To protect the safety of your students and the school community, it’s important that you govern yourself by these practices.

DO – Please strive to do the following:
☑ Establish a virtual connection with your students regularly to provide stability during this uncertain time. Keep conversations casual, in the same way you would in the classroom.
☑ During recorded or live videos, be mindful of anything in the background that could be distracting. Strive for a generic background.
☑ Focus your interactions with students on the educational content of your video calls.
☑ Communicate to the counselling team about any student vulnerabilities that concern you.
☑ If you think a child is being abused, neglected or harmed, remember that you have the legal duty to report it.
☑ If you witness an interaction that concerns you, reach out to the counselling team to discuss.
☑ Keep records of your teaching time. Document the details including the date, time and subjects discussed of any challenging interactions with students and/or families.
☑ If you need to meet with students to discuss their individual projects, set up virtual office hours.
☑ Only use your school email address to interact with students.
☑ Only email students between 8am and 6pm.

DON’T – Please be sure NOT to do the following:
☑ Reveal personal information like your feelings about this uncertain time or about your individual situation - or anything you would not ordinarily share in the classroom.
☑ Provide private tutoring or babysitting to your students.
☑ Promise that you will keep students’ secrets.
☑ Connect with them on your personal social media accounts.
☑ Text students and families from your personal phone.
☑ Respond to student and family emails outside of approved times.