	Lloydminster Catholic School Division – Administrative Procedures
	AP 251 – Digital Media Instructional Resources
Related LCSD AP's	AP 144 – Information Security AP 147 – Purchase and Installation of Software on Division Devices AP 250 Selection of Instructional Materials Learning Resources
Form(s)	
References:	*The Education Act, 1995* sections 85, 87, 175 The Education Regulations, 2019 section 42
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Background

The Division recognizes that digital media resources may be used to deliver programs to students. The use of these resources is encouraged when and if the material enhances or more clearly portrays and demonstrates or provokes thought about the curricular concept being taught.

The Division supports the use of digital media that enhance the active and critical, as opposed to passive and unproductive learning experiences for children. Careful choices, then, on the part of the staff are necessary, and must adhere to Section 1 of AP 250 Selection of Instructional Materials Learning Resources.

Definition: **Digital Instructional Materials (DIMs):** DIMs are defined as instructional materials that are conveyed via digital media. Examples include digital textbooks, applets and applications, and online supplementary resources. (Definition provided by: https://www.igi-global.com/dictionary/digital-instructional-materials-dims/54307)

Procedures

1. Teachers shall consider the use of digital media resources as a means to enhance instruction.

2. Teachers may only access digital media resources from school or Division collections in compliance to School Division licensing agreements. A teacher requiring a resource not in a school or Division collection must receive formal approval from the Principal in accordance to Section 4 of this Administrative Procedure.

3. In the event a school community decides to present a particular digital media resource to a multi-graded group of students, the staff should thoroughly discuss a plan to ensure that the resource is appropriate for the age and maturity of the audience and that the presentation schedule is effective in the school's calendar of events. If there is doubt concerning a specific resource its relevance will be adjudicated by the Superintendent of Learning.

4. The Principal, or designate, must ensure that:
    4.1. All digital media resources are included in a school or Division licensing agreement;
    4.2. All resources are cataloged in either the school library or the Learning Resource Center (LRC) library collection; and
    4.3. All digital media resources are approved before being added in the school's library collection.