

ONLINE TEACHING-LEARNING POLICY

Rationale

The COVID-19 pandemic has resulted in a world-wide suspension of a wide range of services including schools, public and private offices, transportation and places of worship. With a view to help curb the spread of the contagion of COVID-19, Podar International School (Cambridge International), Kalyan is continuing with online classes for students.

The initiative of Online teaching while being necessary also brings a host of challenges of a different nature with regard to student safety and privacy. This is especially true in high schools where learners are underage and particularly impressionable and vulnerable. Given the unique responsibility we, the educators, are entrusted with, it is imperative that we adopt appropriate and effective measures to protect privacy and ensure the safety of our learners as we transit to a non-traditional platform to meet the learning needs of our learners. The teaching faculty at Podar International School (Cambridge International), Kalyan have adopted the following measures to address these concerns -

Online classroom policies and code of conduct for instructors and facilitators

Instructors and facilitators must -

1. Use a common platform to deliver classes online. Only in cases where technical issues make it impossible to use the recommended platform should the teachers feel the need to resort to a different platform. However, in such cases, teachers must contact the relevant personnel immediately in order to resolve the technical issues.
2. Conduct online classes in accordance with the time-table provided to them by the Principal. In case the situation demands deviance from the allotted time slots, the teachers must consult with their Principal.
3. Employ relevant online tools to incorporate appropriate formative assessment strategies in their online practice as formative assessments are necessary to track students' progress and to assess the effectiveness of the teaching
4. Keep the Principal apprised of the progress both in terms of the coverage of curriculum and of students' learning strategy used by the teacher.
5. Stay vigilant of any suspicious activity or accounts and take necessary steps to ensure safety of students and maintain the integrity of the class. Teachers must inform the coordinator and the principal of such suspicious activities.
6. Not entertain requests for admission of any third-party agents (private tuition teacher, coach, parents) in the online classroom under any circumstances.

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7. Use tools that do not allow students or any third-party agents to record the online session to further ensure the safety of learners as they navigate the learners. Teachers must not entertain any such requests.

Online classroom policies and code of conduct for Learners, Parents and Guardians

1. Online classrooms

The Online Classrooms at Podar International School (Cambridge International), Kalyan are safe virtual spaces where students can explore, discuss and learn new ideas under the guidance of expert instructors. Parents must not engage or participate in the classroom activity directly in any way. Any queries or concerns must be directed to the Principal.

Kindly note that the online classes are an added advantage with the sole purpose of benefiting the students and thus making utmost use of their time at home. Parents and students are requested to be cooperative and cordial in the communication with teachers and with others in the group.

Parents and Students must arrange for the electronic device with its charger, internet connection, the app as instructed by the teacher (through which the session would be conducted), earphones/headphones, notebook for taking down important notes, subject book (if applicable), pen/pencil and other stationary that would be required.

2. E-Safety

a. For safety reasons, every student will be provided entry into the class through only one email account. The account must be registered with the school. Teacher reserves the right to remove any suspicious accounts from the classroom.

b. Parents must not seek admission into any virtual classroom via accounts other than the one registered with the school. They may use their ward's account to check classwork and the progress of their ward, and to download the resources that have been made available in the virtual classroom.

c. Parents must not encourage admission of third-party agents (private tuition teacher, coaches, relatives, etc.) into these classrooms as this may potentially compromise the safety of all learners.

d. Parents must not record, or allow third-party agents to record, and distribute live online classes as this may violate the privacy of and compromise the safety of all learners.

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- e. Students must login with their name while entering the session so that it is easy to identify and admit them into the meeting. This step is important for security reasons too.
- f. Students can disable their video once they have logged in. This will reduce the load on the network.
- g. Students should keep their microphone on mute throughout the meeting except when they wish to speak up. This is important for the session to proceed without any disturbance.
- h. Students must use the chat feature of the app for expressing any difficulties with viewing the screen or listening to audio during the session. Use this feature to ask questions and respond to the speaker's questions if any. Do not message in whatsapp group or teacher's personal contact number.

3. Online assessment

Learners taking assessments online are strongly advised to observe all of the instructions related to them by the teacher. Any evidence of malpractice by either a learner or a parent during the assessment will result in disqualification of the learner from that assessment. Assessments taken online will be considered when calculating learner's final grade.

4. Late Arrival

- a. Lessons are to start on time. If for some unavoidable reason, the student will be late for the class, the teacher must be informed well in advance.
- b. The teacher will lock the class and deny admission after 10 minutes from the scheduled start time of the class. If a student fails to join the class within the first 10 minutes, they will be marked absent for the class.

5. Camera and Microphone -

The student should be dressed well (preferably in school uniform) and the camera has to be on all throughout the lecture. The microphone should be off and should be unmuted only when it is very urgent / important to speak or while the student is responding to any question asked by the teacher. Students can always use the option of raising hand and using the chat box to put up their queries. Virtual Monitors can continue doing their roles and responsibilities till further notice.

6. Login Name –

The login name has to be in standard format of Grade, Roll Number and Full Name of the child. Screen saver or theme should be off during the lecture. Eg – G8-20.Chandan Soni

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7. Books and Notebooks – Students should be ready with books, corresponding worksheets, relevant notebook and writing material during the lecture.

8. Assembly Attendance – Attendance in assembly is compulsory. Students not attending assembly will be marked as absent throughout the day.

9. Betweenus Resources and Google classroom – Betweenus resources are part of online teaching and learning. Students need to spend at least 60 minutes every day over viewing the same. All Google classroom assignments are mandatory to submit on daily basis (whenever applicable in relevant subjects)

10. Classwork Submission – Submitting of Classwork scanned copy through mail is mandatory, whenever asked by subject teachers. Kindly do not submit classwork on whatsapp. Submit it only on the registered mail id of the concerned subject teacher.

11. Online Exam – Students need to follow complete academic honesty while writing online exam (Pls refer Academic Honesty policy for the same). Arrangement of two cameras during online exam is mandatory (one focussing on the face of the child and other focussing on the paper that the student is writing). Students need to scan and make PDF of the answer sheet and mail to respective subject teacher within stipulated time. The physical copy of the answer sheet should be made available to the school authorities whenever asked for.

12. Copyright of lesson material -

a. All lessons provided by the faculty of Podar International School (Cambridge International), Kalyan are the property of Podar International School (Cambridge International) Kalyan and may not be reused or distributed in any way without a prior written consent from the head of the institute.

b. All materials shared online in classrooms are for authorized personal use only. Unauthorized use and sharing are strictly prohibited.

We sincerely hope that these measures will help us ensure the safety and privacy of our learners that we have been privileged to be entrusted with and also help us maintain the integrity of our services.

PODAR INTERNATIONAL SCHOOL (Cambridge International), KALYAN

To

The Principal

Podar International School (Cambridge International), Kalyan

Student/Parent Agreement for Online Teaching-Learning Policy

We understand and will abide by the above policy and guidelines. We further understand that if the law/policy is violated, school can take any disciplinary action as well as keeping the student away from academic activities for a week/fortnight.

Student Name & grade

Guardian's Name & Signature, Date

Mother's Name & Signature, Date

Father's Name & Signature, Date

Student Signature, Date