Core Values:
1. Responsibility
2. Equity
3. Restorative Practices

Key Terms and Tools for Distance Learning

**Distance Learning:** Learning where the instructor and students are in physically separate locations, and instruction is delivered via an electronic device, such as a computer, tablet or mobile phone. The learning can be synchronous, in which all participants are connected at the same time, or asynchronous, when participants are engaged in learning at different times.

**Asynchronous Learning:** Students participate in online learning at different times, and instruction is not delivered in real time. Students engage with materials and complete work at their own pace and schedule within a given timeframe.

**Synchronous Learning:** Students participate in online learning at the same time but in different locations. Students may virtually attend class together via video conference, webinar, message board/chat feed, or other platforms.

**Canvas:** Platform for teachers to create virtual classrooms, supporting both real-time (synchronous) and self-paced (asynchronous) learning. Canvas is a powerful tool for blended and distance learning.

**Zoom:** Video-conferencing platform that teachers can use to host their classes online in real-time. Our division Zoom license has robust security controls and an expanded feature set, which can be used to facilitate engaging and interactive learning experiences.

**ParentVUE:** Parents can use ParentVUE to access information about their student. Parents can access ParentVUE online, but for the best mobile experience, we encourage you to download the ParentVUE App from the Google Play Store and Apple App Store.
**Student Responsibilities**

- Establish daily routines that will help you with your learning (e.g. 8:45 am start)
- Find a comfortable, quiet space in your home where you can work effectively
- Keep materials for learning nearby: pencils, pens, paper, etc.
- Regularly monitor online platforms to check for announcements and feedback from teachers
- Complete assignments with integrity and academic honesty, doing your best work
- Do your best to meet timelines, commitments, and due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Collaborate with and support your friends and classmates in their learning
- Follow the Responsible Use Agreement and web publishing guidelines
- Seek out feedback from and communicate with other adults as needed. Find the help you need!

**Parent Responsibilities**

Provide support for your child by adhering to the guidelines detailed below. The key points are:

- Establish routines and expectations
- Define the physical space for your child’s study
- Monitor communications from your child’s teachers
- Begin and end each day with a check-in
- Encourage physical activity and/or exercise
- Remain mindful of your child’s stress or concerns
- Monitor how much time your child is spending online
- Keep your children social, but set rules around their online interactions

**School Responsibilities**

- Effectively communicate course expectations to students and families in a timely fashion
- Provide timely feedback to students on their learning
- Schedule and maintain regular office hours for students and parents
- Participate in professional development opportunities
- Develop and maintain positive relationships with all students and families
Virtual Learning Disciplinary Information

PWCS Code of Behavior Technology Misuse is defined as:

Technology Misuse - Computers, computer networks, and other electronic technology shall be used only for valid educational purposes and only with the approval of a school staff member. When using electronic technology in the school, students are required to abide by the “Code of Behavior” and by “ACCEPTABLE USE GUIDELINES - Telecommunications Technologies (Internet, Telnet, Desktop Video Conference, Electronic Mail, etc.)” available upon request from school staff. Students must also adhere to the standards defined by PWCS Policy 295, “Standards for Use of Telecommunications and Internet Technologies,” Regulation 295-1, “Computer Systems and Network Services - PWCS Acceptable Use and Internet Safety Policy,” and Regulation 295-2, website Development and Implementation.

REGULATION - Computer Systems and Network Services - PWCS Responsible Use and Internet Safety Policy

Students may receive disciplinary consequences or may be suspended for offenses including cheating, plagiarism, harassment, and disrespectful behavior towards students or teachers.

The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- Warning (verbal or written)
- In-class consequence (example: immediate removal from live class session)
- Parent contact
- Administration discipline referral
• School-based consequences (examples: counselor referral, skillset workshop, removal from synchronous learning process)