



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
A GEMS SCHOOL

**GEMS**  
EDUCATION

# REMOTE LEARNING BEHAVIOUR POLICY

**Implemented: April 2020**

**Next Review: April 2021**

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## **Remote Learning Plan (RLP) Overview**

OOS has launched the Remote Learning Initiative to address changing and emerging conditions in order to fulfill the requirements of distance learning which is a method of self-learning, that leads to strengthening the system of open and continuing education. While Remote Learning cannot replicate onsite learning, our teachers can deliver powerful instruction that allows students to meet expected standards in an online environment.

In order to ensure the stability of the programme, guidelines and instructions have been extracted and developed from the MOE Student Behaviour Management Policy and School Behaviour policy, which will help in its success and achieve continuity for the academic year and the educational process.

The behavioural offences are mentioned according to their degree, as mentioned in the Student Behaviour Management Policy and are coupled with behavioural offences specific to distance learning, in order to achieve the ease and flexibility of access to the detailed procedures mentioned in the Student Behaviour Management Policy

### **OBJECTIVES:**

- To promote positive behaviour and take self and public responsibility among students within the school community.
- To create an appropriate educational environment for the success and enhancement of the Remote Learning Initiative based on the integration and continuity of education in facing crises and natural disasters.
- To apply the principle and culture of reinforcement, encouragement and permanent care to the educational community to reduce behavioural offences outside the walls of the school (Remote Learning) with the best possible educational means.

### **OFFENCES AND BEHAVIOURS IN THE VIRTUAL SCHOOL (Remote Learning):**

#### **MINOR BEHAVIOURAL OFFENCES(FIRST DEGREE) :**

- A delay of (10) minutes or more from the beginning of a distance learning class when broadcasting live without an acceptable excuse.
- Wearing clothes that violate public decency and morals while attending the period when broadcasting the remote learning period live.
- Private conversations or discourse that is not related to study and hinder the course of the lesson during the live broadcasting of the remote learning period.
- Ridiculing the teacher or a colleague during the remote learning period.

- Eating while attending remote learning.
- Adding any unauthorized program, including programs that are shared and free programs.
- Using the microphone feature, camera or chat without prior permission from the teacher.
- Playing games (except with the express permission of the teacher because it is an educational necessity linked to the lesson.)
- Misusing rights and tools available through Microsoft Teams or any other web tools.

### **MEDIUM SEVERITY BEHAVIOURAL OFFENCES (SECOND DEGREE)**

- Absence from a single school day (via remote learning) without an acceptable excuse.
- Inciting students not to attend periods, threatening or intimidating them, and not attending periods in remote learning platforms.
- Creating quarrels between students, whether visual or written, by broadcasting via synchronous and asynchronous distance learning platforms.
- Using e-mail or social media to reveal information of a personal nature.
- Removing the teacher or students from the group that leads to blocking the course of the lesson, teacher's work and other students' rights.
- Inviting others to the class without the knowledge of the class
- Abusing or insulting official visitors during live broadcast.
- Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user

### **SERIOUS BEHAVIOURAL OFFENCES (THIRD DEGREE)**

- Using the initiative's communication and information technology to insult, curse, threaten with violence, slander, or blackmail in a deliberate and repeated manner via any digital platform.
- Participating in unofficial mailing lists and bulletins within the remote education initiative and posting information about teachers and students without permission.
- Posting about the initiative through social media.
- Divulging other students' personal information, including home addresses and phone numbers.
- Searching for information, obtaining specific copies, or modifying files and other data, or passwords belonging to other users on the network.
- Entering and using the account of another teacher or student with or without his/her knowledge and/or consent.
- Destroying, modifying, or misusing devices or software in any way.

- Tampering, removing, requesting the removal of, or intentionally causing damage to any device, software or hardware.
- Installing or downloading software or products that might harm the device or the hard disk.
- Using any camera (available as part of or as an add-on to certain devices) for personal use, and/or sharing photos or any information about any of the students' parents, employees, or any other person without their explicit consent.
- Using educational content to photograph and recording conversations between students, and posting them without prior permission.

**VERY SERIOUS BEHAVIOURAL OFFENCES-DISTANCE LEARNING (FOURTH DEGREE)**

- Creating or opening hyperlinks or any associated files unless they are sent from a trusted source.
- Using the network to develop programs that harass users or to penetrate or destroy other people's accounts and devices.
- Establishing networks or network connections to make live communications including audio or video (relay chat) without prior formal permission.
- Publishing, creating, exchanging or promoting malicious or suspicious software.
- Overpower e-mail accounts or applications used for remote learning with high electronic data flow, stopping them from working, disabling them or destroying their contents.
- Intentionally capturing or intercepting any communication without authorization through the information network used for remote learning.

**PROCEDURES FOR DEALING WITH OFFENCES:**

The following levelled procedures shall be taken, and the deduction of behaviour grades shall be calculated in the event of committing various offences during remote learning, taking into account the detailed instructions and procedures mentioned in the MOE Behaviour Management Policy.

Cases will be presented within the competences of the school management, and accordingly, the necessary decisions are taken according to the MOE Behaviour Management Policy.

In the event that a student with special educational needs or of determination commits a behavioral offence during remote learning, the School Management Committee and the school support team shall coordinate with each other to

study the behavior of the student to determine the relationship between the offence and the disability, and then apply the measures.

Any breach of these rules (third and fourth-degree offences) may lead to procedures ranging from withdrawing the user's right to log-in or monitoring the use of the service or terminating his/her use of the service or both and there will be disciplinary procedures in case of breaching these conditions and rules.

### **ATTENDANCE, ABSENCE AND DISMISSAL:**

The procedure and measures for calculating attendance and absences, excused or unexcused, are subject to the laws and regulations issued in this regard.

### **ROLES AND RESPONSIBILITIES OF STAKEHOLDERS:**

#### **SCHOOL ADMINISTRATION:**

- Form a student behavior management committee, approve all of its official actions as specified in the official policy, and deal with all offences through it, and also activate the initiative's plans and programs.
- Ensure that teachers' accounts are activated on educational platforms. Follow-up on teachers' execution of the allocated periods according to the set schedule and ensure that the teacher uses professional language during broadcasting.
- Ensure the quality of the activities and educational materials provided to students in remote learning.
- Instruct students to log-in the training platform to see how to practise interactive remote learning lessons.
- Prepare schedules for the remote learning according to the methodology that has been sent from the school operations.
- Ensure that all students have devices to enable distance learning.
- Coordinate with the technical support team to solve and avoid any technical issues that may disrupt distance learning.
- Monitor the impact of training on teachers and their readiness for distance learning.
- Monitor the absence and tardiness of students during the broadcasting of periods, and follow up with school administration specialized staff.
- Conduct teacher / student / parent surveys on the quality of remote learning and generate improvement plans.
- Prepare and submit reports on the Remote Learning Initiative.

## **PARENTS**

Full responsibility for the user agreement concerning the usage policy and rules in terms of:

- Running officially accredited programs for distance learning
- Refraining from filming or disclosing the live broadcast
- Being present for guidance during the broadcasting period
- Secure environment readiness for students in their homes through the following:
  - Providing an adequate place and providing the Internet
  - Maintaining the student's overall good appearance during lessons
  - Support and encourage students to practise distance education by ensuring that they attend and complete all educational activities.
- Comply with the school's decision regarding any offences committed by their child.
- In the event that the parent/guardian refuses to comply with the school's decisions or take responsibility for their child's offence, the matter will be taken seriously by the school management.

## **TEACHERS**

- Ensure they support educational and research objectives in line with the initiative's mission and objectives.
- Adhere to the rules of proper discipline and conduct in electronic communication and maintain confidentiality regarding students' personal information.

## **STUDENTS**

- Comply with official times and dates in accordance with the regulations and laws issued by the Remote Learning Initiative.
- Keep the device ready for learning.
- Adhere to all rules. Any violations will result in procedures ranging from withdrawing the user's right to log-in or monitoring the use of the service, or terminating his/her use of the service, or both.