



## **DISTANCE LEARNING AGREEMENT**

Distance Teaching & Learning is becoming an increasingly important part of the provision of quality education in schools. It opens learning opportunities to everyone whom have access to the internet and overcomes the obstacles of time and geographical limitations. It allows enriched access to high quality resources and insights of experts in their fields, while reducing pressures linked to only face-to-face interactions.

E-learning classes are subject to the same laws combating cybercrimes in the Federal Decree Law Government No. (5) of 2012 and No (12) of 2016 regarding the use of the internet and social media. A teacher is held fully responsible for the electronic sessions they conduct, especially with regard to the content and questions posed or discussions managed with students.

Preparation for and execution of electronic lessons are just as important as the expected good practice for face-to-face lessons conducted in school. Some lessons may be **synchronous** when both the teacher and students are simultaneously interacting online. Others may be **asynchronous** when the teacher will clearly describe and explain the steps to facilitate the learning experience, but the teacher will not be online with the students at that time. Not all lessons may require screen time as activities may be conducted away from the screen and submitted at a later stage. All work will not necessarily be for digital submission and some assignments may be submitted as written work once school reopens.

### **REMOTE LEARNER AGREEMENT FOR STUDENTS**

At all times, you as a learner/student are required to stay digitally safe, be responsible and behave appropriately. This agreement will clarify the expectations for the online classrooms. The same behavioural norms should be followed online than in your regular classrooms. Every student is encouraged to reach out for help to the teacher only after you have explored and exhausted your own lines of inquiry that are available online and otherwise. This will develop your research skills and enhance your ability to be a self-learner, that is becoming an increasingly important and desirable skill in the 21st century.

#### **As a responsible Remote Learner, I agree to:**

1. Ensure my username and password are kept secure.
2. Log in at the indicated time that will be shared by the school and be fully engaged with the learning, planned by my teachers.
3. Demonstrate online behaviour that will enhance the positive learning experience.
4. Download or forward material only if it is educational and contributes to learning.
5. Complete and submit the assignments by the deadlines.

6. Submit work that has been done by me and has not been plagiarised.
7. Be a reflective learner and learn from my daily reflections to improve even further in the future.
8. Always have healthy online conversations with other students and teachers when the opportunity presents itself.
9. Use language that is not offensive, derogatory or discriminatory towards anyone.

**As Parents we agree to:**

1. Provide an appropriate place for effective online-learning.
2. Provide an electronic device for online learning e.g. desktop computer, laptop, tablet or smart phone.
3. Provide the internet connection required.
4. Ensure that my child/ren engage/s actively in the online-learning sessions at the required times that will be allotted and shared by the school.
5. Provide the appropriate support so that all assigned tasks are completed and submitted by the deadlines.
6. Adhere to the general policy of using educational devices during the online learning program – including not publishing any information in an open forum without prior permission from the teacher who leads the session.

**As a responsible Teacher I agree to:**

1. Make sure that the appropriate content and activities are properly planned and ready for all online learning sessions.
2. Review and rehearse in advance to ensure a quality online session, when a synchronous (audio or video) will be conducted.
3. Select an appropriate environment to start the lesson that is free from noise, with an appropriate background if a video will be recorded. The lightning, internet connection, and broadcasting facilities will be in good working order to permit a successful delivery.
4. Wear formal clothes to maintain the same professional presentation than in a face-to-face classroom.
5. Welcome the students and make sure that they are ready.
6. Introduce the title and preview and the learning outcomes with the students.
7. Maintain interactive communication with the students through asking questions and discussing the answers during a live online session.
8. Use correct English/Arabic language, speaking clearly and at an appropriate pace, when relevant, repeat the phrases where more focus should be placed.
9. Repeat a question more than once to allow the students time to think.

10. Adhere to the specified start and ending times.
11. Review the outcomes that have been achieved.
12. Pose closing questions to verify that the outcomes have been achieved.
13. Specify and explain the assignments that the students are required to complete. Provide enough clarification and ensure that the deadline and other submission expectations are communicated clearly.
14. Supply the students with useful additional resources and make sure that they download and read them and answer their questions where relevant.
15. Confirm the timing for the next lesson, identify its title and share clearly what is expected from the students to prepare before the next session.