



This Online Learning Discipline Policy is to be used concurrently with the National School Code of Conduct. Therefore, all school personnel will be expected to abide by the existing Ministry of Education National School Code of Conduct (2018) during virtual schooling or e-learning.

Contents

Introduction	... 3
Guiding Principles	... 4
Responsibilities of Key Personnel	... 5
Discipline Matrix	... 7
References	... 12
Glossary	... 13

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GUIDING PRINCIPLES

(Adapted from the National School Code of Conduct)

Respect

It is expected that school personnel will exhibit behaviours that show respect for the rights and safety of themselves and others.

Responsibility

It is expected that school personnel will accept personal responsibility for their behaviour in order to maintain a safe and productive learning environment.

Rights

It is expected that school personnel will honour the rights of others by demonstrating appropriate behaviours.

Integrity

It is expected that school personnel will operate with honesty and fairness and adhere to sound moral and ethical principles.

Courtesy

It is expected that school personnel will be polite and treat each other in a manner that maintains each other's dignity.

Productivity and Performance

It is expected that all school personnel will subscribe to excellence in all aspects of work acknowledging each other's contributions.

Responsibilities of Key Personnel

Principals

The Principal, in accordance with Section 27 of the Education Act, Chap 39:01 is responsible for:

- Creating and maintaining a safe and peaceful environment for students that is conducive to teaching and learning
- Establishing expectations, guidelines, rules and regulations for online teaching and learning in accordance with national policy and guidelines from the Ministry of Education
- Collaborate with stakeholders to manage school discipline
- Report any suspected child abuse or situation of neglect in accordance with the law

Note: only Principals will have the authority to suspend a student from online classes. Parents must be notified of all such suspensions.

Teachers

Teachers will:

- Treat each student with dignity and respect
- Explain and reinforce netiquette, virtual expectations and eLearning rules to students
- Establish and maintain a culture of appropriate behavior conducive to eLearning
- Use online platforms as recommended by the Ministry of Education and/ or authorized by the school, for engagement in e-learning/ online teaching. Social Media such as Facebook, Snapchat, Instagram etc. should not be used for teacher-student communication unless it is from an official school account
- Report any incidents of cyberbullying and intimidation to the school administration.
- Report any suspected child abuse or situation of neglect in accordance with the law
- Abide by copyright law

Student Expectations

The student is responsible for:

- Attending all synchronous classes
- Being punctual in attendance to synchronous classes
- Using full name (First name and Surname) when logging into classes
- Actively participating in both synchronous and asynchronous classes
- Engaging daily with asynchronous class material
- Completing and submitting all assigned work by the due date
- Communicating with teachers only via the official channels of communication as set out by the school and within school hours
- Adhering to the school's dress code
- Abiding by the expected code of conduct

Parent / Guardian Expectations

The parent/guardian is responsible for:

- Ensuring the student is adequately supervised
- Ensuring the student is regular and punctual to classes
- Ensuring that the student adheres to the school's dress code
- Reviewing school expectations, rules and guidelines and ensuring adherence by the student
- Cordially communicating with teachers only via the official channels of communication as set out by the school and within school hours
- Cooperating with the school regarding the discipline of the student

ONLINE LEARNING DISCIPLINE POLICY

OFFENCE	OCCURRENCE	MINIMUM	MAXIMUM
Unpunctuality to synchronous classes <u>without an excuse</u>	First	Teacher cautions students	Student is not allowed entry after one-third of the class has elapsed
	Repeated	Dean cautions student and contacts parents	Virtual parent conference* Referral to School Social Worker to help student modify behaviour
Absence from class <u>without an excuse</u>	First	Teacher cautions student	Form Teacher cautions student
	Repeated	Dean contacts parents. Referral done for intervention by School Social Worker	Virtual parent conference with Dean and Principal/ Vice Principal
Disruptive behaviour during synchronous classes e.g. loud background music, student interrupting the teacher or classmates	First	Teacher gives verbal warning. Puts student on “mute”	Intervention by Dean
	Repeated	Teacher removes student from synchronous class	Virtual parent conference. Student is not allowed to join synchronous sessions for a <i>minimum</i> of two (2) consecutive days
Failure to follow teacher’s instructions during synchronous class	First	Teacher cautions student	Teacher cautions student and student is removed from the class
	Repeated	Intervention by Dean. Dean contacts parents	Virtual Parent conference.
Disrespect to teacher/student.	First	Teacher cautions student and removes student from synchronous class. Written/verbal apology from student	Intervention by Dean. Dean contacts parents.

ONLINE LEARNING DISCIPLINE POLICY

	Repeated	submitted to Form Teacher before admittance to subsequent classes Dean contacts parent Student is not allowed To attend synchronous classes for a <i>minimum</i> of 2 consecutive days	Virtual Parent conference. Student is not allowed to attend synchronous classes for a <i>maximum</i> of 7 (seven) consecutive days
Inappropriate/indecent attire during synchronous class	First	Teacher warns student and removes student from class. Gives student an opportunity to rejoin session with appropriate attire.	Student is removed from the class. No opportunity given to rejoin session. Dean/ Form Teacher counsels student
	Repeated	Dean contacts parents.	Student is not allowed to attend synchronous classes for a <i>minimum</i> of 2 consecutive days
Sharing of links or codes to access classes with students who are non-class members but <u>within</u> the school community	First	Dean contacts parents. Student is not allowed to attend synchronous classes for a minimum of 2 consecutive days	Virtual parent conference with Dean and Principal/ Vice Principal. Student is not allowed to attend synchronous classes for a maximum of 5 consecutive days
	Repeated	Parent conference. Student is not allowed to attend synchronous classes for a maximum of 7 consecutive days	Parent conference. Student is not allowed to attend synchronous classes for a maximum of 7 consecutive days

ONLINE LEARNING DISCIPLINE POLICY

<p>Sharing of links or codes to access classes with persons who are <u>outside</u> the school community</p>	First	Dean contacts parents. Student is not allowed to attend synchronous classes for a minimum of 2 consecutive days	Virtual parent conference with Dean and Principal/ Vice Principal Student is not allowed to attend synchronous classes for a maximum of 5 consecutive days
	Repeated	Virtual parent conference with Dean and Principal/ Vice Principal. Student is not allowed to attend synchronous classes for a maximum of 5 consecutive days. Referral to School Social Worker for intervention.	Law enforcement if breach resulted in intrusion into classes by persons outside the school community
<p>Attempting to join a synchronous class without using full, correct name</p>	First	Student is asked to rename himself/ herself	Student is not allowed entry into class unless full, correct name is used
	Repeated	Student is not allowed entry into class unless full, correct name is used. Form teacher counsels student	Dean contacts parents. Student not allowed entry into class unless full, correct name is used
<p>Intentionally entering a class to which the student does not belong without the prior consent or invitation of a teacher</p>	First	Student is removed from the class. Dean counsels student	Dean contacts parents. Student is not allowed to attend synchronous classes for a maximum of three (3) days
	Repeated	Virtual parent conference. Student is not allowed to attend synchronous classes for a maximum of five (5) days	Virtual parent conference. Student is not allowed to attend synchronous classes for a maximum of seven (7) days

ONLINE LEARNING DISCIPLINE POLICY

Unauthorised video recording or capturing and/ or sharing of images of teachers or classmates	First	Virtual parent conference.	Student is not allowed to attend synchronous classes for a maximum of seven (7) days
	Repeated	Law enforcement	Law enforcement
Late submission of assignments <u>without an excuse from parents</u>	First	10% of total marks deducted per day late	Teacher assigns a mark of zero
	Repeated	Teacher assigns a mark of zero. Dean contacts parents	Parent conference
Plagiarism/ cheating	First	Teacher warns student and allows student to resubmit the assignment with penalty	Teachers assigns a mark of zero. No resubmission or make-up assignment given
	Repeated	Dean contacts parents. Student receives a mark of zero, with no make-up assignment	Parent conference
Inappropriate comments in class chat or post which <u>does not</u> include obscenities, intimidating or menacing language	First	Teacher cautions student and student removes and/or apologises for comment	Intervention by Dean
	Repeated	Parent conference	Student is not allowed to attend synchronous classes for a maximum of three (3) days.
Inappropriate comments in class, chat or post which <u>include</u> obscenities, intimidating or menacing language	First	Teacher cautions student and student is removed from the class. Dean contacts parent.	Parent conference. Student is not allowed to attend synchronous classes for a maximum of five (5) days

ONLINE LEARNING DISCIPLINE POLICY

	Repeated	<p>Student apologises for comment before entry into subsequent class.</p> <p>Parent conference. Student is not allowed to attend synchronous classes for a maximum of seven (7) days</p>	Law enforcement
Cyberbullying	First	<p>Parent conference. Student is required to apologise to victim of bullying.</p>	<p>Parent conference. Student is not allowed to attend synchronous classes for a maximum of five (5) days.</p>
	Repeated	<p>Student is not allowed to attend synchronous classes for a minimum of five (5) days and maximum of seven (7) days</p>	Law enforcement

References

Ministry of Education (2020, September). *Guidelines and Procedures for Managing Remote Learning*.

Ministry of Education (2020) *Guidelines for the Reopening of Schools “The New Normal” Term II January 2021*

Ministry of Education (2020, August). *Guidelines for the Operation of Schools- Specific to Remote Learning*. September to December 2020.

Ministry of Education 2018, May). *National Code of Conduct*

Ministry of Education (2020, May). *Teaching Online: A guide for Educators*.

Glossary of Terms

Asynchronous- teacher student interaction which does not occur at the same time e.g. teacher posts work for students to access.

Cyberbullying- “Cyberbullying involves the use of electronic communication media to intimidate, torment, threaten, harass, humiliate, embarrass or otherwise target another individual using the Internet and digital technologies. It includes posting rumours, innuendos and slanderous messages, sending unsolicited messages via text messaging, instant messaging or e-mail, circulating embarrassing/ inappropriate pictures or videos online and making threats. It also encompasses forwarding or transmitting information and pictures that were meant to be private.” National School Code of Conduct

E-Learning – “learning facilitated and supported through the use of information and communications technology’. It can cover a spectrum of activities from the use of technology to support learning as part of a ‘blended’ approach (a combination of traditional and e-Learning approaches), to learning that is delivered entirely online. Whatever the technology, however, learning is the vital element.” <http://www.jisc.ac.uk/elearning>

Intimidation or menacing behaviour- “An intentional, serious threat by word or act which places another person in fear of imminent serious physical injury. This includes, but is not limited to, words or conduct directed toward another person because of their race, gender, colour, religion, national origin or sexual orientation.” National School Code of Conduct

Netiquette- guidelines for courteous communication in the online environment

Plagiarism- presenting someone else’s work as your own

Synchronous- learning in which both students and teachers interact “live” at the same time in the same virtual space