



ROYAL WEST ACADEMY
189 Easton Avenue
Montreal-West (Quebec)
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RWA - Distance Learning Protocol

The purpose of this document is to put together expectations for distance learning. We feel this will alleviate stress and uncertainty for students, staff, and parents as expectations will be clear for the entire school community. Although staff and parents will benefit, our focus is to help our students navigate online learning. Moreover, this document could also be useful should other situations arise in which the school is unexpectedly cancelled for an extended period as was the case during the 1998 ice storm.

Expectations of students during online classes:

Online learning is a difficult area to navigate. Respecting these guidelines will ensure that each student gets as much out of online lessons as possible.

- Students must use their full name when signing up for a meeting. Students must sign up using their EMSB account;
- Students must have their camera on and be visible during attendance. Once their attendance is confirmed, they may angle their camera away from their face if they feel uncomfortable. Persistent lack of engagement (i.e. not responding when called on) may lead to a student being marked as absent, and may be subject to further disciplinary action by the teacher or the administration;
- Students should be "ready" for school. They should not be in bed, nor should they be wearing pajamas. It is in their best interest to create a productive workspace for themselves, such as at a desk or kitchen table with plenty of lighting;
- Students should be respectful of their peers and their teacher and not interfere with another student's learning;
- Students are to be on time for class;
- Missing an online class without proper documentation is skipping. The same consequences of skipping class in person apply. Absence from online classes must be justified by a note from parents/guardians;

- Students must refrain from eating meals during class or carrying on conversations (verbal, digital chats, or other forms) with those in their household or with peers during class time. The focus is on class material and learning;
- Students may not attend classes other than their own. Students must not give passwords/links to video meetings to students who are not in their class;
- Students may not record in any way (screen capture, video record, sound record, etc) any part of an online class without obtaining the teacher's approval in advance;
- Students may not reproduce nor share any online class content without obtaining the teacher's approval in advance.

Expectations regarding online communication between teachers and students:

It can be incredibly stressful to feel obligated to always be online and to not know when directives will be coming for a given class. These measures will hopefully help students feel more prepared for their upcoming classes and to feel like they have an end to their school day.

- Students must get into the habit of checking their EMSB email daily during school hours; their EMSB email should be the main email they use for contacting teachers;
- Teachers will refrain from sending online updates to students (email, assignments, posts, etc.) after 3pm from Monday to Friday. Updates will not be sent on the weekends. Work due on Monday will be assigned no later than Friday at 3pm. This will ensure that students' evenings are used to complete work and that they need not worry about unexpected work being assigned for the next school day;
- Students should respect the 8:30-4:00 time limit for contacting their teachers. Teachers may respond to a student after 4:00pm if they choose to, but a response should not be expected from either party. Teachers will get back to students as promptly as possible.