

## Online Learning: Classroom Agreement

VCC is committed to an accessible and supported online learning environment that respects privacy with respectful dialogue/discussion.

This classroom agreement supports a positive and effective online learning environment for instructors and students.

### Classroom agreement between students & instructors

#### LEARNING ENVIRONMENT

- To support a rich learning environment, follow [Zoom Tips For Online Classes](#).
- VCC's educational policies and procedures apply to the online learning environment. Nothing in this agreement displaces VCC Policy and/or collective agreements. Issues that fall outside this classroom agreement will be dealt with according to VCC Policy. Examples of relevant policies or procedures include:
  - [D.4.3 Student Non-Academic Conduct](#)
  - [D.4.5 Academic Integrity](#)
  - [A.3.6 Standards of Employee Conduct & Conflict of Interest](#)
  - [A.3.9 Records Management](#)
  - [A.3.3 Freedom of Information and Protection of Privacy \(FOIPPA\)](#)
  - [D.4.1 Students with Disabilities](#)
- Students who are unable to participate in online learning activities must talk with instructors outside of class time. Instructors will determine appropriate ways for students to meet course requirements or if additional support is needed.
- Additional support or guidance can be provided by the department leader, or student service area, such as the Arbiter of Student Issues Office, the VCC Privacy Officer, or Disability Services, etc.
- Students should not share course materials such as tests, quizzes, and recordings with people not registered in the course.

#### RECORDING OF ONLINE CLASSES

- All recordings follow privacy and confidentiality legislation.
- Instructors may record some or all of the online live sessions (Zoom) to support universal access and accessibility. Instructors will ask students for their consent to be recorded in each class. It is the student's responsibility to leave the session if they do not give consent to be recorded.
- If a student does not give consent to be recorded for privacy reasons, the content will be provided in another way (for example via a link to the recording etc.).
- Students must not record the session (and breakout room sessions) using any medium or recording tool unless the instructor and all students give clear consent.

## **ONLINE ASSESSMENTS**

- The instructor will tell students in advance how course exams, tests, quizzes, will be conducted and invigilated online (e.g. via Zoom).
- Students who can't complete any online assessments due to access to technology, accessibility concerns, or other barriers should talk to their instructor before the assessment activity.
- Students who have difficulties during an assessment should contact their instructor as soon as possible.

## **ACCESS AND USE OF RECORDINGS**

- If assessments are recorded, recordings will be stored for two years at the college and then discarded, as per the records management policy.
- Recordings of assessments will only be accessible to the student, the instructor, and the department leader of the program area.
- All recordings (online lectures and assessments) may be used for student educational conduct or individual non-educational conduct purposes.

## **EMERGENCY RESPONSE**

- If a student is observed to be in possible distress VCC has a duty of care (under Canadian civil law) to contact the student's emergency contact. This requires students to provide their instructor(s) with their current address and emergency contact details.
- A student's address and emergency contact details would only be used in an emergency situation. This information may be communicated at the beginning of the term, or if the information changes, may be updated at the beginning of an online class.