

## Appendix A to 11 May 2021 COW Report



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

### Consultation Plan

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

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| <b>DATE:</b>  | 11 May 2021  |
| <b>PROJECT:</b><br>(Project name,<br>Letter of<br>Transmittal, etc.)  | Consultation regarding the proposed updates to B&LT Appropriate Use Policy |
| <b>CONTACT /<br/>PROJECT LEAD</b><br>(Name,<br>telephone, email):   | Shawn Lehman, Superintendent of Instruction, ext 8391                      |
| <b>WHAT?</b>  |  |
| <b>1.WHAT IS THE PURPOSE OF THE CONSULTATION?</b><br>(Describe project scope, nature of consultation, decision to be made, and any relevant information)  |  |
| <i>To seek input on the Appropriate Use of Technology Policy to update the policy and procedure to better reflect the current landscape of technology in the OCDSB and in an effort to better support and promote a culture of caring within the OCDSB.</i> |  |

## WHY?

### 2.WHY ARE YOU CONSULTING? (Check all that apply)

- ☒ To seek advice, informed opinion or input for consideration prior to decision-making?
- ☐ To share information and/or create awareness about a subject/potential recommendations/decision yet to be made?
- ☐ To share information and awareness about a subject/recommendation/decision that has been made?
- ☐ Other? (Please explain)

*This consultation will invite participants to provide feedback about the current policy and procedure based on their experience as users. The primary focus will be on staff and students, with other persons or groups invited to share input as well.*

### 3.HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES (if applicable)?

*The policy reflects the District's commitment to a Culture of Caring: Champion and nurture a safe, caring and respectful workplace. The Appropriate Use of Technology Policy has not been revised in 9 years and in order to better support our staff and students we need to ensure it accurately reflects the current landscape.*



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### WHO?

#### 4.WHO WILL BE CONSULTED? (Key stakeholders) (Check all that apply)

##### **OCDSB Community Internal to OCDSB External / Other (please identify)**

☒ Students ☒ Trustees ☒ Agencies/associations ☒ Parents/guardians ☒ Superintendents \_\_\_\_\_ Community groups ☒ School council(s) ☒ Principals and/or Vice-principals \_\_\_\_\_ General Public  
 \_\_\_\_\_ Ottawa Carleton Assembly of School Councils ☒ Managers \_\_\_\_\_ Other \_\_\_\_\_ governments  
 \_\_\_\_\_ ☒ Advisory committees (Specify below) ☒ District staff \_\_\_\_\_ Other  
 \_\_\_\_\_ Special Education Advisory Committee, etc ☒ Federations  
 \_\_\_\_\_ ☒ Other Technology Advisory Committee  
 \_\_\_\_\_ ☒ Audit Committee

Please describe or expand on who will be consulted and any partners in the consultation:

*The key users governed by the policy are students and staff.*

*Feedback is also welcome from a range of stakeholders. To support this, information about the policy review process will be posted on the District website with an overview of some of the areas of concern and an invitation to provide feedback through some guiding questions. This will ensure ease of access for interested stakeholders and will facilitate the collected and consolidation of feedback.*

*Awareness of the consultation and the opportunity to provide feedback will be shared through employee updates, student updates (grades 7-12), the school council newsletter, and to all parents and guardians through Keeping You*

*Connected. Interested parents will be invited to share feedback either electronically or at a planned feedback session (virtual).*

In addition to the parent consultation, the consultation includes targeted outreach to the federations, Parent Involvement Committee, principals, vice-principals and managers, students and staff in Business and Learning Technologies.

**5.HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN?**

In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions prior to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)

*Staff has been collecting feedback in more general terms from students, staff and parents and guardians over the past year related to user experience and the increased use of technology for remote and virtual learning and working. Business and Learning Technology is currently surveying staff about the District's Technology plan and although not directly related to this policy, that feedback will be reviewed for any relevant connections to this policy.*

**HOW?**

**6.HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS? (Check all that apply)**

☒ Website (schools and/or OCDSB sites)

☒ Employee Update

☒ Student Update (7-12)

☒ Keeping You Connected (parent update)

☒ School Council newsletter

☒ Employee Focus Groups

☒ Student Focus Groups

☒ Other - Principal Operations Meeting, Federation meeting, other meetings as required

Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?

*Information about this consultation will be shared using established channels for different audiences. The website will be the repository for information and all communications will be linked back to the website.*

**7.HOW WILL THE CONSULTATION BE CARRIED OUT?** (Check all that apply)

☒ Web based notice and feedback

☒ Focus groups

☒ Meetings

☒ Other (Parent Involvement Committee)

Please describe:

*The consultation plan is designed to recognize three primary user groups - staff, students and the Business and Learning Technology Department, as well as other stakeholders who may have an interest, but are not necessarily regular users of District technology or devices. Recognizing that there is a range of stakeholder interest on this topic, the consultation has been designed to ensure interested stakeholders can provide input.*

*Staff is developing a consultation page on the district website which will contain information about the current policy consultations. This page will be linked to school websites. This page will include key background information, timelines for consultation and opportunities for providing feedback. This will include discussion and/or survey questions which stakeholders can use to provide feedback.*

*Information about this consultation will be sent to the stakeholder groups (staff, students, parents, school councils) as explained above. Interested parties will be invited to share feedback electronically in June.*

*In addition, there will be a focus group discussion with staff in Business and Learning Technologies in June. The purpose of this focus group is to discuss issues that routinely arise in the course of supporting the District's technology infrastructure, devices and clients. This focus group discussion is key to ensuring the business and security aspects of the policy are addressed.*

*In the fall, there will be focus group discussions with key users, staff and students. These sessions will allow users the opportunity to share their experiences and needs. This phase of the consultation will also include discussions with the federations as well as any follow-up discussions or focus groups which may be identified based on the feedback received in June.*

*Given the pandemic we will leverage technology to conduct the consultation.*



## CONSULTATION PLAN

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### WHEN?

#### 8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)<sup>1</sup>:

i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis;

Date for Committee/Board deliberation; Evaluation of consultation

| Targeted DATE FOR FINAL DECISION: |   |  |
|-----------------------------------|---|--|
| PROJECTED DATE(S)                 | ACTIVITY/MILESTONE  | NOTES**  |
| May 11                            | Committee of the Whole - presentation of Framework  |  |
| May 25                            | Board Approval of Framework   |  |
| June 1 - 30                       | Community for input, Staff for input - information to go to community <ul style="list-style-type: none"> <li>Website text posted, invitation for input (June 1 - June 30)</li> <li>Business and Learning Technologies Staff Consultation (Staff Meeting)</li> </ul> | <ul style="list-style-type: none"> <li>- Background Information and questions posted on District Website</li> <li>- System Memo to Invite Staff feedback</li> <li>- Parent Invitation to input through Keeping You Connected and School Council Newsletter</li> <li>-</li> </ul> |
| Sept/Oct                          | Focus Group Consultation  | Specific Dates pending   |
|                                   | Students<br>Staff<br>Others as required   | <ul style="list-style-type: none"> <li>- Focus groups will be held virtually in groups of no more than twenty</li> </ul>   |

|   |  |   |
|---|--|---|
|   | <b>-Focus Groups</b> : Federations, Tech Committee, Digital Lead Learners, Managers (Manager's Council)<br><b>-Parent Involvement Committee</b> (September Meeting)<br><b>-Consultation with Labour Relations and Human Resources</b><br><b>- Consultation with Safe Schools</b> | <ul style="list-style-type: none"> <li>- Feedback from PIC will be solicited at September meeting</li> <li>- Consultations with Labour Relations, HR and Safe Schools will be meeting format</li> </ul> |
| November  | Draft Policy to DEC  |   |
| December  | Committee of the Whole - Draft Policy presented for discussion   |   |
|   |  |   |
| <p><b>**In filling out this chart, please note:</b></p> <ul style="list-style-type: none"> <li>▪ the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session;</li> <li>▪ any constraints such as necessary deadlines, availability of stakeholders; and</li> <li>▪ the timelines for communicating the outcome/related decisions reached to those consulted.</li> </ul> |  |   |
| <p><b>9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS?</b> (Check all that apply)</p>  |  |   |
| <p> <input checked="" type="checkbox"/> Email circulation____<br/> <input checked="" type="checkbox"/> Website (schools and/or OCDSB sites)<br/> <input checked="" type="checkbox"/> Letter of Transmittal to committee/Board<br/> Please describe: </p>  |  |   |



*Final Policy will be presented for discussion and approval to the Committee of the Whole and Board before the end of the calendar year.*

**OTHER**

**10. ESTIMATED COSTS FOR THE CONSULTATION\*** (i.e. advertising, facilities, translation, materials):

n/a

*\* Note that the consulting body bears responsibility for the costs of the consultation.*

**11. EVALUATION:**

Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process.  
(e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)