AP 250 – Learning Resources

Background:

Boards of Education now have the responsibility for determining how learning resources are chosen for use in schools. The Ministry of Education no longer conducts evaluation processes to recommend learning resources.

The term "Learning Resource" includes, but is not limited to, any materials, print or digital, selected by teachers used to support curricular expectations and student learning.

Procedures:

1. The primary objective of learning resources is to support and enrich the delivery of educational experiences in schools. It is the responsibility of educators to select high quality resources that:

- Support and enrich curriculum.
- Reflect a wide variety of formats, difficulty, and diversity of appeal.
- Represent diverse communities and present diverse perspectives.

2. Selection of Resources

It is expected educators will consider the following when evaluating materials as possible learning resources. The selected learning resource will:

- Support the learning outcomes of the curriculum.
- Assist students in making connections between what they learn in school and real-life applications.
- Be developmentally and age appropriate.
- Demonstrate effective instructional and technical design.
- Meet the requirement set by copyright and privacy legislation.
- Be suitable based on social considerations.

Educators are encouraged to use the criteria outlined in the Focused Education Selection Criteria Module, as well as their professional judgement, to determine if the resource is appropriate for their specific context.

3. Selection of Digital Resources

Digital resources such as software applications, websites, apps etc. are subject to the selection process identified in section 2. However, an additional process is required to ensure information privacy requirements are met in accordance with the Freedom of Information and Protection Privacy Act.

3.1 When using a digital resource, educators should only use resources listed on the school district's approved digital resource list

3.2 If educators are wanting to use additional digital resources, educators may request approval

3.3 Educators will submit a Request for Digital Resource Form to a school based Learning Resource Committee

3.4 The school-based Learning Resource Committee will review the request to determine whether it meets the following:

- o Selection resource criteria (section 2)

- o no other similar resources approved

- o The benefit to adding this resource to the District Digital Resource Approved List

- o Privacy and storage policies of the resource to determine compliance with FIPPA to the best of their ability

3.5 If approved by the school based learning Resource Committee, the digital resource request will be sent to the Directors of Instruction

3.6 Requests for additional resources will be received 2 times per year.

3.7 The Directors of Instruction will evaluate the resource further and have a Privacy Impact Assessment (PIA) completed.

3.8 If resource is approved, it will be added to the District Digital Resource Approved List, along with a description of best practice guidelines that should be followed in using the resource

4. Reconsideration of a Learning Resource

4.1. Concerns regarding the use of a learning resource should first be addressed, and if possible, resolved at the school level.

4.2. Where a district process is warranted, the Superintendent will convene a review committee composed of the Superintendent or designate, an administrator, a teacher, a member of the Parent Advisory Council, and a student where appropriate.

4.3. The Superintendent or designate shall chair the committee.

4.4. The committee shall refer to the Ministry of Education policy on learning resources (2017), Focused Ed selection criteria guidelines and other related policies and procedures to make its decision.

4.5. The Committee will communicate the results of its decision to all relevant parties.