

1.0. General Administration

1.B. Student Management

1.B. DISTRIBUTED LEARNING

Adopted: September 8, 2015

Reviewed by Committee:

Policy Reference: EL-1.1

Background Information

1. Distributed Learning is a learning model where learners are not bound by school or school division boundaries for accessing learning opportunities. Learners can enroll in courses from a variety of accredited organizations and utilize various delivery modes to customize a program of studies.

Distributed learning:

- Provides web-based educational alternatives to students where local courses are not available.
 - Allows the delivery of courses to students across a school division (or beyond division boundaries) – “congregate students electronically”
 - Allows web-based courses to become integrated into overall programming offered by schools.
2. Lakeshore School Division will consider distributed learning to address
- Small schools – low enrollments
 - Increasing difficulty in staffing courses
 - Student interest in alternative methods for receiving credits
 - Timetable conflicts
 - Teacher availability, particularly in specialized areas.
3. Web-based courses differ from other distance learning models by being
- Teacher-mediated (regular instructor contact)
 - Delivered asynchronously via the Internet
 - Flexible in scheduling – “anytime – anywhere” access to the course materials
 - Computer-mediated communications-based, i.e. e-mail, discussion groups
4. Distributed learning impacts teaching assignments in the following ways:
- Significant volumes of e-mail and discussion that must be handled by the teacher. This communication can be done at school or at home
 - teacher time for delivery of an online course is at least equal to face-to-face delivery (one course equivalent to 1/8 FTE)
 - teacher “attentiveness” is important — students respond well to quick responses to their queries and to messages initiated by the teacher that suggest that someone is watching out for them (e.g., message of encouragement)
 - teacher must receive training prior to course delivery

Guidelines

Lakeshore School Division will offer distributed learning courses to students in the school division. The following guiding principles will be adhered to:

- Lakeshore School Division will deliver as many web-based courses as feasible based on data provided by principals regarding student needs and availability of staffing. This process will be coordinated centrally.
- if a school is unable to offer one of the required compulsory or optional credits for graduation, the school must make a reasonable effort to find an appropriate alternative means of delivery of that credit.
- registrations for web-based courses should not impact negatively on the viability of face to face sections of courses in schools
- students will be allowed to enroll in a maximum of 2 web-based courses per semester
- minimum student registrations for courses will be 15
- maximum students registrations will be 25
- in cases where minimum student registrations cannot be achieved internally, the school division will allow students from other jurisdictions to register. In this case, a tuition fee will be charged and credited to the school where the teacher is based.

Fee Structure

- Internal Courses: No fee
- External Courses (Web-based or Independent Study Option): Students will be required to pay the tuition fee/course fee being charged by the delivering institution. This fee may be refundable upon completion of the course (under the discretion of the principal).

School Responsibilities

- Principals are required to engage in an information-sharing process with students wanting to register for distance learning courses, and their parents. This process will facilitate informed decision-making.
- Supply on-site facilitators
- Provide access to the appropriate information and communication technology, including Internet access
- Ensure that any distance learning course for which a student registers is valid for credit towards Manitoba's graduation requirements
- Record the marks received by students in distance learning courses on students' transcripts.
- Make arrangements for students to write any required Manitoba Standards Tests.
- Complete the Fee Reimbursement Form and submit it to Division Office as appropriate.

Reference: Evergreen School Division Policy Manual

Fee Reimbursement Form

(To be completed and submitted to Division Office upon successful completion of ISO/Web-based Course).

Student's Name: _____

School: _____

Course Completed: _____

Final Mark: _____

Principal's Signature: _____ Date: _____