

# Digital Citizenship Considerations for Distributed Learning Teachers

Digital Citizenship Element/Technology Medium	Video Conferencing	Elluminate	Bridgit	Moodle
Digital Access	<ul style="list-style-type: none"> <li>Do all site locations have access to VC equipment and is it functioning as it should?</li> <li>Are there any special accommodations that need to be made for students?</li> <li>Is the VC unit appropriate for the size of group?</li> <li>Are speakers and microphones functioning properly?</li> <li>Do you have access to remote to pre-set camera angles during VC?</li> </ul>	<ul style="list-style-type: none"> <li>Ensure students know their divisional email so they can access prior to Elluminate session</li> <li>Ensure students have equipment needed: personal headset with built-in microphone, access to their own computer (note: supervisor will also need these tools)</li> <li>Do all students have access to recorded sessions from home?</li> <li>Provide alternatives for students to be able to access recorded course materials if assigned</li> </ul>	<ul style="list-style-type: none"> <li>Teachers to set up Bridgit meetings</li> <li>We currently have 20 Bridgit licenses which means 20 meetings can occur at one time as a maximum</li> <li>Access by teacher as a class, not individual students having meetings</li> <li>To ensure meeting space for Bridgit license it should be booked in advance to ensure access to 1 of 20 licenses</li> </ul>	<ul style="list-style-type: none"> <li>Ensure students know their divisional email so they can access prior to introducing Moodle</li> <li>Do students have equipment needed at school?</li> <li>If you have a homework assignment that requires access to Moodle, provide time in class to complete to not discriminate someone who does not have internet access at home (or provide options for them outside of class to access)</li> </ul>
Digital Security	<ul style="list-style-type: none"> <li>All participants in meeting are disclosed to other sites so</li> </ul>	<ul style="list-style-type: none"> <li>Students keep their passwords and usernames secure- do</li> </ul>	<ul style="list-style-type: none"> <li>Students keep their passwords and usernames secure-</li> </ul>	<ul style="list-style-type: none"> <li>Students keep their passwords and usernames secure-</li> </ul>

participants involved know who the information is shared with

- Disconnecting meeting when complete
- Connecting with other locations at agreed upon times so VC start up does not invade privacy unexpectedly

not give to friends or relatives

- Student are careful about content and potential spreading of viruses from UBS storage keys “sticks” from computer to computer and they have been taught how viruses can be spread in emails (SPAM, Facebook, etc)
- Only classroom staff members should have access to their user names and passwords and they are kept in a secure area
- Elluminate sessions must have a unique password for the class so others cannot “drop in” especially important when recording sessions otherwise anyone on the internet could watch the class and class interactions online
- Passwords for Elluminate sessions can be shared inside a password protected

do not give to friends or relatives

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- Only classroom staff members should have access to their user names and passwords and they are kept in a secure area
- Teacher will need password to create meeting
- This password is not given to students or others outside division
- All Bridgit meetings should carry their own unique password for each different meeting that is unique to group to prevent

do not give to friends or relatives

- Student are careful about content and potential spreading of viruses from UBS storage keys “sticks” from computer to computer and they have been taught how viruses can be spread in emails (SPAM, Facebook, etc)
- Only classroom staff members should have access to their user names and passwords and they are kept in a secure area
- Only student and staff members pertaining to the class have access- no guest or direct parental access to adhere to FOIP and a safe classroom community
- Students “register” for your Moodle course with the enrolment key you

		<p>Learning Management System (Moodle), emailed to CESD Student emails or verbally given to students</p>	<p>public from gaining access and dropping into your learning environment</p>	<p>provide and once all students have access, the course teacher changes the enrolment key in “settings” to prevent others from joining the class who should not be there</p> <ul style="list-style-type: none"> <li>• Enrolment key is for student access only</li> <li>• Educational Assistants or cooperating teachers/student teachers would be assigned the role of a “non-editing teacher” at the course level</li> </ul>
<p><b>Digital Commerce</b></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<ul style="list-style-type: none"> <li>• Students do not disclose personal information such as bank account numbers via chat, messaging, or email function</li> </ul>
<p><b>Digital Rights &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Students are clear on the privilege of using this technology and the consequence for breach of responsible use</li> <li>• They have a right to equal access/participation with technology and have an understanding of the responsibilities of their use of these technologies</li> </ul>			
<p><b>Digital Communication</b></p>	<ul style="list-style-type: none"> <li>• Speak in a nice loud clear voice</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns speaking and allow</li> </ul>	<ul style="list-style-type: none"> <li>• If using audio component for</li> </ul>	<ul style="list-style-type: none"> <li>• Students have been taught how to use</li> </ul>

<p>Digital Etiquette</p>	<ul style="list-style-type: none"> <li>• Speaker is looking into camera and engaging all sites so that is a more personal experience</li> <li>• Engage students from remote sites</li> <li>• Have students interact, collaborate and discuss with one another between the site locations</li> <li>• Develop learning activities that bring the class together to form a sense of unity to reduce the feeling of isolation</li> <li>•</li> </ul>	<p>opportunities for others to contribute to conversation</p> <ul style="list-style-type: none"> <li>• Use the communicative functions such as hand raising, happy faces, thumbs down, polling and formation of different groups where appropriate for student engagement and for efficient class management</li> <li>• Speakers release microphone when finished speaking, so that others can have a turn to speak also</li> </ul>	<p>Bridgit: Take turns speaking and allow opportunities for others to contribute to conversation (normally Bridgit audio is disabled during VC sessions as you have the audio occurring through VC equipment already)</p> <ul style="list-style-type: none"> <li>• Be clear of who is sharing desk top to avoid confusion</li> <li>• Engage students to interact with the SMART board through writing/solving collaborative problems, etc.</li> <li>• Be clear how you will engage students and what you will present beforehand so there is flow to Bridgit session</li> <li>• Ensure you have provided other sites with session password (orally or email)</li> </ul>	<p>different communication tools within Moolde and know which type of communication is appropriate for the chosen activity (for example chat is good for brainstorming, discussion forums are good for more in depth reflections, and formal assignments can also be attached in discussion forum</p> <ul style="list-style-type: none"> <li>• Appropriate language and short hand is used in the correct situations</li> <li>• Formal writing is communicated with proper writing mechanics and structure</li> </ul>
	<ul style="list-style-type: none"> <li>• Students have been taught and are reinforced to:</li> </ul>	<ul style="list-style-type: none"> <li>• Chat messaging function should be on task and</li> </ul>	<ul style="list-style-type: none"> <li>• N/A as this portion is run by teacher with current licensing</li> </ul>	<ul style="list-style-type: none"> <li>• Students are using the forms of communication</li> </ul>

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| <ul style="list-style-type: none"> <li>• Introduce all who are in the room- on and off camera- all locations briefly</li> <li>• Being courteous, friendly, caring and respectful to all</li> <li>• Have microphone muted whenever your site does not have a speaker speaking to avoid background noise shuffling</li> <li>• Adults and students should raise hands when they would like to speak to reduce chaos (face to face class as well as remote classes)</li> <li>• Be conscious of your body language and how your image is perceived on the other end</li> <li>• Keep private conversations to a minimum during VC as it can “look” and “sound” distracting to others (or possibly even disrespectful)</li> <li>• Limit quick</li> </ul> | <p>appropriate content/language for academic setting</p> <ul style="list-style-type: none"> <li>• Use of other tools (drawing...) available are also used appropriately and at appropriate times</li> <li>• Ensure students know that messages sent to individual people within Moodle are not viewed by whole Elluminate room, but</li> <li>• Elluminate sessions that are recorded that are no longer needed should be deleted by the meeting creator</li> </ul> | <p>structure</p> <ul style="list-style-type: none"> <li>• Be clear of which site supervisor is sharing desk top to avoid confusion</li> <li>• Allow opportunities for others to engage with each other and share</li> <li>• Emphasize clear voice and directions</li> </ul> | <p>within Moodle appropriately and on topic with course content to enhance learning activities rather than distract (chats, messaging, email)</p> <ul style="list-style-type: none"> <li>• Respect is displayed in all written, texted and oral work</li> <li>• Students are involved in a caring Moodle environment and contribute to this in a positive manner</li> <li>• Consequences of unacceptable behavior is known to students</li> </ul> |
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<p><b>Digital Law &amp; Ethics</b></p>	<p>movements/speaking</p> <ul style="list-style-type: none"> <li>Choose clothing that is neutral when possible</li> </ul>	<ul style="list-style-type: none"> <li>Modeling acceptable copyright usage during presentations and resources used</li> </ul>	<ul style="list-style-type: none"> <li>Elluminate is used for CESD business and teaching, not licensed for personal use</li> <li>Modeling acceptable copyright usage during presentations and resources used</li> </ul>	<ul style="list-style-type: none"> <li>Bridgit is used for CESD business and teaching, not personal use for licensing</li> <li>Modeling acceptable copyright usage during presentations and resources used</li> </ul>	<ul style="list-style-type: none"> <li>Modeling acceptable copyright usage during presentations and resources used</li> <li>Moodle access should be limited to only those who are in course or who are teaching/supporting the course. Parents and guest teachers (outside of the class) should not have their own access as the work created in forums, discussions and posted work should be held within the confidential classroom environment (FOIP)</li> </ul>
<p><b>Digital Literacy</b></p>	<ul style="list-style-type: none"> <li>Does the VC supervisor know how to use equipment/have they been trained how to connect and use the</li> </ul>	<ul style="list-style-type: none"> <li>Ensure students have been shown how to use audio set up wizard so they can test microphones on their</li> </ul>	<ul style="list-style-type: none"> <li>Teacher has an understanding of how Bridgit can be used to enhance Distributed learning</li> </ul>	<ul style="list-style-type: none"> <li>In order for teachers to be able to create and design Moodle courses a</li> </ul>	

	<p>hardware including remote presets?</p> <ul style="list-style-type: none"> <li>• Teacher training and development on VC pedagogy for student interaction between sites and student engagement</li> </ul>	<p>own before each meeting as this will save class time from checking microphones</p> <ul style="list-style-type: none"> <li>• Students are shown how to use tools as directed and area guided/introduced to purpose/function</li> <li>• Students are shown how to access archived Elluminate recordings so they could view whenever they wish and as needed</li> <li>• Students can be provided direct links to Elluminate session or they can access by going directly to <a href="http://elive.chinooksedg.ab.ca">elive.chinooksedg.ab.ca</a>, choosing the title of the Elluminate session, and entering session password</li> </ul>	<p>course to provide opportunities for student interaction, collaborate activities and sharing of desktops between sites</p>	<p>introductory session/tutorial must be completed with Carmen Christie-Bill to ensure a base level of proper support and understanding</p> <ul style="list-style-type: none"> <li>• Teachers who are supporting another teacher within a course-training is optional</li> <li>• Teachers who want to take a course that another teacher has created to use with their own students should have a quick consult for basics</li> </ul>
<p>Digital Health &amp; Wellness</p>	<ul style="list-style-type: none"> <li>• Equipment is organized in a fashion that reduces foreseeable injury or damage(power cord, power bars, peripheral equipment )</li> <li>• If laptops are used, students have a hard table surface in which to work from (not on laps or floors)</li> <li>• Mice are provided for students to improve ergonomics (physical)</li> <li>• Balance of digital life and real life is discussed and visited often (psychological)</li> <li>• Topics of technology addition are examined and often discussed as appropriate</li> </ul>			