

# CISVA Continuity of Learning Online Safety Guide for Educators



CISVA Policies and all professional codes remain applicable, note especially:

1. Remote Work Policy 326 (with Appendix) **NEW**
2. Personal Electronic Devices and School-based Technology Policy 430
3. Personal and Professional Boundaries Policy 429

## Suggested Best Practices:

1. Ensure teacher-student communications occur only over school-issued accounts.
2. Apply professional standards to all online interactions with students and parents.
3. Maintain professional boundaries by communicating with students and parents during appropriate times of day and through established and authorized school platforms (as opposed to using personal accounts).
4. Keep communication goal-oriented and tied to lesson outcomes
5. Keep all forms of communication transparent by including parents on all correspondence.
6. Follow your school's privacy policies if posting any student work, digital pictures or other identifying information on social media or websites.
7. Set appropriate restrictions to maximize your privacy on your personal social media accounts, ensuring that students cannot view or post content.
8. Refrain from sending or accepting friend requests from students or liking content in students' personal social media accounts.
9. Ensure transparency during video chat discussions with students. While chatting, all parties should be located in common/high traffic household areas (bedrooms/bathrooms are off limits). Proper clothing attire should also be worn.

## Questions to ask yourself:

1. Would a reasonable observer consider my interaction with students and parents as reasonable and professional?

## Examples of inappropriate electronic communication include (but are not limited to):

1. Intimate or personal texting with students.
2. Sexualized exchanges (communication, pictures, etc.) with students.
3. Using informal and unprofessional language, such a profanity with students.
4. Criticizing students, parents or colleagues.
5. Posting or forwarding content, links or comments that might be considered inappropriate, offensive, discriminatory or inconsistent with professional or ethical standards.
6. Communicating with students through personal social media accounts or apps.

**If you have any concerns about a child online, report to [Cybertip.ca](https://www.cybertip.ca)**