



IDEAL ENGLISH SCHOOL, RAK

ONLINE BEHAVIOUR POLICY

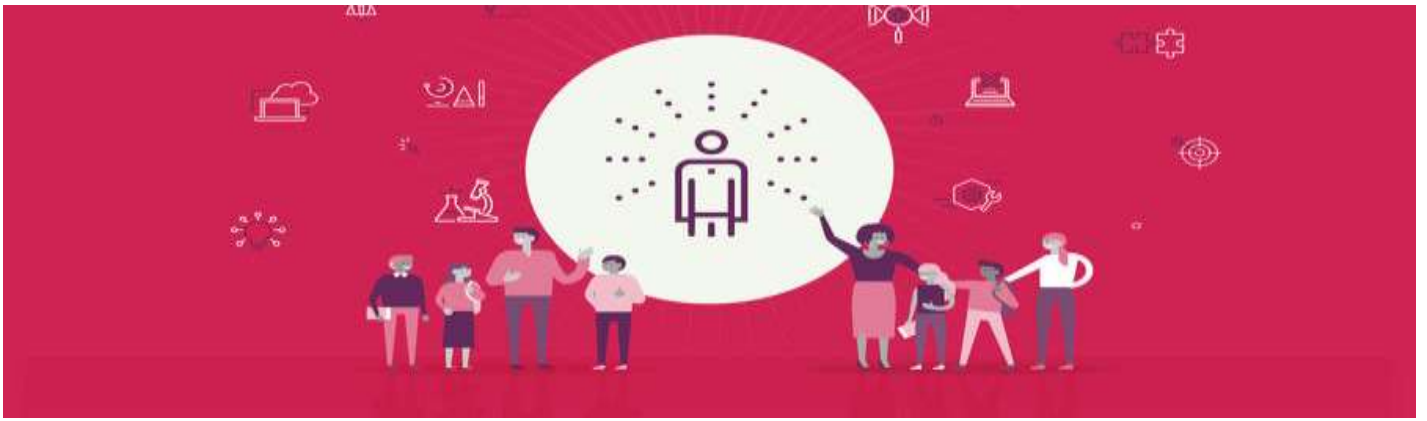
(2022 - 2023)



Review date of this Policy: September 2020

Reviewed by: IES STUDENT BEHAVIOUR MANAGEMENT TEAM

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School Counsellor	Mrs. Reena .M.R
Principal	Dr. Prasanna Bhaskar
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Next Review	January 2022



INTRODUCTION

IES strives to build a positive, ambitious character in a student and to plant good values and habits to groom children as good citizens, confident of themselves.

ONLINE BEHAVIOR EXPECTATIONS:

- Students are expected to attend lessons regularly.
- All students are expected to be in in time for lessons
- Students are trained to greet adults as well as each other.
- Record of attendance and absence is maintained
- Children should be on time for online morning Assembly.
- Students are expected to be prepared for and to participate in each class to meet the performance standards, to possess necessary class materials, to complete class work and homework accurately and on time and to prepare for tests and examinations.
- Students are expected to be honest, behave with dignity and treat others with respect and courtesy. The behaviour of the child should not interfere with the right of others.
- Students are guided to be habitually clean, always neatly dressed and be well groomed.
- The students should raise virtual hand on MS teams their hands in classrooms to answer a question.
- Students are expected to take turns during any activity done in the class.
- Any disciplinary issues would be self-recorded by the students under teacher's supervision in a behaviour record sheet and is given three chances before any further action taken.
- Students are not allowed to whistle or shout or interrupt during lessons

- They are expected to keep the audio mute unless advised otherwise
- Students are expected to comply with the school rules and to obey all laws and to respond in a respectful manner to all adults.

POSITIVE BEHAVIOUR MANAGEMENT

All classroom teachers use a range of rewards to positively reinforce children's behaviour and achievements.

These include:

- ❖ verbal praise
- ❖ showing work
- ❖ work taken to another member of staff
- ❖ stars/stickers
- ❖ privilege time/choice
- ❖ Reward pupils by being star status in classrooms.
- ❖ E-certificates

If a child behaves in an unacceptable way, then the following sanctions are imposed:

- ❖ Voice disapproval
- ❖ Talking to, reasoning
- ❖ Time out from the situation or activity within the classroom
- ❖ Speak to the parent

SCOPE OF APPLICATION OF BEHAVIOUR MANAGEMENT GUIDELINES:

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.

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 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 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, Microsoft Teams or webex.

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.

Behaviour Marks for Distance Learning:

Full mark of behaviour subject	Positive behaviour marks Exemplary	Behaviour marks
100	80	20



Positive behaviour marks

Reward points are earned when students are following the rules and behaving in a responsible manner. Every time that they are seen to be following the classroom rules, they will be awarded a behaviour mark.

Distance Learning Classroom Rules

- School uniform is required for live lessons.
- Look presentable with faces washed and hair combed.
- Join the class on time with microphone muted.
- Eat and drink before or after class only.
- Keep all interactions professional and respectful.
- Ensure that all actions taken contribute positively to classroom discussion.
- The use of electronic platforms to engage in bullying or racial abuse will not be tolerated and there will be consequences for such behaviour.
- Capturing images of students or teachers without their permission, even via screenshot is against school rules and the law in the UAE.
- Modifying images of students or staff so as to defame, offend, or ridicule is against school rules and the law in the UAE.
- Follow online safety rules and do not share usernames and passwords.
- Do not share links to non-educational sites.

Exemplary behaviour marks

Exemplary behaviour points as per the MOE behaviour policy that will be awarded during distance learning:

Appreciation of Values	Marks	Personal Development	Marks
Demonstrates moderation and tolerance	5	Respects feelings of peers and always offers to help	5
Honest and has good character	5	Encourages others to cooperate or involved in conflict resolution	5
Comments and messages of appreciation by teachers through lessons, and after lessons via Teams or Class Dojo	5	Committed to school systems and policies with no behaviour mark deductions.	10
		Attendance is at least 98%	10

Offences and Behaviours in the Virtual School (Distance Education):

Minor Behavioural Offences (Distance Learning)	
Using the microphone feature, camera or chat without prior permission from the teacher	Wearing clothes that violate public decency and morals
Private conversations or disclosure that are not related to study and hinder the lesson during live session.	Ridiculing a teacher or a colleague
Eating while during live session.	Adding any unauthorised program
Misusing rights and tools available through ClassDojo, Google Classroom or Microsoft Teams	Playing educational games (without permission from teachers).

Medium Severity Behavioural Offences (Distance Learning)	
Students intentionally joining classes which they do not belong to (without prior permission)	Discouraging students from attending lessons, threatening or intimidating them, and not attending classes
Creating quarrels between students, whether visual or written, by posting on online learning platforms	Using e-mail or social media to reveal information of a personal nature
Removing anyone 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 broadcasts
Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user	Using nicknames on online learning platforms (must be formal names)

Serious Behavioural Offences (Distance Learning)	
Cyberbullying – written, verbal, blackmail, slander on online learning platforms	Participating in unofficial mailing lists and posting information about teachers and students without permission
Posting about the initiative through social media	Sharing other students' personal information
Searching for information, obtaining specific copies, or modifying files, or passwords belonging to other users on the network	Entering and using the account of another teacher or student
Destroying, modifying, or misusing devices or software in any way	Installing or downloading software that may harm teachers or students' devices and school software
Misusing educational content and/or recording conversations between students or teachers and students and posting them without prior permission	Using any camera for personal use, and/or sharing photos or any information about any of the students' parents, school employees, or any other person without their explicit consent.

Procedure for dealing with offences:

Consequences of all the offences mentioned, are dealt with in accordance with the MOE Behaviour policy regulations. All procedures will be carried out via online communication. The SMART learning team will consist of the Principal, the Academic Team, the Head of Section, Social Worker, and Teacher.



Degree Upon committing	Upon committing i	First repetition	Second repetition	Third or more repetition
1 - Offences of the first degree (simple) Total number of behaviour marks that can be deducted = 4	-Verbal warning - Document offence.	- Document offence - Inform the parent/guardian in writing - Written warning.	- Deduct 2 points from the behaviour marks (parent/guardian informed) - Refer student to social worker - Call the parent/guardian - Undertaking to not repeat offence signed by parent/guardian - Written warning for student and parent/guardian if no response.	- SMART learning team meeting - Deduct 4 points from the behaviour marks - Case study by the social worker - Implement a set of strategies to reduce misconduct. -Convert the offences to the second degree if repeated again.

<p>2 - Offences of the second degree (medium severity)</p> <p>Total number of behaviour marks that can be deducted = 8</p>	<ul style="list-style-type: none"> - Call the parent/guardian and agreement for reforming child's behaviour to be signed - Written warning - Case study by social worker - Deduct 4 points from the behaviour marks - Monitor behaviour 	<ul style="list-style-type: none"> - Deduct 8 points from the behaviour mark - Get the signatures of the parent/guardian and the student on a warning letter. 	<ul style="list-style-type: none"> - Suspend the student for a max. of 2 days from the online learning platform and assign duties - Written warning - SMART learning team meeting - Implement a set of strategies to reduce negative behaviour - Deduct 8 points from the behaviour marks 	<ul style="list-style-type: none"> - Suspend the student from 1 to 3 days in the online learning platform and assign duties - Case study by the social worker - SMART learning team meeting - Issue final written warning - if the student does not reform his/her behaviour put him/her under continuous observation - Deduct 8 points from the behaviour marks - Convert the offences to the third degree if repeated again
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<p>3 - Offences of the third degree (Serious)</p> <p>Total number of behaviour marks that can be deducted = 12</p> <p>12 =</p>	<p>Upon committing:</p> <ul style="list-style-type: none"> - Immediate convening of the Smart Learning Team to reach a decision - An immediate summons of the parent/guardian and signing of the decision and warning - Deduct 12 points from the behaviour marks - Suspension from online learning platform immediately 	<p>First repetition:</p> <ul style="list-style-type: none"> - Suspension from online learning platform immediately - Immediate convening of the Smart Learning Team to conclude a decision - An immediate summons of the parent/guardian and signing the decision - Deduct 12 points from the behaviour marks
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Kindly note: Written warnings and any decisions issued will be sent via MS teams. Parents will be required to sign such documents using an E-signature.

ROLES AND RESPONSIBILITIES

Managing Student Behaviour



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 practise 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
- ✓ 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.

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 practise distance education by ensuring that they attend and complete all educational activities.



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.
- Make an incident report in case of a behavioural incident.

Supervisors:

- ✓ Motivate students in displaying positive behaviour online.
- ✓ Issue all verbal and written warnings
- ✓ open a file when an offence is committed
- ✓ Inform parents when a warning is given
- ✓ Deduct the behaviour marks and record it.
- ✓ Coordinate with social workers on all behaviour cases.
- ✓ In absence of the supervisor, the social worker will take over the above responsibilities.

School counsellor

- 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.

Everyone associated with the school should be involved in promoting high standards of behavior. By working together, we will ensure that our aims are met.

