- Topics covered in each subject
- Key Understandings
- Area of inquiry - essential questions
- Description of how learning is assessed

Division 4

- Course taught - Each identified with description of major topics or units/modules
- Key Understandings
- Area of inquiry - essential questions varies by level
- Description of how learning is assessed

1.3   Digital Learning Environment

Links to any digital learning environment used by the teacher, including:

- Division apps (Moodle, Blogs, wikis)
- Non Division websites used in class
- Guest access information

1.4   Student/Parent Support (could be done as a grade team or department)

- Curriculum information link to curriculum guides
- Critical questions, key understandings, performance tasks from the curriculum

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- ▪ Learning Resources such as Livebinder, Delicious Stacks
- ▪ Tips for parents that allow them to reinforce what is being taught in the classroom at home (websites, homework)

1.2 Teacher content that is under development (i.e., empty folders) is to be hidden to students or parents and is not to have viewlets linking to them. Pages are not to be available as "under construction".

B. SCHOOLBUNDLE WEB PORTAL (Comes into effective upon Portal Roll-Out)

2. Public Website

Basic informational requirements on school public website under the staff listing:

1.1 Contact Us

Name, Role and email of Principal and Assistant Principal(s), along with school address and telephone number, (list Outlook addresses by including only the staff member's name without the @rockyview.ab.ca so email cannot be data-mined).

Figure 1: Staff Listing

Name	Assignment	Email	Phone Number
John Doe	Principal	Email	School Number

1.2 Exhibition Sites
At the desire of the individual teacher, exhibition sites can be created and pushed from the intranet to the school's public website to feature inquiry units, showcases of learning, etc. On these sites, the teacher's name, title of latest blog and exhibition site link will appear on the public site. On the exhibition site, the teacher's name, grade and/or class, and email will appear (again without @rockyview.ab.ca).

3. Teacher Look-Up
Basic information on myRVS teacher look-up:

Activity/Info.	Comm. Tactic	Use/Frequency			
		Division 1	*Division 2*	*Division 3*	*Division 4*
Basic Info.					
Name, role, email, location, phone number, social media	Teacher Look-Up	automated (SRB)	automated (SRB)	automated (SRB)	automated (SRB)

4. myRVS Portal (Staff and Student Intranet)

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Basic informational requirements on myRVS under Class Sites:

Activity/Info.	Comm. Tactic	Use/Frequency			
		Division 1	*Division 2*	*Division 3*	*Division 4*
Basic Info.					
Name	Class Sites	automated	automated	automated	automated
Class Expectations	Class Sites	annually	annually	each term	each term or semester
Digital Learning Environments	Class Sites	annually	annually	each term	each term or semester
Class Calendar	Class Sites (Site Govern Event)*	ongoing	ongoing	ongoing	ongoing

*Also appears on myRVS homepage

5. Basic informational requirements on myRVS homepage:

Activity/Info.	Comm. Tactic	Use/Frequency			
		Division 1	*Division 2*	*Division 3*	*Division 4*
Basic Info.					
Timetable	myRVS (students only)	automated (PowerSchool)	automated (PowerSchool)	automated (PowerSchool)	automated (PowerSchool)
My Profile (Delve)	myRVS	automated (Active Directory)	automated (Active Directory)	automated (Active Directory)	automated (Active Directory)
Student Learning					
Learning Activities	LMS	ongoing	ongoing	ongoing	ongoing
Homework	myRVS Reminders (Site Govern Post)	ongoing	ongoing	ongoing	ongoing
Learning Resources for Student/Home	Student Knowledge Centre*	ongoing	ongoing	ongoing	ongoing

**Pushes onto Student myRVS Page and RVS' Parent Portal

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C. Communication of Student Learning (COSL)

Activity/Info.	Comm. Tactic	Use/Frequency			
Student Progress & Reporting					
		Division 1	*Division 2*	*Division 3*	*Division 4*
Learning Goals	Three Way Conferencing	2x/year	2x/year	2x/year	2x/year for students with IPP
Learning Assessments	PowerTeacher*	2-3 weeks	2-3 weeks	2-3 weeks	2-3 weeks
Student Exemplars	Student Portfolio	ongoing	ongoing	ongoing	ongoing
Student Achievement	Report Card**	3x/year	3x/year	3x/years	2x/year
Student Attendance	PowerSchool*	am/pm	am/pm	am/pm	by class

*When webportal is launched, information is pushes onto Student myRVS homepage and myRVS Student Hockey Card
** School prototyping Real-time Reporting publish only one report card in June.
NOTE: Report Cards will be published on myRVS Hockey Card, also available in myRVS Parent Portal

D. OTHER

6. Emerging Technologies

   Teachers who have received approval for using emerging technologies are required to identify on the landing page:

   - Rocky View Schools
   - School Name
   - Teacher Name

   Principals who have given teachers permission to utilize approved external web technologies for classroom instruction are expected to have access and to monitor the use of these tools to ensure they meet the Division's policies, procedures and standards. Principals are required to maintain a log of teacher tools, login and passwords.

   Links to these technologies are to be listed in the myRVS Portal under Quick Links or Class Sites.

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7. Copyright Laws and Regulations

    All copyright laws and regulations must be followed. Supervisors and/or principals will make available and will outline annually employee responsibilities in relation to the Copyright Act and Fair Dealing Guidelines as defined through AP190 Copyright.

8. Personal Security and Privacy of Students

    Personal security and privacy of students must be maintained. Any external publication (www sites) of a student's name, phone, school work must have parental permission as defined by Administrative Procedure 144 Public Use of Student Images/Work. RVS' "School Division Use of Personal Information" as presented on RVS' registration form, permits the use of student information in secure RVS supported online environments.

9. Cell Phones
    Personal cellphones/texting are not to be used when communicating with parents. Teachers leading student field trips will have pre-approved personal cell phone roaming and long distance charges reimbursed to enable contact with the school or emergency personnel if required. Work Experience Teachers will receive a cell phone stipend based on RVS procedures.

10. Email
    As the corporate email account, Outlook Exchange must be used by teachers for communication between teachers, parents and students. As is the jurisdiction's practice in maintaining a formal record, all general information should be posted through the appropriate source system (LMS, PowerSchool, Dossier) so it can be pushed to teacher and student myRVS page, and RVS' parent portal. Under normal circumstances, email between a teacher and an individual parent are to be answered within a 24-hour timeframe within regular school hours on instructional days.

11. Facebook
    Teacher Facebook Pages are supported only for teachers wanting to maintain a page for an extended field trip or fundraising activity. Permission must be obtained from the principal and the page established under the jurisdiction's corporate account.

12. Twitter
    Teacher Twitter Accounts are acceptable for use only as part of a Teacher's Personal Learning Network. Teachers who share classroom activities must adhere to FOIP guidelines.

13. Other Social Media Tools
    RVS does not support the use of other social media tools for communication or collaboration with students or parents.

Reference:
- School Act Sections 2, 12, 18, 20, 45, 45.1, 60, 61, and 113

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- Freedom of Information and Protection of Privacy Act
- Canadian Charter of Rights and Freedoms
- Canadian Criminal Code
- Copyright Act
- I.T.I.L Standards, Alberta Education
- ATA Code of Professional Conduct