



Distance Learning Digital Conduct Policy

Company/ Organisation:	Star International School Mirdif
Address:	24B Street, Mirdif Dubai
Effective Date:	20/10/2023
Revision Due Date:	26/08/2024
First Edition Date:	01/04/2020
Edition No:	4
Policy:	<p><u>Policy Table of Contents</u></p> <p style="margin-left: 40px;">1. Introduction to Distance Learning</p> <p style="margin-left: 40px;">2. Responsibilities</p> <p style="margin-left: 80px;">2.1 Student Responsibilities</p> <p style="margin-left: 80px;">2.2 Parent Responsibilities</p> <p style="margin-left: 80px;">2.3 Teacher Responsibilities</p> <p style="margin-left: 40px;">-----</p> <p style="margin-left: 40px;">1. <u>Introduction to Distance Learning</u></p> <p>In the event of a significant disruption to the daily functioning of Star International School Mirdif, the school may be forced to close and conduct distance learning. Examples could include a major ICT outage, a pandemic like the recent COVID-19 outbreak and natural disasters. As such the school has the responsibility to ensure that we have in place the capacity to conduct distance learning with students.</p> <p>Based upon the accepted best practice across regional and international schools, Star International School Mirdif has designed the following guidelines to safeguard both students and staff while also providing guidelines on the responsibilities of parents during their child’s distance learning while at home. This will also ensure that students get the best possible distance learning experience to allow them to continue with their education in the event that they are unable to attend school in person.</p>

2. Responsibilities

2.1 Students

- Students are expected to follow the exact same digital conduct expectations as detailed in the [Star Mirdif Digital Conduct and BYODD policy](#)
- Online communication with other students and teachers should be respectful at all times
- Students will complete and upload all work and assignments as set by the due deadline
- Students will ensure they watch any pre-recorded asynchronous content set by teachers plus attend any live webinars/lessons prior to attempting set tasks if these have been assigned
- Students **WILL NOT** under any circumstances record any audio or video or take photos of classmates or teachers during live sessions. This includes any screen grabbing, recording and imaging of pre-recorded content sent by teachers and/or students without explicit permission to do so
- It is recognised that the above is illegal under UAE law and would potentially result in criminal prosecution
- Students will be fully engaged and involved in online lessons as they would for a normal lesson
- Students should be dressed appropriately during online sessions
- Students should not browse, download, upload or forward material that is offensive or illegal
- Students should be aware all applications related to Google Workspace including Google Classroom, Google Meet, Gmail, Google Docs and so on will be monitored by the school
- Students should only use applications chosen and approved by the school to engage in distance learning
- Students are to ensure their own wellbeing is not negatively impacted during distance learning. They should take regular screen breaks and maintain a healthy daily routine. This includes regular sleep patterns.


2.2 Parental Responsibilities

- Parents are responsible for reinforcing the student responsibilities highlighted above
- Parents should be aware that “Live Learning” lessons are for focussing on a particular topic or subject chosen by teachers. It is not appropriate to raise concerns or ask questions not related to this lesson via a live learning session. This should be done separately through an accepted method such as SeeSaw, Epraise or email.
- Adequate monitoring of students while working online is required. Students should where possible be working in a public place in the house, with parental supervision being as proactive as is possible, and appropriate to the age of the student
- Parents should ensure that students are following guidance for attending live lessons on time and are appropriately dressed
- Parents should ensure that during extended distance learning that students are keeping a healthy daily routine and sleeping patterns
- Parents/Guardians of younger children in EYFS–KS1 may also need to be more hands on during Live Learning sessions and should support students with muting their microphone and turning off video feeds where requested to do so
- Parents will need to ensure that students have adequate internet access and an appropriate device to engage in online distance learning

- Parents should take an interest and be aware of any platforms the students use. They should also discuss with students who they are talking to online and monitor this proactively
- Parents are reminded that most social media platforms have a minimum age of 13
- Mobile phones are not utilised during lessons in Star International School Mirdif and so students should have no need of them during distance learning
- Parents are to be aware the school will only ask students to conduct distance learning through the approved Google Workspace and other set platforms by the school.
- Parents should also be aware that live learning sessions may be recorded in order to share the session with those unable to attend. Parents should not under any circumstances share this content outside of the school community.

2.3 Teacher Responsibilities

- Teachers will ensure that distance learning content both pre-recorded and “live” will be designed to meet the needs of all learners and ensure they are able to progress
- Teachers will follow the approved distance learning marking guidance and ensure a balanced approach to marking, feedback and assessment
- Teachers will only use the approved school platforms when conducting distance learning with students
- Teachers will dress appropriately and conduct themselves in a professional manner on all distance learning platforms
- Teachers will safeguard themselves and students by reporting any misconduct or inappropriate actions by members of the school community during distance learning
- Teachers are within their right to withdraw distance “Live” learning support with managerial approval when online conduct is not deemed appropriate
- Teachers will only communicate with parents during extended distance learning periods during normal working hours. Teachers will ensure they do their best to reply to messages using SeeSaw or Epraise within a 24 hour window during normal working hours/days
- Teachers will not conduct any form of distance learning, or interact with students and parents, using social media platforms and/or platforms not approved by the school
- Teachers are to ensure their own wellbeing is not negatively impacted during distance learning. Regular screen breaks and a balanced approach to marking, feedback and planning should be taken

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