

Purpose of the Safe Remote Learning Policy

- Protect and safeguard all members of the school community while online
- Identify approaches to educate and raise awareness of e-safety throughout the community
- Enable all staff to work safely and responsibly, while role modeling positive behavior online and managing professional standards and practice when using technology
- Identify clear procedures to use when responding to e-safety concerns

Virtual Learning Environment

- Microsoft Teams will be the single hub for all remote learning interactions
- Teams' Meetings allows teachers to host video and audio calls and automatically invite members of their classes (students join by clicking the relevant meeting invite in the correct Class Team)
- Staff may use microphone headsets to improve the quality of audio during calls
- Screen sharing allows teachers to broadcast their screens and open documents for discussion and sharing with the class during the Meeting calls
- Live video streaming might be recorded and shared on the school's video library

Ethical Behavior during Remote Learning

General Guidelines:

- Abide by the school's Dress Code Policy at all times when visible online
- Avoid uploading or saving any inappropriate files to any part of the system (School Network and/or Hardware), including but not limited to:
 - Music files
 - Movies
 - Video games of all types
 - Saving offensive images or files
 - Programmes which can be used for malicious purposes
 - Any files which you do not have a legal license for
 - Any files which are not needed for school purposes or class assignments

Specific Guidelines for Teachers:

- Report any incident to the appropriate staff member in a timely manner (Please refer to *Figure 1* below)
- Avoid befriending, posting and sharing images or photos of students or parents on social networking sites or social media
- Model and use appropriate and professional language and behavior with students to prevent misunderstanding
- Avoid one-to-one sessions with students without the supervision of the Head of School or Programme Coordinator for the safety of students
- Avoid delivering or conducting private one-to-one lessons for your grade level students for payment purposes unless permission was given by the School Director
- Use discretion when accessing and potentially making electronic and/or paper copies of sensitive data to share with students. This includes storing personally identifiable data on personal or school-issued devices (e.g. laptops, smartphones, etc.)
- Ensure that emails and online chat are only used for school-related communication
- Upload unit plans, lesson plans and resources for learning onto the secured school platform (SharePoint and Microsoft Teams)
- Ensure that all learning videos are only posted on the school's streaming platform on Microsoft or the school's YouTube Channel
- Avoid posting any learning videos on social media or personal YouTube channels

Specific Guidelines for Students:

- Use appropriate language at all times
- Respect other students' right to privacy
- Abide by the school's Academic Honesty Policy and respect copyright regulations
- Ensure the confidentiality of your password by using a strong and unique password and not sharing it with anyone, including classmates, staff and family members
- Avoid unsecure and unfamiliar emails as they can be fake and lead to malicious sites
- Do not send harassing emails, instant messages or content that contains ethnic slurs, racial discriminations or anything that could be interpreted as harassment or abuse of others based on race, national origin, gender, age, disability and religious or political beliefs
- Refrain from sending offensive constant via emails or instant messages
- Do not copy or convey the messages of others without permission, send emails or instant messages containing a virus or other malicious content or use another person's account

- Respect and use lesson time effectively by not reading emails or instant messages unless instructed to do so by the teacher
- Avoid using emails or instant messages to share assessment answers or encourage cheating in any way

Guidelines for Parents / Guardians:

- Give permission or consent for your child to join live lessons
- Ensure a healthy learning environment for your child during virtual lessons by having your child located in an open area of the house
- Ensure that KG and Primary School students are supervised by an adult during live or recorded lessons on Microsoft Teams
- Ensure that lessons are running smoothly without any interruptions so that students can fully benefit from the learning experience
- Guarantee the safety and well-being of our students by avoiding taking images and videos of lessons or students' work and publishing / posting them on social media
- Grant permission to use your child's work / photos in promotional materials or on the school's website, Facebook page, Instagram account and/or mobile application
- You may withdraw or amend permission to the points mentioned above, in writing, at any time
- Avoid communicating directly with the teacher; if you have any notes or concerns, they should be sent to the Head of School or to communication@mashrek.edu.jo and studentaffairs@mashrek.edu.jo

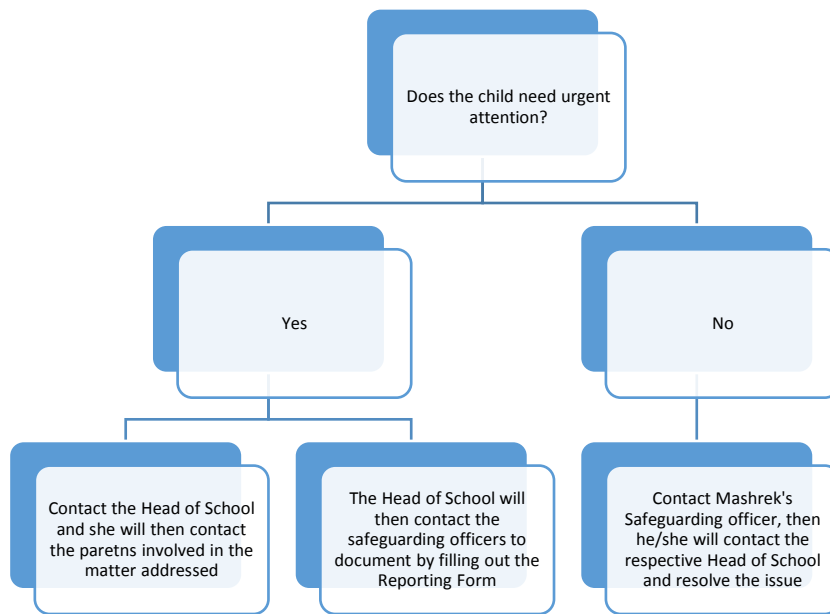
Ethics for Remote Counselling

- Ensuring the confidentiality and the well-being of students is our utmost concern; hence, we will safeguard their emotional well-being by not recording individual meetings
- Providing core curriculum, responsive small group and individual counselling sessions will be conducted by our school counsellors

Communication Channels throughout Remote Learning

- Reporting and communication systems to be used by the whole school (Mashrek Community) will follow the cycle indicated in *Figure 1* below
- Immediately report any issues related to cyber bullying (child to child, teacher to child, child to teacher), improper online behavior, inappropriate language, spreading or showing unsuitable images in order to ensure the safety and well-being of our students
- For technical difficulties, please contact the IT Department on: it@mashrek.edu.jo

Figure 1



Glossary

E-safety: Measures to protect and educate students and staff in their use of technology as well as having appropriate mechanisms in place to intervene and support any incident when required

Safeguarding: Protecting the health, well-being and human rights of children and adults, enabling them to live safely and free from abuse and neglect



Phone: + 962 79 957 7771 administration@mashrek.edu.jo www.mashrek.edu.jo