

POLICY ON REMOTE LEARNING

INTRODUCED:	March, 2020
REVIEW 1:	March 2021
REVIEW 2:	December 2023
REVIEW 3:	December 2025
NEXT REVIEW:	December 2027

DEFINITION:

Instruction between an instructor and students when they are separated by physical distance, and communication is accomplished by one or more technological media.

PURPOSE:

To provide continuous and comprehensive curriculum program to students during situations where the students and teachers are unable to physically attend school.

SCOPE:

The distance learning policy covers the following aspects

1. Learning Opportunities
2. Attendance and participation
3. Safeguarding
4. Wellbeing

POLICY FRAMEWORK:

1. Learning Opportunities

- The school will use platforms like Microsoft teams and Zoom video conferencing for the live sessions and ETH learning management platform for non-interactive sessions during distance education.
- Pre-recorded sessions, assignments and integrated activities will be used to enhance the students' learning experience. These sessions will be available on the 'Learning Management System' of the school.
- Assignments and assessment will be in the form of worksheets and MCQs.
- Only readily available and easily accessible resources will be used for activity based teaching-learning.

Roles and responsibilities of stakeholders:

School Administration:

- Ensure that teachers' accounts are activated on educational platforms like Microsoft teams and LMS.
- Follow-up on teachers' execution of the allocated periods according to the set schedule and ensure that the teacher uses professional language during broadcasting.
- Prepare alternative plans to cope with any challenges that may arise when implementing the initiative, especially regarding the absence of teachers.
- Ensure the quality of the activities and educational materials provided to students in the remote learning are appropriate and safe.
- 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.

- Conduct teacher / student / parent surveys on the quality of distance learning and generate improvement plans.
- Prepare and submit reports on the Distance Learning Initiative.
- Follow any instructions or guidelines for the Distance Learning Initiative issued by the Ministry of Education.

Teacher

- Plan and modify the curriculum to suit remote teaching-learning program.
- Ensure usage of distance learning platform is fully dedicated to supporting educational and research objectives and in line with the school's vision, mission and objectives.
- Adhere to the rules of proper discipline and conduct in electronic communication and maintain students' personal information confidential.
- Follow any instructions or guidelines for the Distance Learning Initiative issued by the school.
- Inform, educate, and guide students and their parents regarding the school's remote learning regulations.
- Educate students about the distance learning methodology and monitor students' impressions about it.
- Inform parents about their role and responsibilities in the distance learning of their children.
- Monitor the physical environment and devices to maintain their effectiveness and ensure the use of officially approved sites and technological solutions.

Student

- Comply with the Timetable and work schedule issued by the school.
- 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.
- Follow any instructions or guidelines for the Distance Learning Initiative issued by school.

Parents

- Ensure the use of officially approved platforms like Microsoft teams and LMS for distance learning.
- Refraining from filming or disclosing the live broadcast without consent of the school authorities.
- Being present for their ward's support and guidance during the broadcasting period
- Provide secure environment readiness for their ward's learning in their homes
- Ensure to maintain the student's overall good appearance during lessons.
- Support and encourage students to practice distance education by ensuring that they attend and complete all educational activities.

2. Attendance and participation:

- The school will systematically monitor and follow up on student attendance and participation to ensure both student presence and engagement.
- As per the U.A.E. law a student may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year .
- The school provides alternative education program like pre-recorded classes on learning management system to students where attendance or participation is of concern due to connectivity.

- The school will provide additional support to the students with special educational needs.

Roles and responsibilities of stakeholders:

School Administration:

- The senior management team and staff will ensure that a weekly review of student attendance and participation during distance learning is conducted to monitor patterns at an individual level and determine the appropriate course of intervention required.
- The senior management team will ensure that students with additional needs will be supported by the school. Contact with parents and the student will be maintained in a distance learning environment.
- The senior management team, as part of quality assurance measures, will monitor lessons for student participation on an impromptu and unannounced basis.
- The senior management team and IT team will use the school's learning management system to perform regular reviews of student participation in learning activities and coursework submissions to identify students that need support regarding their active participation.

Teacher

- The teacher should ensure that school records for registering student attendance and participation are accurately recorded using the school's official processes.
- Teachers should ensure that if student attendance and participation falls below the acceptable standards that additional support is provided for the student.
- Teachers should contact parent/s of students whose attendance and participation is of concern and invite, through a virtual meeting, to discuss possible solutions.
- Teachers are expected to monitor student submission of assignments through the school's learning management system to ensure active participation and that students are meeting the expected due dates.
- Teachers are expected to follow up with students who are regularly failing to: participate in learning activities; submit assignments; complete class activities; and/or meet due dates. Teachers can follow up with parent/s to ensure that they have a full understanding of the situation and are able to follow up accordingly.
- Teachers are responsible for documenting student achievement regarding the submissions of tests, student participation in interactive sessions, presentation of coursework or projects, and posting by a student in a discussion forum through the school's learning management system.

Student

- Students are expected to use the school's learning management system and be prompt for the start of each session with the teacher.
- Students are expected to participate in their distance classes regularly by completing activities such as, but not limited to, submitting assignments, completing worksheets, evidence of tasks, engaging in discussion boards and attending distance tutorials.
- Students are expected to take responsibility for their attendance and participation in a distance learning setting and will be made fully aware of the school policy, procedures, and expectations.

Parents

- Parents will be expected to take responsibility for the attendance and participation of their child/children for distance learning.
- Parents should make themselves aware of their child/children's timetable for the day/week and ensure that they are following the schedule.
- Parents are responsible for informing the class teacher if their child/children is/are ill and not able to register and participate in the day's learning activities at the earliest possible opportunity.
- Parents may be required to provide supervisory support during assessments, in particular for a younger Cycle 1 student.
- Parents should ensure that their child/children are able to access all work via the school's platform and systems, or other assigned learning resources.
- Parents should raise any concerns regarding their child/children not being able to participate in learning activities to the class teacher at the earliest possible time.

3. Safeguarding

- The school will use approved platforms like Microsoft team and School learning management system for distance learning.
- School portal and email will be used for communication with students and parents.
- The school staff will use official mail ids only, to minimize the risk of receiving unsolicited or malicious emails.
- The school will conduct regular online wellbeing surveys for students and parents and develop actionable plans based on survey findings.
- Teachers to ensure the use of educational and safe sites only while sharing the information with students.
- The school will orient the students on being safe online and protect themselves from being victims of cyberbullying.
- E-safety policy which includes policy on cyberbullying and remote learning policy will be shared with the parents and students.
- Students and parents will be made aware of the impact of online bullying and outline how they can seek help if these issues affect them. Students will also be made aware of where to seek advice or help if they experience cyber-bullying problems when using the internet and related technologies. The senior management team and the school counsellor will share their contact details.

Roles and responsibilities of stakeholders:

School Administration:

- The senior management team is responsible for ensuring the school adheres to the UAE federal laws and resolutions concerning activities conducted online, cyber, data protection, and privacy laws contained in the Federal Law No. 5 of 2012 ("New Cyber Crime Law").

- The school will have clear and robust policies regarding distance learning safeguarding, and these policies will be disseminated to all non-teaching and teaching staff members, students, and parents.
- The school will ensure that parents receive advice and guidelines on filtering systems and educational activities that include safe use of the internet and support where and when required. Students must read the guidelines with an adult at home to ensure they fully understand their responsibility and the expectations associated with online safety.
- The school will ensure that parents have read and understood the school's safeguarding guidelines for distance learning by agreeing to this through an electronic link (e.g. google forms).

Teacher

- Teachers must be familiar with the school's safeguarding distance learning policies and guidelines, which typically would include:
 - safe use of email;
 - safe use of the internet and social media;
 - safe use of the school's learning management platform;
 - safe use of the school network, equipment, and data;
 - protection of personal information including passwords;
 - safe use of digital images and digital technologies (such as mobile phones and digital cameras);
 - Procedures in the event of misuse of technology by any member of the school community and their role in providing e-safety education for students.
- Teachers should report immediately any inappropriate material, or communication that is of a wellbeing or safeguarding concern to the relevant safeguarding leaders within the school.
- Teachers are expected to wear professional and culturally acceptable attire if using pre-recorded videos or presenting live. This is extended to the teacher ensuring that the background in the recorded or live session, is appropriate.

Student

- Students should ensure that they are in a formal setting. For example, not working online in a bedroom or bathroom when part of a live session.
- Students should ensure that they are appropriately dressed for distance learning and any live session.
- Students should only contact their teacher/teachers by using their school email address or the school's learning management system.
- Students must contact their class teacher and/or the member of SMT immediately if they feel that they are victims of cyberbullying or have any concerns regarding online behavior.
- Students must not share their login details to the school's learning management system with anyone other than parents.
- Students must use social media responsibly and not comment on individual teachers.
- Students must not record or photograph any online interactions, lessons, activities or tutorials, unless they have permission by the teacher.
- Students must not use social media such as Snapchat/Instagram whilst engaged in distance learning activities.

- Students should log out of a one to one session with a teacher if they do not have an adult attending and the teacher does not have another support person attending.

Parents

- Parents should ensure that their child/children is/are located in a shared space in their house within proximity of parents where practically possible, and not in a private space such as a bedroom or bathroom.
- Parents should ensure that their child/children is/are wearing professional and culturally acceptable clothing. Should teachers feel that the student is dressed inappropriately they are encouraged to raise this directly with the student and parent.
- Parents should ensure that their child/children is/are on time for any scheduled live lessons, tutorials or activities and ensure that behavior and language meet the school's standards.
- Parents should ensure that their child/children does/do not use platforms other than the ones authorized by the school directly for the continuity of learning.
- Parents or students must not record or photograph any online interactions, lessons, activities or tutorials as it breaches UAE privacy law.
- Parents must report any communication which is believed to be a wellbeing or safeguarding concern immediately to their class teacher or school's leaders for further investigation.
- Parents must report to their child's teacher or the school immediately if they observe their child or their peers communicating negatively or inappropriately during a forum or via video conversation.
- Parents should ensure that their child/children does/do not post or write anything which would be deemed negative to the school's reputation, inappropriate and/or illegal by UAE law.
- Parents should ensure that face-to-face communication is only between teachers and students. Any parent-to-teacher communication should be in the usual manner, via email/school's communication platform, or telephone unless discussed beforehand.

4. Wellbeing

Our role in school is to ensure that children are able to manage times of change and stress, and that they are supported to reach their potential or access help when they need it. We also have a role to ensure that children learn about what they can do to maintain positive mental health, what affects their mental health, how they can help reduce the stigma surrounding mental health issues, and where they can go if they need help and support.

School Administration:

- The senior management team will ensure that teachers and staff receive individualized support from school leaders and management in times of difficulty or during a personal crisis.
- The senior management team should ensure that teachers and students have, at a minimum, a lunch break of 30 minutes per day, during distance learning in addition to taking shorter regular breaks.
- The senior management team will develop resources to encourage student awareness of wellbeing, facilitate peer support, and provide clear, quick and appropriate follow-ups to student concerns.

- The senior management team will endeavor to offer a sensitive, personalized and empowering approach for the school community. Support may include, but is not limited to: awareness-raising and prevention; information, signposting and advice; reasonable adjustments; anxiety mentoring; online personal coaching; and external referrals to a network of health professionals if required.
- The senior management team are encouraged, over time, to develop curricular activities to promote student's physical, social and emotional competence to enhance their overall wellbeing.

Teacher

- Teachers should be the initial contact for any wellbeing concerns raised by students, and this process should be communicated to students and parents. The teacher should then discuss the student's concern with the school's wellbeing leader.
- Teachers are encouraged to be mindful of the fact that there may be an increased level of stress for parents during distance learning.
- Teachers are encouraged to devise manageable workloads for students in a distance learning environment and take into account the constraints placed upon students and parents during a school day.
- Teachers are encouraged to be mindful and empathetic regarding support for students of determination and students at educational risk and their families.
- Teachers responsible for curriculum and timetabling should advocate that students participate in regular physical activity at home during the school week.
- Teachers should recognize that individual students have different needs at different times. Those at higher risk, and with additional needs, may require more specific and targeted support.
- Teachers should, through their ongoing support and assessment of students, identify those students who may be considered "at-risk" in a wellbeing context and identify any needs that may be actioned.
- Teachers are encouraged to use the school's existing learning management system to record, monitor and manage all student concerns as and when they arise.
- Teachers should endeavor to develop curriculum and learning activities that do not just require students to work online. This differentiation will ensure that students have sufficient time away from their screens, further promoting student wellbeing.
- Teachers should reinforce, especially during live sessions, the need for students to maintain good posture, take regular breaks, and drink water regularly.

Parents


- Parents are encouraged to ensure that their child/children have sufficient sleep and that their sleeping patterns are not different from what would be expected in a traditional school setting.
- Parents are encouraged to support their child/children through following a healthy balanced lifestyle that includes diet, nutrition, and exercise. Parents are encouraged to provide healthy food and avoid processed foods or foods high in sugar content where possible.
- Parents should ensure to the best of their ability that their child/children aim for at least 20 minutes of cardiovascular activity three times per week.

- Parents are encouraged to ensure that their child's screen time is managed effectively.
- Parents should endeavor to support their child/children to establish a daily routine that provides a balance between schooling and other non-schooling activities such as hobbies like art, writing or sports.
- Parents are encouraged to give their child/children sufficient time to interact online with their friends and peers outside of school hours.
- Parents should be aware of their child's online conversations with their peers to keep alive to signs of cyberbullying or communications that are likely to impact negatively on a child's wellbeing (reference ADEK Safeguarding Guidelines).
- Parents are encouraged to discuss with their child's teachers any concerns that they have regarding their child's wellbeing.
- Parents should contact the school should there be any change in job status or employment circumstances.

Prepared By	Date
ICT Coordinator	MARCH 2020

Amendments:

Review	Date	Reviewed by	Amendments
Review 1	March 2021	Academic Vice Principal/ICT Coordinator/Health and safety Officer/Admin Officer	No Changes
Review 2	December 2023	Academic Vice Principal/ICT Coordinator/Health and safety Officer/Admin Officer	No Changes
Review 3	December 2025	Academic Vice Principal/ICT Coordinator/Health and safety Officer/Admin Officer	No Changes

Principal Mr. Paramjit Ahluwalia	
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