



STUDENT BEHAVIOUR MANAGEMENT POLICY (*GRADE I - GRADE XII*) DISTANCE LEARNING 2020

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. Utilising 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.

• 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**

• Scope of Application of Behaviour Management Guidelines:

The policy guidelines are applicable from Grade I to Grade XII.

The policy document links with the prescribed policy procedures and execution of the Cyber Safety And Security Policy, IT policy, Antibullying policy and Child Protection Policy.

- 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.
- 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 period.
- 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 LMS

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.
- Not responding to the rules governing the course of lessons.
- Misusing ministerial computers during or after the completion of distance education periods.
- Engaging in audio and video communication with the rest of the students for non-educational purposes after the end of the official period time, be it on or off school premises.
- 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.
- 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.
- Smoking while attending the distance learning period or possessing any smoking paraphernalia while attending the period.

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 network.
- 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

- Creating or opening hyperlinks or any associated files unless they are sent from a trusted source.
- Using montage software that can produce unreal and fake content and circulating it on social media.
- 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.
- Inundating e-mail accounts or applications used for distance education with high electronic data flow, stopping it them working, disabling them or destroying their contents.

PROCEDURES FOR DEALING WITH OFFENCES

- The deduction of behaviour grades shall be calculated in the event of committing various offences during distance learning.
- Cases will be presented within the competences of the behavior management committee, and accordingly, the necessary decisions are taken according to the Behaviour Management Policy 2018.
- In the event that a student with special educational needs or of determination commits a behavioural offence during distance learning, the School Behaviour Management Committee and the school support team shall coordinate with each other and with the special education support centre to study the behaviour of the student to determine the relationship between the offence and the disability, and then apply the same measures mentioned in the 2018 Student Behaviour Management Policy.
- 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.

Fraud and Violation of the Exam Regulations:

Cheating offences are subject to the laws and regulations issued in this regard.

ROLES AND RESPONSIBILITIES OF STAKEHOLDERS**Parents**

- Full responsibility for the user agreement concerning the usage policy and rules in terms of:
 - Possessing a computer
 - 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 practise 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 submitted to the competent authorities through legal action.
- Follow any instructions or guidelines for the Distance Learning Initiative issued by the Ministry of Education.

Student

- Comply with official times and dates in accordance with the regulations and laws issued by the Distance Learning Initiative.
- 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.
- Follow any instructions or guidelines for the Distance Learning Initiative issued by the Ministry of Education.

Everything that is not mentioned in this policy applies to the provisions of the Student Behavior Management Policy 2018 in a manner that does not conflict with the provisions of the Student Behavior Management in Distance Learning.