E-Learning Student Discipline Policy

Academic Year 2021-2022

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E-Learning Student Discipline Policy

The Ministry of Education has launched the Distance 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.

The reasons for implementing the distance education system are:

1. Enabling all students to learn

2. Overcoming the time barrier

3. Overcoming geographical impediments

4. Utilizing qualified educational capacities

5. Employing modern technology in the educational process

6. Reducing student pressure on educational institutions in times of crisis, so as not to affect students' learning negatively.

In terms of this initiative being innovative and supportive and to achieve commitment and disciplinary behavior for students and for the stability of the programme, guidelines and instructions have been extracted and developed from the Student Behavior Management Policy in line with this initiative, which will help in its success and achieve continuity for the academic year and the educational process.

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

Objective:

1. To promote positive behavior and take self and public responsibility among students within the school community.

2. To create an appropriate educational environment for the success and enhancement of the Distance Learning Initiative based on the integration and continuity of education in facing crises and natural disasters.

3. To apply the principle and culture of reinforcement, encouragement and permanent care to the educational community to reduce behavioral offences outside the walls of the school (Distance Learning) with the best possible educational means.

Scope of Application of E-Learning Discipline:

Definitions:

- **DISTANCE LEARNING:** A method of self-learning which employs the use of modern technology and leads to the strengthening of the open and continuing education system.

- **STUDENT BEHAVIOUR MANAGEMENT:** A set of procedures to help control student behavior when learning remotely.

- **EDUCATIONAL ENVIRONMENT (Virtual School**): The educational community work environment with its physical, social, human, psychological and virtual elements (Distance Learning Environment), using electronic platforms via the Internet.

- **ELECTRONIC PERIOD:** An official period to which the instructions, regulations and laws are applied as in the digital classroom period, and they may be **synchronous** (direct broadcast) or **asynchronous** (as per electronic sources available at any time).\

- **BEHAVIOUR**: Every statement made, and act, practice, or activity done by students through their interaction with the educational environment surrounding them.

- **ABSENCE:** Missing class (distance learning environment) for one or more days,
- or part of the school day or more, both excused and unexcused.
- **OFFENCES:** Any student behavior that is not consistent with expectations, which has a negative impact on the student, others and the educational environment.
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- **BULLYING:** Any frequent form of intentional psychological, physical, verbal, electronic, or digital abuse or intimidation, or threat by a student or group of students toward one or more students or towards school staff.

- **CYBER-BULLYING:** Using the means of communication and information
    - technology to insult, use profanity towards, threaten with violence,
    - slander, or blackmail someone.

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- **TECHNICAL OFFENCES:** Any act committed, including unlawful entry,
    - to threaten or blackmail a person, prejudice his/her private life, defame or harm him/her,
    - access or delete his/her private data, or produce anything that might undermine public order or religious values.

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- **ELECTRONIC DEVICES:** Any electronic, magnetic, optical, electrochemical, or other tool used to process and/or store electronic data, or perform logical and mathematical operations, by any means of connection, direct or otherwise, which allows this device to store electronic information or communicate with other

- **COMMUNICATION CHANNELS:** Any means of communication between the school management, students and parents. This may include phone calls, e-mails, SMS messages, social networks and channels, and smart notices.

Guidelines:

Connectivity – Keep the device ready for learning. Stay connected to your lessons. Follow instructions and do not interrupt in between the lessons. Turning on the camera is a MUST to all students.
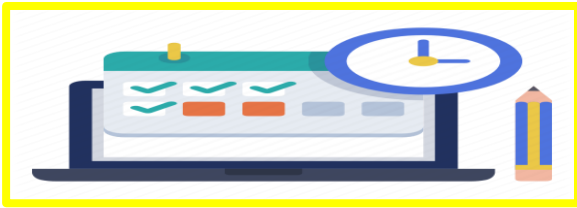

Punctuality/time management - Respect everyone's time, login before the class starts and adhere to the cut-off time

Focus: Being attentive, while the class is in progress enhances learning. Get up, get ready, dress up decent and take the online class from a study table. Casual approach will hamper learning experience.

Environment: Create an environment conducive to learning. Remove all distractions (phones, TV, gadgets etc), close all browser windows, request all family members to not interrupt and respect your study environment.

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Timetable: Check the class Schedule and keep it handy on your desktop.   Be mentally prepared and enable transition seamlessly

Be polite and eloquent. Practice netiquettes like keeping mic on mute, avoid unnecessary chatting , no private chats , avoid slangs, no emoticons, no CAPS messages , etc.

OFFENCES AND BEHAVIOURS IN THE VIRTUAL SCHOOL (DISTANCE EDUCATION):

MINOR BEHAVIOURAL OFFENCES

- A delay of (10) minutes or more from the beginning of a distance learning class when broadcasting live without an acceptable excuse.

- Non-compliance with the school uniform policy without an acceptable excuse. Wearing clothes that violate public decency and morals while attending the period when broadcasting the distance 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 distance learning period.

- Ridiculing the teacher or a colleague during the distance learning period.

- Eating while attending distance 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 class Dojo and Edmodo

MEDIUM SEVERITY BEHAVIOURAL OFFENCES

Absence from a single school day (via distance learning) without an acceptable excuse.

Inciting students not to attend periods, threatening or intimidating them, and not attending periods in distance 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.

Abusing or insulting official visitors during live broadcast

SERIOUS BEHAVIOURAL OFFENCES

- 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 distance 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.

VERY SERIOUS BEHAVIORAL OFFENCES

- 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 distance education with high electronic data flow, stopping it them working, disabling them or destroying their contents.

- Intentionally capturing or intercepting any communication without authorization through the information network used for distance education.

ATTENDANCE AND PUNCTUALITY:

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

PARENTS' RESPONSIBILITY:

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 but not to disturbed the class.
- Providing an adequate place and providing the Internet
- Maintaining 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.

- 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

C O N F O R M E:

**We understand the E-Learning Students Policy.
We accept and we will adhere to every rule about it.**

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Parents Name and Signature

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Student Name

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Class

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Date