

## Virtual Exchange Guidelines

The Ministry of Education has educational links with three international locations and will facilitate virtual exchange programs with these locations:

Chernivtsi, Ukraine

Jilin, China

Punjab, India

Teachers interested in initiating virtual exchanges with other locations are encouraged to explore possibilities with school division administrators.

The ministry requests that school divisions review the virtual exchange guidelines and recommended document(s) prior to embarking on a virtual exchange project.

### Ministry of Education's Role/Expectations

- Provide *Digital Citizenship Education in Saskatchewan Schools* as a resource to school divisions to guide development of appropriate and responsible online behaviour from Kindergarten through Grade 12.
- Promote opportunities for virtual exchange programs with targeted locations through the Bi-weekly Bulletin to Directors of Education and the Saskatchewan Teachers' Federation Bulletin.
- Facilitate linkages between the ministry's international partners and school divisions interested in participating in virtual exchange programs to promote digital citizenship education.
- Support schools with development of a virtual exchange project by providing a project template.
- Receive project ideas from interested Saskatchewan schools and share them with the partnering country's representative to be matched with schools/classrooms in the partner country.

### School Division's Role/Expectations

- Ensure that school administrators and educators are familiar with the ministry document *Digital Citizenship Education in Saskatchewan Schools*.
- Establish school division guidelines and expectations for digital citizenship and online activity.
- Communicate the information provided by the ministry with their schools and encourage them to participate in virtual exchanges.

### School Administrator's Role/Expectations

- Ensure that teachers are familiar with the ministry document *Digital Citizenship Education in Saskatchewan Schools*.
- Support teachers to incorporate digital citizenship education into their instruction.
- Communicate with their teaching staff about the opportunity to participate in virtual exchanges.
- Support classroom teachers who choose to participate in a virtual exchange by sharing information with families about digital citizenship education and the benefits of virtual exchanges.
- Ensure that classroom teachers are equipped with the technological tools required to participate in a virtual exchange.

### Teacher's Role/Expectations

- Individually or in teams, develop a project that meets the curricular needs and interests of students.
- Work with students prior to the exchange to ensure that all students have a clear understanding of appropriate online behaviour.
- Communicate with the families of students in their classroom about the virtual exchange project and seek written approval to participate in the project.