

4. Online Learning Policy

“Owing to the Covid 19 situation, online learning has become as important as physical learning. The Online Learning Policy and Procedure is an outline for staffs and students regarding the processing of online education provided by the school. These outlines are the expectations that are to be met by the students, guardians and teachers to continue online academic learning.”

Motto

Duty and Discipline

4.1 Aims and Objectives

All students, teachers and guardians are to realize that during online learning it is not possible for the school to completely recreate a physical school day from home, and that it required collective support and cooperation from parents and carers to make online education possible in these difficult times. Th school has a specific set of aims that it wishes to achieve during online learning in support of our vision to inspire, encourage and challenge the students.

- i. To offer the students meaningful activities that will occupy them during time away from school as well as continue their learning without any disruption.
- ii. To develop the skills of resilience, self-motivation and self-dependence
- iii. To deliver an efficient curriculum which is suitable for e-learning and includes elements of audio-visual learning, website quizzes, online videos and lectures
- iv. To ensure that the students have a meaningful structure during their time away from school
- v. To maintain a sense of tight-knit community among the school children and staff even in times of isolation.
- vi. To encourage students to take part is collective online group projects, video and presentations.
- vii. To provide teachers, students and staff clear support and guidance to help them through a potentially difficult time.
- viii. To ensure that the expected behaviours of a classroom are met even in the online classro om, where the students are allowed to communicate with their peers and teachers under specific guidelines.
- ix. To ensure that all online learning activity is done through Zoom Video Calling platform.
- x. To ensure that regular assessments are taken following standardized methods of tests.

4.2 Key Points

- i. All classes are to be done via Zoom.
- ii. All subject teachers must create a WhatsApp Group for their specific subjects where important information about tests, syllabus, and class timings will be discussed.
- iii. All students are to maintain the decorum of the classroom. No improper comments will be tolerated. Students must also make sure to be at their best formal behaviour in WhatsApp Groups.
- iv. No student must approach any teacher personally on WhatsApp or Call without prior permission, especially after school hours.
- v. Students must follow their class notes and materials which will be uploaded on a regular basis on google classroom.

- vi. Students must submit their homeworks and classworks on a regular basis, either by mail, or by upload it to the Google Classroom.
- vii. Students must ensure to treat their teacher and classmates with respect in email, Zoom meetings, comments or any other communication.
- viii. The language used by both students and teachers should be clear and concise.
- ix. Students must ensure to not use slang terms. Keep your mode of communication formal.
- x. Avoid using CAPSLOCK feature as it is informal and insulting at many levels.
- xi. Avoid use of emoticons and emojis when writing comments, messaging or emailing teachers.
- xii. Use humour or sarcasm carefully in class ensuring it is not hurtful and or insulting.
- xiii. Make sure to not use an informal or sarcastic tone while posting on google classroom or emailing as it might sound offensive.
- xiv. Be assured about what you post. Only class-related notes, video aids, recording and lectures will be entertained. Lest you want to be embarrassed or negatively marked, use proper tone and content in the subject you choose to post.

4.3 Roles and Responsibilities

This section involves the roles and responsibilities of the student, teacher and guardian with regards to online learning.

A. Roles of the students

- i. Students must follow the given timetable which will be shared at the beginning of the session. The timetable is subject to change, so make sure to keep an eye on it.
- ii. Students must be ready to attend all of their classes throughout the online school day starting from **7.30 am to 2.30 pm (will change)**
- iii. Students must not fail to enter their classes on time. Teachers will not allow students who have delayed more than 2 minutes as it causes disruption in the class.
- iv. Students must enter the zoom meetings through their own respective accounts. Having a profile picture is nor mandatory but all students must have their full name in capital letters along with their class roll numbers (Ex- RAMAHUJA, 23)
- v. All students must attend to their roll calls without delay
- vi. Students must register into their zoom accounts and stay on hold 5 minutes prior to the class owing to several technical issues.
- vii. Students must check Google Classroom regularly to find day-today activities, home works and tasks. They must also submit their class works and home works on the same platform.
- viii. All students must be in their proper school uniforms with cameras turned on for verification without any excuse. Failing to do so will lead to removing the student from the meeting.
- ix. Students must complete all set work and, if requested, to hand in work on Google Classroom by the date and time set by the teacher.
- x. Students must stick to the platforms of Zoom Meetings, google classrooms, emails and Class WhatsApp groups to clear their doubts and queries from the teacher.
- xi. After completion each task, students must click on "Mark as done" after submitting their work for review.

B. Roles of the Teachers

- i. Teachers must allow the students into the zoom meeting at the time of the class
- ii. Teachers must take their respective scheduled class and inform the students via WhatsApp if the timings of the class have been changed.

- iii. Teachers must not allow students to enter the zoom meetings if they are late. No attendance should be given to them in that case.
- iv. Teachers must maintain a regular attendance sheet to mark their students
- v. Teachers must ensure that all the students present in the class have their correct uniforms clean and tidy.
- vi. Teachers are suggested to innovate their mode of teaching by incorporating audio -visual learning through Videos and presentations, and make the classes as interactive as possible
- vii. Teachers are suggested to make their lessons more engaging and interesting so that students even though not in the proper school environment feel enthusiastic and motivated to learn.

C. Role of the Guardians

- i. Guardians must ensure that students have access to a proper working device, a mobile phone, PC or Laptop with uninterrupted internet connection so that classes do not become disruptive.
- ii. Guardians are requested to encourage and support their children during the online learning process and help them in finding an proper work place in the house, and monitor their participation and behaviour in the class.
- iii. Guardians must contact the student's class teacher if there are any concerns
- iv. Guardians must encourage the child to study in a calm and disturbance -free area.
- v. Guardians must enable the child to feel like a normal working day, starting with waking them up, getting fresh, having a proper healthy breakfast and gearing up for a productive day's work.
- vi. Guardians should see that their child is not excessively using electronic devices. Usage of social media, games and TV should be restricted so as to maintain their healthy routine.
- vii. Guardians must see that their child is getting proper sleep at night for their own health and to remain active throughout the day

4.4 Procedure

- a. All students are to enter the Zoom meeting through their own account
- b. The link of the meeting will be provided prior to the class
- c. All student must create their Zoom accounts and enter through it having their own pictures and full name along with their roll numbers.
- d. All teachers must all allow students inside the class within the given time.
- e. All class works, home works and additional notes will be uploaded on the Google Classroom.
- f. Students should submit their given work in Google Classroom whenever asked for without fail

4.5 Disciplinary Actions

If any such situations take place where an individual student or a group of students are causing disruption in the class, the following will be the course of action to prevent them.

- If the student causes disturbances for the 1st Time, the student will be removed from the Zoom Meeting for that lesson not be allowed to join for the remainder of the lesson.
- If the incident occurs for the second time, the will be removed, and parent will be contacted to discuss their disruptive behaviour.

- After the 3rd time, the student not be allowed to join any further Zoom meetings or be a part of the online class. They will also not be allowed to watch video lessons after the event. They will still have to present all the given work and upload their homework on Google Classroom without fail.
- Lastly, if a student is being consistently late in class, they will not be allowed to join any meetings further.
- Not having proper uniform or the right code of conduct will also be marked negatively, and the child may even be denied access to the online classrooms.