

**GEMS**

مدارس جيمس السعودية العالمية - الظهران
Saudi International Schools
DHAHRAN

E- Learning Policy

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Approved By:	Senior Leadership Team
Owned By:	Superintendent
Reviewed By:	Senior Leadership Team

1. Introduction

In the event that lessons are suspended at GSIS, we have an E-Learning protocol to enable students to continue their education away from the school setting.

2. Aims and Objectives

This Policy aims to:

- Ensure all our students have access to quality teaching, learning and assessment online
- Ensure the wellbeing and safety of students and staff online
- Provide a framework of lessons and associated resources to support student's learning
- Ensure a consistent approach across the school with expectations for students, parents and staff

3. Protocol

- 3.1.** This protocol covers occasions when students remain at home for the day and access the curriculum online. Home Learning Days can occur for many reasons including (but would not be limited to) outbreaks of disease or unplanned events of a serious nature that impact the safety of students to attend the school campus. In these cases, warning of school closure may be short and all members of the community need to be aware of the process to follow and the expectations of them in advance.

4. Expectations for Home E-Learning

4.1. Start of the Day

Students will log on to the MLG Platform to access Microsoft TEAMS in preparation for their lessons and Class Dojo to follow instructions for the day.

Daily Registration and Attendance

Registration for the day will occur in the following ways:

- All students will be expected to register with their class teacher and Homeroom teacher through Class Dojo by responding to a simple 'Icebreaker' activity.
- Students who are sick and not able to participate that day should contact the School Receptions by email or phone.

GENERAL ADMINISTRATION

Phone: 1333 15800

1333 15801

1333 15801

Girls School Receptionist - Ms Doaa Aljogghaiman D.ALJOGHAIMAN@gsis.com.sa

Phone Ext: 600

Boys School Receptionist – Mr Ali Sebaa A.Sebaa@gsis.com.sa

Phone Ext: 570

This will then be updated on MLG within 24 hours.

4.3 Support by Parents for Student E-Learning

The E-Classroom is different in many ways but the expectations for students is the same as if they were physically attending GSIS school. That is the Student Code of Conduct.

I am prepared

I am organised

I am safe

I am respectful

Your support as parents and partners is vital for effective E- Teaching and E-Learning to occur. All our Synchronous Learning (live lessons) are recorded so the Leadership Team can Quality Assure the lessons being delivered.

To best support both your child's E-Learning please adhere to the following:

1. Set up a quiet, separate space for your child to learn without interruption or distraction.
2. Students to be prepared with Resources (books) and Stationary (pens, pencils, eraser etc) with them.
3. Do not interrupt the teacher or your child during the lesson (if you have feedback regarding E-Learning session please make contact via email with the GSIS Leadership to follow up on).
4. Do not feed or provide drinks (water is ok) during lessons as we want to best recreate what it would be like if students were in a real classroom.

4.2. Timetable : See Attached Appendix 6

The timetable will reflect as closely as possible the timetable for the school day. Staff will be available through the working day to provide comments and answer queries from students. The working day for staff will be from 7.30am -3.30pm. The working day for students will be defined as per the Timetable attached Appendix 6. Please note:

- At least 80% of E-Learning will be **synchronous** (live streamed).
- For Asynchronous E-Learning (pre-recorded) teachers will still be available through the 'chat' room in Microsoft Teams to assist students during this session as well as supervising and following marking and providing feedback for the work being submitted.
- Students will be expected to be online and active in all sessions or they will be recorded as absent for the session. These lessons will be on a timetable that can accessed on MLG.
- Teachers will send a Weekly Newsletter on MLG outlining students lessons for each week.

4.3. Lessons

- Lessons will as far as possible adhere to the standard policies that GSIS run in terms of a student's normal day to day learning, i.e. they will have a child-centred active approach which encourages the development of transferable skills such as collaboration and communication.
- The Physical Education and Art lessons will be pre-recorded and the link will be sent to class teacher and Homeroom teacher to post on Class Dojo.
- Staff will be aware that students learn in very different ways when accessing work online and as such will be mindful of the length of tasks and activities set during a lesson. There will be a variety of methods of teaching, appropriate to the age of the students being taught.
- If a teacher is absent due to illness, training etc, cover will be set which students are able to work independently during the time allocated for that class. Work will be set via the appropriate channel for that age group.

4.4. Resources for Students

4.4.1. KG and Elementary E-Learning: The main tools for KG and Elementary (Grades 1-5) are:

- Microsoft Teams
- Class Dojo
- Bravo Bravo

4.4.2. Middle School E- Learning: The main tools for Middle School (Grades 6-8)

- Microsoft Teams
- Literacy Planet
- Class Dojo
- Minecraft

4.4.3. E-Learning Platforms

An overview of activities and resources is contained in the attached in Appendixes below. Links and Details for each activity will be sent via Class Dojo. Students will be expected to log in to Class Dojo and Answer the Register Icebreaker.

- **MLG Platform – Login System for Learning Management**
 - Log-in details will be sent to both students and parents.
 - **Pearson and Alpha Curriculum**
- **Microsoft Teams – Live Session APP**
 - Provides audio; video; chat and live sharing

4.4.4. Learning Tool Applications

- **Class Dojo – Management APP**
 - An invitation to login to Class Dojo will be sent by Class and Homeroom teachers.
 - Students will login each to register their attendance by completing the Daily Icebreaker.

- Students are rewarded for following the Student Code of Conduct on Class Dojo through points allocation.
- Parents should contact the class and Homeroom teachers via email if there are any issues with logging in or learning tasks.
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- **Bravo Bravo – Arabic Language APP**
 - Log-in details will be shared with parents. Parents should contact the Arabic teacher via email if there are any issues with logging in or learning tasks.
 - This APP also provides technical support via email.
- **Literacy Planet – English Language APP**
 - Log-in details will be shared with parents. Parents should contact the English and Homeroom teachers via email if there are any issues with logging in or learning tasks.
 - This APP also provides technical support via email.

Appendix 1
Kindergarten - Learning Guide

Subject	Recommended Periods (30 minutes)	Key Resources
Daily Attendance	0	Class Dojo
15 Minutes Sessions	14	Arabic and English Language Literacy
Literacy	7	Teams Class Dojo Pearson
Numeracy	6	Teams Class Dojo Pearson
Arabic	6	Teams Class Dojo Bravo Bravo
Islamic Studies Quran	2	Teams Class Dojo
Physical Education	2	Teams Class Dojo
Science	2	Teams Class Dojo
Theme	1	Teams Class Dojo
TOTAL	40	

**Appendix 2
Grades 1-3
E- Learning Guide**

Subject	Recommended Periods (30 minutes)	Key Resources
Daily Attendance	0	Class Dojo
English	10	Teams Class Dojo Pearson
Maths	8	Teams Class Dojo Pearson
Science	6	Teams Class Dojo
Arabic	8	Teams Class Dojo Bravo Bravo
Islamic Studies Quran	5	Teams Class Dojo
Physical Education	2	Teams Class Dojo
Visual Art	2	Teams Class Dojo
ICT	1	Teams Class Dojo
Humanities	1	
Support Lessons	2	Support classes will be based on individual needs
TOTAL	45	

**Appendix 3
Grades 4-8
E-Learning Guide**

Subject	Recommended Periods (30 minutes)	Key Resources
Subject Attendance	0	Class Dojo
English	10	Teams Class Dojo Pearson
Maths	8	Teams Class Dojo Pearson
Science	6	Teams Class Dojo
Arabic	8	Teams Class Dojo Bravo Bravo
Islamic Studies Quran	5	Teams Class Dojo
Physical Education	2	Teams Class Dojo
Social Studies Arabic	2	Teams Class Dojo
Visual Arts	2	Teams Class Dojo
ICT	1	Teams Class Dojo
Humanities	1	Teams Class Dojo
TOTAL	45	

Appendix 4

Example plan for 'Live Lesson' (Synchronous Learning)

Course: Science

Title: Water Cycle

Recognize and identify how water goes through changes (i.e., evaporation, condensation, freezing, and melting).

Objective(s): To develop and construct their knowledge in a Power Point involving the individual steps of the water cycle.

Duration: 30 minutes

Instructional Procedure(s): Student will access this lesson by getting on the internet on their own. Students will organise information together that has been discussed in class and develop a PowerPoint from the material gathered.

Introduction

To get the students thinking about the water cycle, start by displaying a short animation clip on the topic.

Teacher Tube for the short clip.

Instructional Input

Student will already contain information about the water cycle from in class discussions and activities. Students will be asked to gather what they know and organize information into a PowerPoint. A rubric for the PowerPoint will be located on the page.

Check for Understanding

Students will have a rubric that they will follow for creating the outline. Talk through rubric with students.

Independent Practice

Students already know how to develop a PowerPoint and will be able to locate help for developing a PowerPoint in appropriate places on the Internet.

Check for Understanding

Students will upload their individual PowerPoints on the class site for teacher to see. While working on PowerPoint, students can continue to check rubric located on the page.

Evaluation

Evaluate student's work by grading the student's work from the rubric presented on class site. Students to talk about PowerPoint next session.

Appendix 5

MOE APPENDIX REQUIREMENTS

1	Follow Islamic Rules and customs in accordance with the KSA Regulations
2	Follow all KSA Laws
3	Use standard oral and written English/Arabic language
4	Accurately recite verses from Quran or Hadeeth and only use them after checking the references and always mention references sources (Quran or Hadeeth)
5	Adhere to publishing regulations such as : <ul style="list-style-type: none">• Avoid racism, tribalism, verbal abuse or underestimate the contributions of others• Respect others by using correct and proper language• Be friendly and treat others kindly by accepting different opinions and only providing constructive criticism• Feedback provided to students should be related to the learning objectives• Do not share videos or take pictures of students /teachers or supervisors.
6	Be cautious in risking the information security by: <ul style="list-style-type: none">• Pressing anonymous hyperlinks.• Never use public networks because it is easy to hack into computers.• If you have to work in a public place , make sure that your computer is under your supervision and do not let other use it .• When today you complete your lessons , you have to sign out from the platform and turn off your computer.• When you have been a target for cyberbullying , parents /guardian/student has to report the teacher or student’s councilor personally and privately and this incident is documented for legal actions.
7	Adhere to Communication Policy: <ul style="list-style-type: none">• Use professional email communication protocols with teachers, students, administration and avoid using social media or apps.• Teachers must reply to emails and students queries within 24 hours in school days using official means.• Teachers must check emails, activities, students’ projects homework etc. before sending.• Avoid sending unrelated pictures, emoji, symbols in class.• Respect the laws of intellectual property protection and clarify references and avoid plagiarism.• Prohibit publishing uncomplete, false and inaccurate information about yourself or others.• Never publish or market personal information, addresses or communication details.• Never complete any schoolwork or test that is not your own or seek assistance to do so
8	When the student commits a violation, he/she will be directed to a member of the Leadership Team to take official necessary measures according to the school policy.
9	A teacher has the right to have a signed copy of digital behavior standards.