

# VIRTUAL CLASSROOM - BEHAVIOUR POLICY

Policy Reviewed - March 2024  
Date of Next Review- March 2025



## **INTRODUCTION:**

The Indian academy is committed to make sure the continuity of learning for students under exceptional circumstances. During this period of distance learning, all students are responsible for continuing to practice positive digital citizenship by protecting and respecting their peers and teachers. We all must understand, practice, and model positive and productive behaviors when we are online. Though a remote learning environment, it is still a classroom where school behavior norms and rules are to be followed just as expected in the regular educational setting/classroom. It is important that all students adhere to the following behavioral expectations.

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 of the United Arab Emirates' pioneering role in educational initiatives and to achieve commitment and disciplinary behavior for students and for the stability of the program, 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.

## **DISTANCE LEARNING PLATFORM:**

- Microsoft Teams – to facilitate online (both synchronous and asynchronous) discussions, meetings and sharing of resources.
- Other supplementary applications also will be used by teachers for teaching and learning like Zoom, Kahoot, Quizziz, nearpod etc.

## **STUDENTS – ROLES AND RESPONSIBILITIES**

- Be Respectful
- Choose a distraction-free workspace and be mindful about keeping distractions to a minimum, remembering that everyone can see you.
- Make respectful comments, showing respect for all cultures, opinions, and viewpoints.

- THINK before posting, always using appropriate language in all electronic communications, including, email, social media posts, audio recordings, and/or video conferencing.
- If you would like to speak or answer a question, use the on-line class participation features (e.g., Raise Hand) and Un-mute yourself after you are called on by your teacher. The video should be kept ON during the entire class timings.
- Just as students are required to be on time and present at school, students are expected to be on time and virtually present via video.
- Have materials ready.
- Use the post area feature in channel to contribute and show engagement.
- Look into the camera and show SLANT (Sit up, Lean in, Ask questions, Nod, Track your teacher).
- Wear appropriate clothing following your school dress code while on video conferencing.
- Displaying or sharing material that is hate speech, sexually explicit, or violent will not be tolerated.
- Bullying in any form, including cyber bullying, will not be tolerated.
- Sending discriminatory or harassing digital communications will not be entertained by at cause.

**OFFENCES AND BEHAVIORS IN THE VIRTUAL SCHOOL (DISTANCE EDUCATION):**

**1ST DEGREE OFFENSES**

- 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 distance learning period live.
- Private conversations or discourse that are 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 a distance learning.
- Using the microphone feature or chat without prior permission from the teacher.
- Keeping the camera off during class timings.
- 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.

**2ND DEGREE OFFENSES**

- 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.

- Not responding to the rules governing the course of lessons.
- Engaging in unnecessary audio and video communication with the rest of the students for non-educational purposes during the class timings.
- Removing or muting the teacher or students from the group that leads to blocking the course of the lesson, teacher's work, and other students' rights.
- Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.
- Abusing or insulting official visitors during periods during the live broadcast.

### **3RD DEGREE OFFENSES (SERIOUS)**

- 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.
- Attempting to defame or abuse schoolmates and/or personnel on social media.
- 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.

### **PROCEDURES FOR DEALING WITH OFFENCES:**

- The deduction of behavior grades shall be calculated in the event of committing various offences during distance learning according to the degree of the offence that is mentioned in detail in the student Behavior Policy.
- According to the degree of offense, after a full investigation, the school will follow a systematic approach:
  - 1st Instance – First verbal or informal warning from teacher or head of department/pastoral. Parents notified and head of phase informed.
  - 2nd Instance – First formal written warning issued by head of section and parents informed.
  - 3rd Instance – Second formal written warning issued by head of phase and an online meeting with parents.
  - 4th Instance – Third formal written warning issued by school principal and an online meeting with parents.
  - 5th Instance – Formal notification of temporary or permanent exclusion from distant learning, including 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 with retroactive effect. Online meeting with Head of Phase and Principal.
- KHDA notified in writing of decision.
- If the cameras are turned off during the class timing, the student will be immediately removed and will not be permitted to attend the class unless notified by parent regarding any technical issues faced.

**PARENTAL RESPONSIBILITY**

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

- Possessing a device (computer, iPad, mobile)
  - Running officially accredited programs for distance learning
  - Refraining from filming or disclosing the live broadcast.
  - Being present for guidance during the broadcasting period unless asked for.
  - Secure environment readiness for students in their homes through the providing an adequate place and providing the Internet
  - Maintaining the student's overall good appearance during lessons.
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- Support and encourage students to practice distance education by ensuring that they attend and complete all educational activities.
  - Commit to repair any damage or replace any equipment which has been lost or damaged beyond repair by their child.
  - Comply with the school's decision regarding any offences committed by their child.
  - Follow any instructions or guidelines for the Distance Learning Initiative issued by the School.
  - Regularly check your emails for any information/update from school.
  - Keep your children social but set rules around their social media interactions.
  - If a parent/guardian has a question/concern, please email your child's class teacher or the point of contact mentioned in the policy.

**POINT OF CONTACT:**

For queries about...	Contact
Subject, Assignment or Resources	Class Teacher/Subject Teacher
Any technology-related problem or issue	IT supportitsupport@indianacademydubai.com
Any personal or social/emotional concern	Student counselorschoolcounselor@indianacademydubai.com
Other issue related to distance learning	Section HeadsMiddle School (612): swapna.w@indianacademydubai.com Primary (1-5) hazabee@indianacademydubai.com Kindergarten bernaditer@indianacademydubai.com

**Regards,**

*Shiny Davison*

Principal