

STUDENT BEHAVIOUR MANAGEMENT

E- LEARNING

BAKIS ELEARNING POLICY 2020





RESOURCE FROM MINISTRY OF EDUCATION

INTRODUCTION:

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 behaviour for students and for the stability of the programme, guidelines and instructions have been extracted and developed from the Student Behaviour 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 behavioural offences are mentioned according to their degree, as mentioned in the Student Behaviour Management Policy , and are coupled with behavioural offences specific to distance learning, in order to achieve the ease and flexibility of access to the detailed procedures mentioned in the Student Behaviour Management Policy.





OBJECTIVES:

1. To promote positive behaviour 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 behavioural offences outside the walls of the school (Distance Learning) with the best possible educational means.

SCOPE OF APPLICATION OF BEHAVIOUR MANAGEMENT GUIDELINES:

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 behaviour 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 behaviour that is not consistent with expectations, which has a negative impact on the student, others and the educational environment.



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.

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.

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 others.

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.





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

MINOR BEHAVIOURAL OFFENCES (DISTANCE LEARNING)

A delay of (10) minutes or more from the beginning of a distance learning class when broadcasting lives 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 Classdojo, Google Classroom or Zoom etc.,



MEDIUM SEVERITY BEHAVIOURAL OFFENCES -(DISTANCE LEARNING)

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.

Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.

SERIOUS BEHAVIOURAL OFFENCES-(DISTANCE LEARNING)

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.

Using educational content to photograph and recording conversations between students, and posting them without prior permission.

VERY SERIOUS BEHAVIOURAL OFFENCES-DISTANCE LEARNING

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.



PROCEDURES FOR DEALING WITH OFFENCES:

The following leveled procedures shall be taken, and the deduction of behaviour grades shall be calculated in the event of committing various offences during distance learning, taking into account the detailed instructions and procedures mentioned in the Behaviour Management Policy in public education institutions, and also taking into account the detailed instructions mentioned in the section of procedures for dealing with offences, both according to the degree of the offence that is mentioned in detail in the student Behavior Management Policy.

Cases will be presented within the competences of the school management, and accordingly, the necessary decisions are taken according to the Behaviour Management Policy.

In the event that a student with special educational needs or of determination commits a behavioral offence during distance learning, the School Management Committee and the school support team shall coordinate with each other to study the behaviour of the student to determine the relationship between the offence and the disability, and then apply the measures.

Any breach of these rules (third and fourth-degree offences) may lead to 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 with retroactive effect. In some cases, it may lead to facing criminal charges, and there will be disciplinary procedures in case of breaching these conditions and rules.



ATTENDANCE, ABSENCE AND DISMISSAL:

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

ROLES AND RESPONSIBILITIES OF STAKEHOLDERS:

SCHOOL ADMINISTRATION:

- Form a student behavior management committee, approve all of its official actions as specified in the official policy, and deal with all offences through it, and also activate the initiative's plans and programs.
- Ensure that teachers' accounts are activated on educational platforms. Follow-up on teachers' execution of the allocated periods according to the set schedule and ensure that the teacher uses professional language during broadcasting.
- Ensure the quality of the activities and educational materials provided to students in the virtual school.
- Instruct students to log-in the training platform to see how to practice interactive distance learning lessons.
- Prepare schedules for the distance education periods according to the methodology that has been sent from the school operations.
- Ensure that all students have devices to enable distance learning.
- 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.
- Monitor the absence and tardiness of students during the broadcasting of periods, and follow up with school administration specialized staff.
- Conduct teacher / student / parent surveys on the quality of distance learning and generate improvement plans.
- Prepare and submit reports on the Distance Learning Initiative.





PARENTS

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

Secure environment readiness for students in their homes through the following:

- 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.

TEACHER



- Ensure to supporting educational and research objectives and in line with the initiative's mission and objectives.
- Adhere to the rules of proper discipline and conduct in electronic communication and maintain students' personal information confidential.



STUDENT

- Comply with official times and dates in accordance with the regulations and laws issued by the Distance Learning Initiative.
- Keep the device ready for leaning.
- 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, with retroactive effect.



SOCIAL WORKER

- Inform, educate, and guide students and their parents regarding the initiative's 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.
- Follow up on cases of offences and document them in writing and present them periodically and continuously to the behavior management committee.
- Follow up on the implementation of all recommendations received from the Behavior Management Committee and follow up with the school management.

E-L LEARNING COORDINATOR

- Develop an operational plan or initiative within the school's development plan to use technology in teaching and learning and supervise its implementation.