

# Digital Learning Best Practices Checklist

✓	<b>Student Engagement</b>
	Learners interact collaboratively with peers and teachers.
	Courses use a variety of engagement strategies, such as discussions, activities, and digital tools.
	Learners engage in rigorous learning experiences that use higher order thinking skills.
	Learners demonstrate work that reflects the high expectations of the instructional design.
	Learners use digital tools to conduct research, solve problems, and/or create original works.
	Learners' personalized needs are met through adaptive technology, modification to the curriculum, or other strategies.
	<b>Digital Learning Community</b>
	The school has a clear written policy for cyberbullying, including consequences and synchronous support.
	Learners have opportunities to build a sense of community and foster positive relationships with peers and adults.
	Learners interact respectfully with teachers and each other, using internet etiquette (netiquette).
	Learners are supported by peers and adults in meeting their learning goals.
	The school supports digital citizenship and internet safety.
	<b>Curriculum and Assessment</b>
	Learners have access to appropriately challenging curriculum.
	Learners make connections from the digital environment to real-life experiences.
	The school validates that curriculum and assessments meet the educational requirements of the school and align with appropriate standards.
	Assessment of learning promotes the development of learning goals, progress monitoring, and student ownership of the learning process.
	<b>Academic Integrity</b>
	The school has a process to ensure students are completing their own work.
	Learners know the expectations for academic integrity, through a written policy provided by the school.
	Visual technology is used for synchronous communications.
	Turnitin or other academic integrity databases are used to ensure authenticity of student work.

✓	<b>Effective Environment</b>
	Course teacher-to-student ratios follow in-person class practices (optimal ratio is 1 teacher to no more than 25 students per course).
	Communication from the school to learners and families is transparent and regular.
	Learners and families know the expectations for attendance requirements and consequences for lack of engagement, through a written policy provided by the school.
	The school has practices in place to determine when learners are not engaged and to respond with reengagement strategies.
	<b>Technology Infrastructure</b>
	The Learning Management System (LMS) is secure and ensures the integrity of student login and submission of work.
	The school communicates minimum technology requirements for access to the digital environment.
	The school has defined processes for IT support such as help desk procedures and platform assistance.
	The school has defined process for systems back-up, outages, storage of student records, and data privacy.
	The LMS integrates with other platforms, such as the Student Information System.