



61 King Street
Unit 12
Barrie, Ontario
L4N 6B5
(705) 733-9625; Fax (705) 733-9910

Memo #44

Date: May 23, 2017

To: Executive/Members

Re: Education for the Common Good Conference; OECTA Guidelines Related to Assessment, Evaluation, Reporting and Communication Software

Education for the Common Good Conference

OECTA's Biennial Educating for the Common Good Conference entitled, "*Celebrating Our Diversity, Sharing Our Story*", takes place July 6 and 7 at the Chelsea Hotel Toronto, 33 Gerrard Street, West.

The conference is open to all OECTA members. Simcoe Muskoka Elementary is allocated **one (1)** provincially sponsored delegate.

The conference begins Thursday July 6 at 10:30 a.m. Registration starts at 9:30 a.m. This will facilitate most delegates arriving on the day of the conference.

The chosen provincially sponsored delegate will be provided with a contact form so that OECTA may contact the delegate directly in order that the welcome letter can be forwarded.

Hotel accommodations will be provided for all provincially sponsored delegates on Thursday, July 6th.

Delegates are responsible for making their own hotel reservations by calling 416-595-1975 or 1-800-243-5732. Please be sure to identify "Educating for the Common Good" to ensure you receive the negotiated room rate by June 14.

Meal Per Diem

No snacks or meals will be provided at the conference. Provincially sponsored delegates will receive a meal per diem.

Provincially sponsored delegates will be reimbursed for expenses as per the OECTA handbook (4.107), as follows:

- Hotel accommodations based on the negotiated rate
- Travel expenses based on the most economical mode of transportation not to exceed economy airfare.

All expenses are to be submitted using the appropriate OECTA expense form and **must** include receipts.

In addition to the provincially sponsored delegates, an additional 60 spaces will be available to OECTA members and allocated on a first come, first served basis. These spaces will be accessible by members directly through the OECTA website beginning **May 29th**. The conference registration fee will be waived for additional delegates, however costs associated with accommodation, meals and travel will not be paid for by provincial. Teachers could apply through our local PD Conference Form (which can be found on our local website – Elementary – Documents and Forms) for additional funding.

Those teachers wishing to attend are to fill out the Elementary Conference Application Form. The first application we receive will be considered for the provincially sponsored spot, while the other applications will be brought forward to our June Executive meeting for approval.

OECTA Guidelines Related to Assessment, Evaluation, Reporting and Communication Software

In recent years OECTA has seen a greater demand on teachers by school boards to communicate electronically with parents. This demand can negatively impact health and well-being as it adds to workload and blurs lines between professional duties and personal time.

As such, OECTA is recommending the following guidelines for teachers in regards to any electronic communications that include assessment, evaluation, reporting, and communication software:

- Electronic communication between teachers and parents or students is to only take place via Board/Ministry sanctioned software or applications. Both the use of personal devices and personal accounts in any application should never be used.
- Electronic communication with parents regarding students is to be done during the instructional day.
- Electronic communication must abide by the Ethical Standards of the Teaching Profession (OCT) and be professional at all times. The focus should be on the assessment/report being communicated and not on personal communication. Please find below some links to useful resources on this matter.
- All matters and materials electronically communicated are bound by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) which states that unless explicit consent is given, all information is to be kept confidential.
- There is no expectation for a teacher to constantly check software or applications for notifications of new communications. If you believe that you are being instructed otherwise, please contact your local Unit office.

For Further Information:

1. OECTA's Appropriate and Professional Use of Electronic Communication: http://www.oecta.on.ca/OECTA/media/pdfs/Publications/appropriate_electronic_communication_2015.pdf
2. Ontario College of Teachers Advisory on Social Media: <https://www.oct.ca/-/media/PDF/Advisory%20Social%20Media/ProfAdvSocMediaENPRINT.pdf>
3. Ontario College of Teachers' Ethical Standards and Standards of Practice for the Teaching Profession: https://www.oct.ca/-/media/PDF/Standards%20Poster/standards_flyer_e.pdf

If you have any concerns, please contact the Unit office at 705-733-9625 or 1-800-558-4815