

DIGITAL LEARNING TOOLS

Background

In accordance with the British Columbia Ministry of Education Learning Resource Policy (July 1, 2017), it is expected that educators consider the following when evaluating all materials as possible learning resources:

- a. supports the learning standards or learning outcomes of the curriculum
- b. assists students in making connections between what they learn in school and real-life applications
- c. is developmentally and age appropriate
- d. has effective instructional and technical design
- e. meets the requirements set by copyright and privacy legislation
- f. is suitable based on social considerations.

Procedures

1.0 Requirements for Digital Learning Tools

Digital resources such as software applications, websites and apps are subject to the selection process:

- 1.1 identified in the background of this procedure under the British Columbia Ministry of Education Learning Resource Policy (July 1, 2017);
- 1.2 as required to ensure information privacy requirements are met in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA); and
- 1.3 software requiring installation on district computers must also be reviewed by Information Services for security and network considerations.

2.0 Selection of Digital Learning Tools

- 2.1 Educators are encouraged to select digital resources from the District Approved Software and Approved Digital Tool lists. Consent forms must be used when a resource is identified as requiring consent.
- 2.2 Staff selecting resources outside a District approved list must submit their request through the Digital Tool Approval application form for review of privacy and storage practice of the resource to determine compliance with FIPPA and District security and network

consideration.

- 2.3 Consent for Data Storage Outside Canada must be used to obtain consent whenever a digital resource stores personal data outside of Canada.
 - 2.4 Only cloud tools storing data in Canada can be considered for managing personal information required for classroom operations, such as gradebook and mandatory classroom communications.
 - 2.5 Staff must not export data from the district information systems into 3rd party applications or websites until such import processes have been reviewed for FIPPA compliance by the Director of Enterprise Risk Management.
 - 2.6 Schools are required to document digital subscriptions to track payment method, start and end dates and information regarding who has access.
- 3.0 District Listing of Approved Digital Learning Tools
The District will maintain Approved Software and Approved Digital Tool lists which identify digital resources approved for FIPPA and technical compatibility school use. The lists are to include privacy information, technical and consent requirements for use.
- 3.1 District Approved Resource Sources
 - 3.1.1 FOCUSED K-12 Resource Collection
The BC Focused Education Resources (formerly ERAC) provides a list of evaluated digital resources.
<http://bcerac.ca>
 - 3.1.2 SD39 Digital R List
SD39 provides lists of evaluated apps and cloud tools including supporting documents informing terms for use and required permission forms.
<https://vsbworld.sharepoint.com/sites/LearningInformationTechnology/SitePages/Evaluating-New-Technology.aspx>
 - 3.1.3 SD39 Approved Software List
SD39 provides lists of evaluated desktop software reviewed for functionality on district systems, security and privacy.
<https://vsbworld.sharepoint.com/sites/LearningInformationTechnology/SitePages/Evaluating-New-Technology.aspx>

Reference: British Columbia Ministry of Education Learning Resource Policy (July 1, 2017)

Adopted: June 2, 2021