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| <p><b>Kelsey School Division</b><br/><b>Box 4700</b><br/><b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p> | <p><b>Code: IH</b></p> |
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## **DISTRIBUTED LEARNING**

### 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 enrol in courses from a variety of accredited organizations and utilize various delivery modes to customize a program of studies. Distributed learning:
  - provides web-based or video conferencing educational alternatives to student 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. Kelsey School Division will consider distributed learning to address:
  - small schools – low enrolments
  - 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 or video conferencing courses differ from other distance learning models by being:
  - teacher-mediated (regular instructor contact)
  - delivered asynchronously via the WWW or video-conferencing technology for web-based courses
  - flexible in scheduling – “anytime – anywhere” access to the course materials
  - computer-mediated communications-based, i.e. e-mail, discussion groups for web-based courses

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4. Distributed learning impacts teaching assignments in the following ways:

- teacher time for delivery of an online course or video conferencing 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
- teacher must receive training prior to course delivery

#### Policy Guidelines

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

- Kelsey School Division will deliver as many web-based courses or video conferencing courses as feasible, based on data provided by high school and Kelsey Learning Center administration, regarding student needs and availability of staffing.
- 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 or video conferencing courses should not impact negatively on the viability of face-to-face sections of courses in schools.
- Class sizes shall be comparable to other class sizes in the school division.
- In cases where minimum student registrations can not be achieved internally, the school division will allow students from other jurisdictions to register.

#### Priorities for Registration

1. within programme or school
2. within school division
3. outside school division (no fees – reciprocal arrangement)

Fee Structure      No fee

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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.
- 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.

