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| Kelsey School Division Box 4700 The Pas, MB R9A 1R4 | Code: IH |
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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 enroll 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) – as a means to “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
 - f) instructional necessity when a student is unable or prohibited from attending school.
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 internet or video-conferencing technology for web-based courses
 - c) flexible in scheduling – “anytime – anywhere” access to the course materials
 - d) computer-mediated communications-bases, 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) the teacher must have appropriate instructional skills 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 Centre 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 size 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 at their expense.
2. Priorities for Registration
The order of priority for registrations will be:
 - a) within a programme or school
 - b) within the School Division
 - c) outside the School Division (when there are no fees by reciprocal arrangement).
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.