

## Standards and Boundaries during Learning @ Home

Transitioning to Learning @ Home will be a new experience for faculty, students, and families. As with all our interactions, it is important that during Learning @ Home, we ensure that our online behaviour is held to the highest standards.

Our current Code of Conducts for staff, students and parents continue to be the basis of all behavioural expectations and the following are intended to add to those existing policies.

### For Students

- Come to each session on time and ready to learn. Mute your microphone until you are told otherwise so everyone can hear the communication from the teacher.
- While school dress is not in effect we do ask that you are dressed appropriately, as you would for a civvies day at school.
- As per the TMS Handbooks, there shall be no harassment or bullying online. Any online behaviour that hurts members of the community or has harmful impacts on the school as a whole is considered cyber-harassment and will not be tolerated.
- Any personal recording, manipulation or broader sharing outside of the class of these sessions is strictly prohibited.
- Contact your teachers and other staff only using a TMS Gmail or email account or other TMS approved programs (ManageBac, Google Meet). You should not be connected with any TMS faculty or staff on social media platforms including, but not limited to Facebook, Instagram, Snapchat, and LinkedIn.
- Follow your teacher's guidelines for contacting them outside of learning times. Extra help is available but should be accessed in an appropriate manner (such as by school email) during working hours where possible.
- As much as possible, video conferencing should be set up to eliminate backgrounds that provide information on personal lives and locations of participants (simple white or light-coloured backgrounds work best).
- Students under the age of 13 should have a parent or a guardian present within the vicinity of the learning space and aware of the meeting, when meeting with a teacher online.
- Students under the age of 13 must not participate in unmoderated social media activities as part of their learning.
- Due to the nature of group advising conversations, the video feature may be used, but sessions will not be recorded.
- One-on-one conversations are audio only, unless a parent or guardian is present.
- When posting comments or images during and after class, realize that your comments are permanently on the Internet. Consider if the comment is something you would be comfortable with your teacher, parents, family, friends or the media seeing.



## **For TMS Faculty and Staff**

TMS is committed to providing a safe and secure online learning environment for our community. It is imperative that relationships with students are professional and beyond reproach.

For reference, the Ontario College of Teachers (OCT) Ethical Standards for the Teaching Profession, and its four cornerstones of care, respect, trust, and integrity, may be found [here](#) and apply to all employees who are in contact with students. The link to the OCT's Professional Advisory regarding the use of electronic communication and social media is available [here](#).

It is important in online communication with students that faculty maintain professional relationships that:

- Recognize and respect the privileged nature of the relationship that teachers maintain with students online.
- Demonstrate impartial and consistent respect for students as individuals with distinctive and on-going online learning needs and capacities.
- Respect confidential information about students unless disclosure is required by law or personal safety is at risk.
- Model respect for human dignity, spiritual values, cultural values, freedom, social justice, democracy and the online environment and treat each student with integrity, honesty, fairness and dignity.
- Create relationships with parents and families in their role as partners in the online education of students, based on respect, trust, and communication.

Boundaries are “limits or restrictions” to actions that serve to prevent the relationship from being adversely affected, and are critical to maintaining the professional integrity of the relationship with students. The following online behaviours are considered “out of bounds”:

## **Prohibited Conduct**

Employees are prohibited from online harassment of any kind including, but not limited to:

- Humiliation
- Demeaning language
- Ridicule
- Personal attacks
- Breach of privacy
- Humour that is offensive on the basis of race, nationality, gender, sexual orientation, or disability



## **The Personal Boundary**

Relationships with students are friendly, but students are not our friends. The nature of our responsibility creates and requires a professional “distance” online that must always be maintained. The responsibility for ensuring that this boundary is respected rests with the employee and not with the student. Disclosing personal or intimate information to a class or to a group of students outside of the virtual class time violates the boundary. Similarly, a professional distance must be maintained with parents and families.

## **The Secrecy Boundary**

One-on-one online interactions with students must be known to and supported by others (sanctioned by the School, communicated to your Academic Head), to protect the dignity of the student and to prevent the appearance of misconduct. Secrecy is defined as a condition designed to conceal or hide a specific activity usually for an illicit or unauthorized purpose and often is motivated by the fear of being discovered.

## **The Socializing Boundary**

Faculty and Staff should not organize or attend online social events or meetings with a student or students unless sanctioned by the School in accordance with TMS policy and procedures. Socializing in this manner undermines the professional relationship, and invites the appearance of misconduct.

## **Guidelines for Working Online with Students:**

- Keep interactions professional, as you would in the classroom, with appropriate language and behaviour. As an extension to this, please dress in a way that is appropriate (such as how you would on a civvies day).
- Limit contact with students to working hours when using video conferencing.
- Employees should use only the communication systems that are managed by TMS (ManageBac, Gmail, and Zoom). Employees should not be connected with students on any social media platform including, but not limited to Facebook, Instagram, Snapchat, and LinkedIn.
- As much as possible, video conferencing should be set up to eliminate backgrounds that provide information on the personal lives and locations of participants (simple white or light-coloured backgrounds work best).
- Students under the age of 13 should have a parent or a guardian present within the vicinity of the learning space and aware of the meeting, when meeting with a teacher online. (International Baccalaureate. Online learning, teaching and education continuity planning for schools).



- Students under the age of 13 must not participate in unmoderated social media activities as part of their learning. There are moderated sites for younger users or sites that permit moderators to be added (teachers and guardians) (International Baccalaureate. Online learning, teaching and education continuity planning for schools).
- Personal names should be avoided in any titles or chat invites. Please use terms such as the course code or advising conversation.
- Due to the nature of group advising conversations, the video feature may be used, but sessions will not be recorded.
- One-on-one conversations are audio only, unless a parent or guardian is present.