

## Procedures

1. School Principals are authorized to select instructional resources that meet the outcomes outlined in the provincial Program of Studies.

- 1.1. Selection Criteria

All resources must be authorized for use by Alberta Education. Resources not authorized by Alberta Education but required by staff must receive authorization from the Superintendent/Designate or School Principal.

- 1.2. Collaboration

Schools are encouraged to select resources collaboratively. Using standard resources will support dialogue and collaboration between teachers from different schools within the Division.

2. Online Teaching and Learning Resources

Teachers are encouraged to use engaging video and other multi-media resources available online.

- 2.1 For instructional and educational purposes, the Division supports and encourages teachers to include use of Social Media, to develop electronic student portfolios, and to explore new opportunities, “Apps” and software. See AP 80-01 Digital Citizenship, Section II, Number 4.

- 2.2 The Division will maintain licenses for teachers and students to access technology resources commonly and universally applicable to the teaching and learning environment. See AP 80-01 Digital Citizenship, Section II, Number 6.

- 2.3 Digital resources licensed for jurisdiction use can be expected to have been vetted for educational use and aligned to curriculum outcomes. Teachers must ensure that the licensed digital resources they select are suited to the program and level of their students. See AP 80-01 Digital Citizenship, Section II, Number 6.

- 2.4. When teachers choose to obtain technology resources beyond Division license agreements, they must assess for quality and alignment to learning outcomes. See AP 80-01 Digital Citizenship, Section II, Number 6.

3. Site and Division Licensing /Subscriptions of Valued Learning Resources

Many ‘resources’ available to Division schools, teachers and students are accompanied by annual license or subscription fees. Some of these resources are used by all schools and the fees are less per student with larger populations.

- 3.1 Some examples of licensing of resources include Discovery Education, Discovery Science Techbook and Learn360.

- 3.2 Education Services will evaluate each resource license on an annual basis.

- 3.3 The criteria for determining whether a ‘resource’ will be universally licensed for the Division are:

- 3.3.1 Aligns with the framework of UDL by providing multiple means of:  
Representation, Action, Expression and Engagement.

- 3.3.2 Directly linked to existing programs of studies (especially if correlated to specific learning outcomes).
- 3.3.3 Potential for effective 'return on investment' (i.e. that the 'resource' impacts a reasonable number of students for the amount of expenditure).
- 3.3.4 Subject to successful pilot and teacher demand.
- 3.4 The Division maintains specified video streaming subscriptions to support instruction. These subscriptions are funded by the 'coop pool' on behalf of all community schools, based on a cost per pupil negotiated with the service providers. Current service providers include:
  - 3.4.1 Discovery Education Canada: <http://www.discoveryeducation.ca/Canada/> provides resources, interactive digital media, as well as educational videos.
  - 3.4.2 Criterion on Demand: <https://www.criterionondemand.com/> provides access to feature films for classroom use. The Criterion subscription also provides licensing for schools who choose to use movie nights as a fundraiser.
  - 3.4.3 Audio Cine Films: [www.acf-film.com](http://www.acf-film.com) provides access to feature films for classroom use.
- 3.5 See also AP 80-01 Digital Citizenship.

#### 4. School Library Materials

All reference materials will be purchased and catalogued through the school library. School library collection selection criteria shall include:

- 4.1 The potential of an item to widen the experience of the student or to help fulfill some personal, educational or cultural need.
- 4.2 The potential of the item to directly or indirectly enhance the educational and/or recreational purposes of the library.
- 4.3 The item's purpose, reputation, relevance, price, and quality of production.
- 4.4 Materials of Canadian content and reflecting a Canadian point of view will be encouraged where possible.
- 4.5 At no time will an item be excluded from consideration because of the author's race, religion, national origin or political views.
- 4.6 Copyright materials shall not be copied without proper authorization.

#### 5. Instructional Media Centre

The collective buying power of a centralized service provides equity of resources for all Division schools.

- 5.1 The Division will support the Instructional Media Center to purchase, organize and distribute instructional materials in support of curriculum.
- 5.2 Media materials will be housed in the Instructional Media Centre and shall be available to all teachers within the Division.

#### 6. Outside Resource People

Schools are encouraged to utilize the abilities and talents of resource people from the school community.

#### 7. Public Complaints about Instructional Materials

Parents or organizations with concerns regarding instructional materials should first approach the School Principal. If the problem is not resolved to their satisfaction, they may

raise their issue in accordance with AP 20-03 Communication Protocol.

**Reference**

[Policy 13 Appeals to the Board Regarding Student Matters](#)

[AP 20-03 Communication Protocol](#)

[AP 80-01 Digital Citizenship](#)