



ABUDHABI INDIAN SCHOOL

STUDENT E-LEARNING POLICY

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Name of Policy

: Student E-Learning Policy

Purpose of Policy

: To outline procedures and practice for pupils, staff and parents to continue with the academic program even if the school has to close on account of the unforeseen situations.

Approval for this Policy given by

: Hon. Chairman (BOG)

Responsibility for its update

: Principal

Policy applies to

: To all the students studying in Abu Dhabi Indian School

Date of Approval

: 09-04-2020

Proposed Date of Review

: 08-04-2021

STUDENT E-LEARNING POLICY FOR ABUDHABI INDIAN SCHOOL

PURPOSE

- To outline procedures and practices for pupils to continue with their academic program.
- To outline procedures and practices for staff to continue with teaching, setting, marking and providing feedback on pupil work as part of a normal academic program.
- To outline procedures and practices for pupils and their parents to continue with the academic program even if the School has to close on account of the unforeseen situations.

REMOTE TEACHING AND LEARNING IN CASE OF ENFORCED SCHOOL CLOSURE

We will use online learning resources to support our students during this difficult and unprecedented time. While we realize online learning cannot fully substitute the quality of a face-to-face classroom, we are prepared to provide our students with creative and unique opportunities to continue their education while the school is closed.

We are committed to supporting all of our students and parents as we transition to remote learning. Our teachers have been preparing extensively working from home for the past four weeks for our remote learning launch by creating dynamic online lessons.

We understand that there may be issues with home internet connectivity and will be mindful of this and we will try to support as much as we can. It is likely that we will need your input to help us establish what works best for our pupils, under these circumstances. If coursework or other non-examination assessment forms part of the learning activity in lessons, different arrangements may be required. Teachers will contact the students separately about this.

PUPIL/STUDENT EXPECTATIONS:

- Pupils should retain structure in their timings as allocated and informed in the circular through Digital Campus.
- Check LMS (Learning Management Systems) to see the posts/resources for each lesson and work through tasks in a timely fashion.
- Use Digital Campus to communicate with their teachers and ask pertinent questions if they do not understand/require help only between 8:00 a.m. and 4 p.m. They may need to email the teacher as appropriate if they are having difficulties with the system.

- Deadlines must be met; the Head of Section (HOS) will be informed in case of non-compliance.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients is strictly prohibited.

TEACHERS ARE EXPECTED TO:

- Upload teaching materials/lessons on LMS.
- Endeavor to set work equivalent in length to the lessons in their allotted timetable and be available as per the time-table scheduled.
- It is known that it is not easy to estimate the time it takes for pupils to complete work online as some pupils will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week).
- Set tasks on LMS that include lesson activities and resources, as well as any prep/homework that would normally be set.
- Mark and provide feedback through email with the same regularity as a teacher would have done if in school.
- Make sure that all resources are available online including scanned pages of textbooks.
- As much as possible, use of usual rewards and sanctions such as merits/demerits, and verbal praise/a word of caution may be used. Personal email to be sent to notify parents if there are ongoing concerns.
- To fill up the weekly E-learning Report in the format provided by the school and update their Section Heads accordingly. (Weekly by HOD's and daily by the subject teachers)

HEADS OF DEPARTMENT/COORDINATORS ARE EXPECTED TO:

- Fulfil expectations of a normal classroom teacher.
- Regularly check the work being sent on LMS under each section.
- Regularly check with their teams to ensure that staff are consistent in their approaches and detect if there are any potential concerns in the early stages.
- Provide support to colleagues in their teams to ensure that work is carried on/completed as required.
- Work ethics to be followed and cordial relations to be maintained among colleagues including HOD/Coordinator.

THE LEARNING SUPPORT TEAMS (SENCO) ARE EXPECTED TO:

- Connect with parents and/or students who receive one-to-one support, during their usual allocated time, to check how they are coping with the home learning.
- The SENCO will coordinate with her colleagues to reach out to students/staff and provide guidance/feedback as deemed necessary.

PARENTAL INVOLVEMENT DURING E-LEARNING

- The same rules of communication apply as if this were a regularly taught lesson at school, meaning that, the interaction during these lessons is between the teacher and the pupil alone.
- Parent in no way is expected to interfere/involve in questioning/discussion with the teacher during the Lessons.
- No Photography /Video recording is permitted.

PARENTS ARE EXPECTED TO:

- Encourage and support their children's work, including: finding an appropriate place to work, ensuring that set work is completed and submitted at the end of each day and ensuring that the Timetable allotted for the day is followed as much as possible.
- Contact the concerned teacher if there are any concerns.

NOTES

- All staff are skilled to set tasks as deemed necessary for the conduct of e- Learning classes to the students.
- E-Learning Platform(s): Microsoft Teams, WebEx and Zoom/any other app.

GENERAL EXPECTATIONS FOR ELEMENTARY SCHOOL STUDENTS STUDENTS FROM KINDERGARTEN TO GRADE 5:

- Weekly assignments will be sent home to families electronically for students to complete by Saturday or as per the communicated deadline.
- Teachers will take daily student attendance.
- Teachers will evaluate student participation, work completion, and progress.
- Respective class teacher can be contacted to resolve any issues/ concerns.

GENERAL EXPECTATIONS FOR MIDDLE SCHOOL STUDENTS

- Assignments will be sent to students through the teacher's chosen Learning Management System. Deadlines for submission of work will be sent by the teacher.
- Mode of platform used for online learning: WebEx

- Students should monitor their DC or email account daily. This will be the primary method used by teachers to communicate with students.
- Teachers will take daily student attendance.
- Teachers will evaluate student participation, work completion, and progress.
- If Parents or students experience problems with technology, they can contact the Class Teacher or Computer Teacher of respective Section.

GENERAL EXPECTATIONS FOR HIGH SCHOOL STUDENTS

- Assignments will be sent to students through the teacher's chosen Learning Management System (LMS). Deadlines for submission of work will be sent by the teacher.
- Students should monitor their LMS account daily. This will be the primary method used by teachers to communicate with students.
- Teachers will take daily student attendance.
- Teachers will evaluate student participation, work completion, and progress.
- If Parents or students experience problems with technology, they can contact the Class Teacher or Computer Teacher of respective Section.
- Snap shot/description of the problem should be emailed to the teacher concerned and it will be resolved at the earliest.

SCHOOL RESPONSIBILITIES

Each student will have access to:

- Teacher developed learning resources, lessons, and collaborative activities.
- A range of age-appropriate online content and applications.
- Personalised interaction between students and teachers.
- Continuous communication with your class/subject teachers.

PARENT/GUARDIAN RESPONSIBILITIES

Your support is of paramount importance to educational success of your ward and we request you to:

- Setup an electronic device to facilitate learning.
- Identify a suitable and comfortable learning space.
- Maintain a daily routine for your child.
- Talk to your child/children about the importance of conducting themselves appropriately online.
- **Your ward is expected to attend all the classes to gain the full day attendance.**
- Talk about ensuring respectful communication at all times and make choices to protect their personal information.

- Any breach of these conditions listed in the policy may result in your child's/children's E-learning privileges being suspended and/or revoked and may lead to further consequences as deemed appropriate by the Principal of the school.
- Once your ward has been introduced to the online platform and is ready to begin his/her work, it's time to make sure that their workspace is designed for productivity, and also to avoid distractions
- During work times - consider limiting phone/social media access.
- Instruct your ward to dress in school uniform as he/she would for attending the regular school.
- Please ensure that your ward follows the schedule given by the school strictly.
- Your ward should have a workspace with room for, not only the computer but also space for anything else he/she might need during a typical school day, such as pens, pencils, notepads, calculator, etc.
- The workspace should lay flat, such as a desk or table. Students should not attempt schoolwork while lounging on the couch, or while lying on bed.
- It is essential that you set ground rules for breaks. We suggest that your ward avoid gaming, videos, or any other technology during break time. These breaks are designed to give your ward a short time away from the screen and unwind for a few minutes. They should grab a snack, get a drink, stretch, and then get back to work.
- **No Photography/Video recording is permitted. Serious action will be taken against the violators as per the Cyber Security Laws of the country.**

STUDENT RESPONSIBILITIES

- Follow your normal timetable and ensure that you have all the materials you require ahead of the session.
- Join Team lessons from an environment that is quiet, safe and free from distractions ideally in a common space and within earshot of parents (and not a bedroom). A kitchen table, home office or family space is recommended.
- Be on time for your interactive session – be there 5 minutes early.
- It is mandatory for each student to be dressed in school uniform during e-learning.
- Remain attentive during sessions and ensure that you are free from distractions. You should not be using personal social media during lesson time.
- You may wish to use headphones to listen to your teacher during online sessions if it helps to avoid distractions.

- You should not listen to music whilst working, as most evidence shows that it actually distracts the brain from thinking and learning in most of the situations.
- Interact patiently and respectfully with your teachers (and fellow students). Be mindful of the fact that this is a new situation for teachers as well as pupils.
- Provide helpful and constructive feedback to teachers about your experiences.
- Should only use technology at home only with the permission of the parent / guardian.
- Must not reveal your password to anyone.
- Must be responsible for your behaviour and actions when using technology, including resources accessed and the language used.
- Must complete and upload all assignments by the deadlines as directed by the teacher.
- Must not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If a pupil accidentally comes across any such material they should report it immediately to their teacher or parent / guardian.
- **Must not record or take photos of any classmates or teachers during video conferencing sessions, nor share lessons publicly. Serious action will be taken against the violators as per the Cyber Security Laws of the country.**
- Should understand that these rules are designed to help keep you safe online and that if they are not followed, school will take necessary action and parents / guardians will be contacted.

STUDENT ACTIVITIES STRICTLY PROHIBITED INCLUDE:

- Illegal installation or sharing of copyrighted materials.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic/obscene, or sexually explicit materials.
- **No Photography/Video recording is permitted. Serious action will be taken against the violators as per the Cyber Security Laws of the country.**
- Use of chat rooms for non-educational purposes.
- Internet/Computer Games deemed inappropriate by teachers.
- Downloading apps without teacher permission.
- Spamming-Sending mass or inappropriate emails.
- Accessing other students' accounts, files, and/or data.
- Use of anonymous and/or false communications.
