

Habitat School, Al Tallah

BEHAVIOUR MANAGEMENT POLICY (DISTANCE LEARNING - 2020)

HABITAT SCHOOL, AL TALLAH, AJMAN

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



الإمارات العربية المتحدة
وزارة التربية والتعليم

Student Behaviour Management

Distance Learning

2020

School Mission and Vision

Our Vision

The school envisages learning as a communitarian process of imbibing education from the natural, academic, social and technological eco systems created around the institution of school.

Our Mission

We strive to provide a new model of education for the expatriate children in the UAE in a culturally inclusive, technologically effective and ecologically sensitive way in a cosmopolitan environment.

Our Core Values



STUDENT WELLBEING COMMITTEE MEMBERS

Principal	Ms. Mariyam Nizar Ahamed
Vice Principal	Dr. Huma Ather
Counsellor	Ms. Raseena Ahamed
SOD Educator	Ms. Jismi Achipra Valappil
Teacher's representative	Ms. Aleena Jithin

Student Behaviour Management

Regarding Distance Learning 2020

Introduction:

The Ministry of Education has launched the Distance Learning Initiative to address changing and emerging conditions in order to fulfil the requirements of the Emirati School, as distance learning 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 of the United Arab Emirates' pioneering role in educational initiatives and to achieve commitment and disciplinary behaviour for students and for the stability of the program, 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 of 2018, 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 of 2018.

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.

4. To provide a controlled reference that defines the rules, standards, and procedures to be invoked to deal with students' behaviour in a way that ensures compliance with school values and systems through changing and emerging conditions.

Scope of Application of Behaviour Management Guidelines:

All the articles mentioned are applicable to all public education institutions (first and second cycles and secondary education) which are subject to the Distance Learning Initiative on the national level.

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

1st Degree -Minor Behavioural Offences (Distance Learning)

Description
➤ 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 Microsoft Teams.

ACTION	
Upon Committing	Verbal warning and direction
First Repetition	<ul style="list-style-type: none"> ❖ Written warning and documenting the Offence. ❖ Inform the parent/ guardian in writing
Second Repetition	<ul style="list-style-type: none"> ❖ Deduct half of the grade (2 marks). ❖ Call the Parent/guardian. ❖ Refer to Social worker ❖ Signing an undertaking not to repeat the offence again

Third Repetition

- ❖ Summoning the guardian on the day next to the offense date.
- ❖ Issuing a written warning for the student and his / her guardian in case no response is made.
- ❖ Deduct the full grade (4 marks).

2nd Degree- Medium Severity Behavioural Offences (Distance Learning)

Description
➤ 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.

ACTION**Upon Committing**

- ❖ Deduct half of the grade (4 marks).
- ❖ Issuing the first written warning and instructing the student to sign on an undertaking not to repeat the offense, as per the Form No.9.
- ❖ Completing the file of the individual case study by the academic advisor/social worker.
- ❖ Summoning the student's guardian on the day next to the offense date and asking them to sign on an agreement for reforming his son's / daughter's behavior.
- ❖ Monitoring the student's behavior and providing guidance sessions for him / her.

First Repetition	<ul style="list-style-type: none"> ❖ Deduct the full grade (8 marks). ❖ Having the student temporarily suspended for a maximum of two days and assigning him/ her with study assignments inside the school. ❖ Bringing the matter before the Behavior Management Committee of the school. ❖ Issuing the second written warning to the student and his / her guardian. ❖ Implementing a set of strategies for reforming the student's behavior..
Second Repetition	<ul style="list-style-type: none"> ❖ Behavior Management Committee shall meet immediately and shall take the proper decision. ❖ Suspending the student for 1 to 3 days and assigning him / her with a study assignment inside the school. ❖ Requesting the support of an agency concerned with behavior for studying the case file. ❖ Issuing the final warning for the student and his / her guardian. ❖ Transferring the student to another school as a disciplinary action; if he / she does not reform his / her behavior, and putting him / her under continuous observation,

3rd Degree –Serious Behavioural Offence (Distance Learning)

Description
➤ 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 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.

ACTION

<ul style="list-style-type: none"> ❖ Upon Committing 	<ul style="list-style-type: none"> ❖ Suspending the student immediately (inside the school campus). ❖ Behavior Management Committee shall meet on an immediate basis to take the proper decisions. ❖ Deciding to refer the student to the concerned agencies (such as: behavior reform agencies), for the first time, for a period not more than 3 weeks. ❖ Summoning the student's guardian immediately and asking them to sign on the warning and the decision. ❖ Following up and receiving the reports of the student's case development by the concerned agency (such as: behavior reform agencies) ❖ Deduct the full grade (12 marks).
<ul style="list-style-type: none"> ❖ First Repetition 	<ul style="list-style-type: none"> ❖ Suspending the student immediately until the investigations end (outside the school campus). ❖ Behavior Management Committee shall meet on an immediate basis to make the proper decisions, in respect of the student suspension until the end of the semester and transferring him / her to behavior reform agencies. ❖ Summoning the student's guardian immediately and presenting the Committee's decision to them. ❖ Referring the student to the concerned agencies (such as the behavior reform agencies) for the second and last time. ❖ If the student fails to reform his / her behavior; then he / she shall be transferred to another school as a disciplinary action under a decision by the assistant undersecretary for school operations for the public schools, or by the assistant undersecretary for Control for the private schools.

4th Degree- Very Serious Behavioural Offences (Distance Learning)

Description
➤ 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
- Intentionally capturing or intercepting any communication without authorization through the information network used for distance education.

ACTION

- ❖ The school Principal, his / her deputy, or the behavior officer shall notify the Legal Affairs Department of the Ministry and the concerned agencies, once the offense is committed.
- ❖ Notifying the student's guardian of the matter and suspending the student on an immediate basis until the investigations end for a period not later than 2 business days. Suspension period may be extended until the end of the legal investigation under a decision by the undersecretary of academic affairs for the public (general) education.
- ❖ The Behavior Management Committee shall meet on an immediate basis to refer the matter, through the submission of an explanatory memorandum together with the evidence on the offense committed, to the undersecretary of academic affairs for the general education or the person he nominates, who shall make a decision to refer that case to the concerned agency in coordination with the Legal Affairs Department.
- ❖ Seizing the tools used in committing the offense once it occurred, in order to hand them over to the security authorities.

Roles and responsibilities of 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 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. Value will be determined based on supporting evidence and documents, as well as the committee's decision.
- 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.

Roles and responsibilities of Teachers

- Use the computer provided by the ministry in formal activities and tutorials that are compatible with distance learning program's laws and regulation.
- Ensure usage of the internet fully dedicated 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 student's personal information confidential.
- Follow any instructions or guidelines for the Distance Learning Initiative issued by the Ministry of Education

