

<p><b>Kelsey School Division</b>  <b>Box 4700</b>  <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**

### A. Definition

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.
2. Distributed learning:
  - a) provides web-based or video conferencing educational alternatives to student where local courses are not available
  - b) allows the delivery of courses to students across a school division (or beyond division boundaries) – “congregate students electronically”
  - c) allows web based courses to become integrated into overall programming offered by schools

### B. Implementation

1. Kelsey School Division will consider distributed learning to address:
  - a) small schools – low enrolments
  - b) increasing difficulty in staffing courses
  - c) student interest in alternative methods for receiving credits
  - d) timetable conflicts
  - e) teacher availability, particularly in specialized areas
2. Web-based courses or video conferencing courses differ from other distance learning models by being:
  - a) teacher-mediated (regular instructor contact)
  - b) delivered asynchronously via the WWW or video-conferencing technology for web-based courses
  - c) flexible in scheduling – “anytime - anywhere” access to the course materials
  - d) computer-mediated communications-based, i.e. e-mail, discussion groups for web-based courses

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- 3. Distributed learning impacts teaching assignments in the following ways:
  - a) 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)
  - b) teacher “attentiveness” is important – students respond well to quick responses
  - c) teacher must receive training prior to course delivery

C. Guidelines

- 1. Kelsey School Division will offer distributed learning courses to students in the school division. The following are guiding principles:

- a) Kelsey School Division will deliver web-based courses or video conferencing courses as feasible, based on data provided by MBCI and Kelsey Learning Center administration regarding student needs and availability of staff
- b) 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
- c) 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
- d) Class sizes shall be comparable to other class sizes in the school division
- e) In cases where minimum student registrations can not be achieved internally, the school division will allow students from other jurisdictions to register

- 2. Priorities for Registration

The order of priority for registration will be:

- a) within a programme or school
- b) within a school division
- c) outside the school division (when there are no fees by reciprocal arrangement)

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3. Responsibilities

The responsibilities for implementation include:

- a) Principals engaging in an information-sharing process with students wanting to register for distance learning courses, and with their parents to facilitate informed decision-making
- b) Providing an on-site facilitator
- c) Providing access to the appropriate information and communication technology
- d) Ensuring that any distance learning course for which a student registers is valid for credit towards Manitoba graduation requirements
- e) Recording the marks received by students in distance learning courses on the student transcripts
- f) Making arrangements for students to write any required Manitoba Standards Tests