



## **SOME GENTLE REMINDERS AS WE BEGIN TO CONNECT WITH STUDENTS THROUGH MICROSOFT TEAMS OR GOOGLE MEET**

- As a digital citizen, model the behaviour you expect to see online from your students.
  - Maintain professional boundaries by communicating with students and others electronically at appropriate times of the day and through established education platforms (for example, an authorized school web page rather than a personal account).
- Maintain your professionalism by using a formal, courteous and professional tone in all communications with students and parents.
- Avoid exchanging private texts, phone numbers, personal email addresses, videos or photos of a personal nature with students.
- Do not issue, and decline, “friend” or “follow” requests from students. Consider the privacy implications of accepting these requests from parents.



## **UNDERSTAND PRIVACY CONCERNS**

- Obtain consent forms before tweeting or posting any student work, digital pictures or other identifying information on social media or websites.
- Check frequently the privacy and security settings of photos and other content on social media accounts as they may change without your notice. Remember, your privacy is never guaranteed.
- Set appropriate restrictions to maximize your privacy on social media accounts, ensuring that students cannot view or post content
- Use your professional email and social media accounts for professional electronic communications; avoid using your personal accounts.



## **PAUSE AND ASK YOURSELF IMPORTANT QUESTIONS**

- When interacting with students, am I using electronic communication and social media to enhance their learning?
- Have you ensured everyone feels comfortable with the format (connecting through sound and video)?
- Have you planned well enough to keep ‘meetings’ 10-25 minutes?
- Have you established/shared norms with students for your Teams or Meet encounter?
- Have you started with Communication and Connection as goals prior to progressing to the learning agenda?
- Have you considered small group clusters as opposed to the whole class at once?