مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

REMOTE LEARNING BEHAVIOUR POLICY

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Remote Learning Plan (RLP) – Overview

Our Own English High School (OOS) implements the **Remote Learning Initiative** to ensure continuity of education during circumstances that require distance learning, such as emergencies, natural disasters, or other exceptional situations.

Remote Learning is an approved mode of education that promotes independent learning while strengthening the system of open and continuous education. Although remote learning cannot fully replicate onsite classroom experiences, OOS ensures that **high-quality teaching, structured routines, and clear behavioural expectations** allow students to meet curriculum standards in a safe and engaging online environment.

To ensure consistency, discipline, and stability of the Remote Learning Programme, this policy has been developed in alignment with:

- The **MOE Student Behaviour Management Policy**
- The **School Behaviour Policy**
- Accepted standards for digital citizenship and online safety

This policy outlines behavioural expectations, offences, and procedures specific to **remote learning environments**, while maintaining continuity with existing national and school-level regulations.

Objectives

This policy aims to:

- Promote **positive behaviour**, responsibility, and self-discipline among students
- Maintain a **safe, respectful, and productive online learning environment**
- Support the effective implementation of the Remote Learning Initiative during disruptions
- Reinforce a culture of encouragement, responsibility, and accountability
- Reduce behavioural violations in virtual learning environments through proactive guidance and support

OFFENCES AND BEHAVIOURS IN REMOTE LEARNING

Minor Behavioural Offences – First Degree

- Late arrival (10 minutes or more) to a live online lesson without valid reason
- Inappropriate dress that violates public decency or school expectations
- Engaging in private conversations unrelated to learning that disrupt lessons
- Ridiculing or mocking teachers or peers during online sessions
- Eating during remote learning sessions
- Installing or using unauthorised applications or software
- Using microphone, camera, or chat functions without teacher permission
- Playing non-educational games during lessons without approval
- Misusing tools and permissions available through Microsoft Teams or other approved platforms

Medium Severity Behavioural Offences – Second Degree

- Absence from one full day of remote learning without acceptable justification
- Encouraging others to skip lessons or intimidating peers into non-attendance
- Creating conflict or arguments through written, audio, or visual communication
- Sharing personal or confidential information via email or social media
- Removing students or teachers from online classes without authority
- Inviting unauthorised individuals into online lessons

- Abusing or insulting official visitors during live sessions
- Use of offensive, profane, racial, or discriminatory language (written or verbal)
- Posting inappropriate or disruptive content in chat areas

Serious Behavioural Offences – Third Degree

- Repeated harassment, threats, defamation, blackmail, or abuse via digital platforms
- Participation in unofficial mailing lists or communication groups related to the initiative
- Publishing information related to the initiative on social media without permission
- Sharing personal data of students, parents, or staff without consent
- Attempting to access, alter, or misuse files, passwords, or accounts
- Impersonating another student or teacher
- Damaging, tampering with, or misusing devices, software, or systems
- Installing harmful software or programs
- Taking photos, screenshots, or recordings without permission
- Sharing recorded content related to teaching or student interactions

Very Serious Behavioural Offences – Fourth Degree

- Creating or opening suspicious hyperlinks or malicious files
- Developing or using programs to harm, hack, or disrupt systems
- Creating unauthorised networks or communication channels
- Publishing or distributing malicious software
- Overloading or disabling official learning platforms or accounts
- Intercepting or recording communications without authorisation

Procedures for Dealing with Behavioural Offences

- Behaviour grades will be deducted in accordance with the MOE Behaviour Management Policy
- Incidents will be investigated and addressed by the School Behaviour Management Committee
- Appropriate disciplinary measures will be applied based on offence severity
- Repeated or serious breaches may result in restriction or removal of online access

Students of Determination

For students of determination, the School Management Committee and support team will evaluate whether the offence is related to the student's needs and apply appropriate, individualized measures.

Attendance, Absence, and Dismissal

Attendance and absence procedures during remote learning follow national laws and approved school regulations. Unauthorised absences and persistent non-attendance will be addressed as per policy.

Roles and Responsibilities

School Administration

- Form and oversee the Student Behaviour Management Committee
- Ensure teachers' platform accounts are active and secure
- Monitor lesson delivery, professionalism, and online conduct
- Ensure quality of digital learning resources
- Provide training and guidance for interactive online learning
- Prepare and implement remote learning schedules
- Ensure students have access to required devices
- Coordinate with IT for technical support

- Monitor attendance, punctuality, and engagement
- Conduct surveys and prepare programme evaluation reports

Parents / Guardians

Parents are responsible for:

- Ensuring compliance with technology use agreements
- Not recording or sharing live lessons
- Supervising students during live sessions
- Providing a safe and suitable learning environment
- Ensuring appropriate student appearance and behaviour
- Supporting completion of learning tasks
- Cooperating with school decisions related to behavioural incidents

Teachers

- Model professional conduct and ethical online communication
- Maintain confidentiality of student information
- Uphold discipline and behavioural expectations during lessons

Students

Students must:

- Follow official schedules and learning timelines
- Keep devices ready and functional
- Follow all rules and guidelines
- Understand that violations may result in restricted or terminated access