
UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



الإمارات العربية المتحدة
وزارة التربية والتعليم

Students Behaviour Management
Distance Learning
2020

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- **Introduction:**

The Ministry of Education have launched the Distance Learning Initiative to face the changing and evolving circumstances that might face the fulfilment of the requirements of the Emirati School. As Distance Learning is a method of self-learning methods that leads to promote the open education system, and continuing education.

The reasons for implementing the distance learning system are:

1. Enable all students to learn effectively.
2. Overcoming the time barrier.
3. Overcoming the geographical obstacle.
4. Utilization of the qualified educational energies.
5. Employing modern technologies in the educational process.
6. Reducing student pressure on the educational institutions in times of crisis and to make sure that their Students learning will not be negatively affected.

- **Objectives:**

1. Promote the positive behaviour, and take self and public responsibility among students within the school community
 2. Preparation of the educational and educational environment, for the success and strengthen of the availability and strengthening of the distance learning initiative which based on Integration and continuity of education to upstand against crises and natural disasters.
 3. Apply the principle and culture of promotion, encouragement, and permanent care to the educational community; to eliminate behaviour offenses outside the school (distance learning) with the best possible educational means.
 4. Provide an authoritative reference that defines the rules, standards and procedures to be invoked to deal with student behaviour, and thus ensures adherence to school values and systems through changing circumstances.
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- **Behaviour management guidelines scope of application:**

All the articles mentioned shall be applied to all public education institutions (first and second cycle and secondary education) subjected to the distance learning initiative at the state level

- **Definitions:**

- **Distance Learning** :- A method of self-learning that depends on the use of technology Modern, and promotes an open education system, and continuing education.
 - **Student Behaviour Management:-** A set of procedures to help control student behaviour when distance learning.
 - **Conduct Management Committee:-** One of the school administration committees which responsible for discussing students' problems in all respects and taking appropriate decisions regarding them in accordance with the provisions of the regulations.
 - **The Educational Environment (The Virtualize school):-** The working environment of the educational community with its physical, social, human, psychological and virtual elements (distance learning environment), using electronic platforms via the Internet.
 - **The Electronic class:-** An official class that applies to the instructions, regulations and laws that apply to the quota in the classroom, and may be concurrent (direct broadcast) or asynchronous (as electronic sources are available at any time).
 - **The Behaviour:-** Any statement, action, practice or activity issued by the student through his interaction with the educational environment.
 - **Absence:-** School dropout (a distance learning environment) for one or more days, or part of the school day or more, and may be with an acceptable or unacceptable excuse.
 - **Irregularities:-** Any behaviour performed by the student that is not consistent with the expected positive behaviour, which has a negative impact on himself, others and the educational environment.
 - **Bullying :-** Any form of intentional psychological, physical, verbal, electronic, or digital abuse or intimidation or intimidation by a student, group, or student toward one or more students, or towards school personnel, and on a repeated basis.
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- **Electronic Bullying :-** Using communication and information technology to insult, threaten violence, slander, or blackmail.
- **Technical Crimes:** - Every act committed including unlawful entry to threaten a person or blackmail, prejudice his private life and defamation, harm him, enter his private data and dispose of it, or produce anything that would prejudice public order or religious values.
- **Electronic Devices:** - Any electronic magnetic-electrochemical electronic tool, or any other tool used to process electronic data, or perform logical and mathematical operations, and storage functions, and includes any method that is connected or linked directly related to it, allowing this means to store electronic information, or to communicate it to others.
- **Channels of Communications:** - Any means of communication between the school systems, ranges, educational material and parents and this may include, telephone calls, e-mail, text messages, Social media application, and caution alerts via the aforementioned applications of the Ministry of Education.
- **Digital citizenship:** - is a group of digital solver and standards that help for optimal use the digital resources that are used in directing and evaluating the others benefit through early awareness.
- **Violations and behaviour in the virtual school (distance learning):**

* First Rate violations (Simple)	Simple behavior Violations (Distance Learning)
1.2/Repeated delay, at the specified time School session without acceptable excuse.	A delay for ten minutes to attend the distance learning session without acceptable excuse.
1.3/ Non Compliance the school uniform without acceptable excuse.	Wear clothes that violate public decency
1.6/ Breach the positive behavior rules inside and outside the class like not to be calm and follow the instructions during the session and	*Chatting during the distance learning sessions. *Mockery of the teacher or any student during the distance learning sessions.

make uncomely sound during the session.	
1.8/ Eating food during the session	Eating food during the distance learning session.
1.10/ misuse the electronic device like iPad and other devices during the sessions ,and that may include playing games and put the headphones.	<ul style="list-style-type: none"> *Download an un-authorized and free programmed. * Misuse the microphone, camera and chatting without take a permission from the teacher. *Playing Games except the educational games and connected to the lesson. * Misuse the available powers in Microsoft teams.
*Second Rate violations (Mid)	MID Dangerous behavior Violations (Distance Learning)
2.1/ Absent without excuse any time	Absent for one day without excuse in distance learning session.
2.4/inciting on fighting, threatening or intimidation any of the students.	<ul style="list-style-type: none"> * inciting the students to be absent. *Causing fights between the students during the distance learning session. * Not responding to the sessions instructions and rules.
2.7/misuse any of connections media	<ul style="list-style-type: none"> *Misuse the computer during and after the distance learning session. *Voice and video communication after the end of the official session time with the rest of the students, whether from inside or outside the school for non-educational purposes. *use of e-mail or social media to disclose information of a personal nature. *remove the teacher or student from the group, and lead to obstruction of

	the course progress, Teacher work and rights of other students.
2.8/ Verbal abuse or insulting students or school staff.	<p>* Use of profanity or racist expressions or other Words (text, sound, or hint) that may be offensive to any other user.</p> <p>* Abuse of official visitors during classes.</p>
2.9/smoking inside the school or having any of smoking tools.	Smoking during the distance learning sessions or using any of smoking tools.
Third Rate violations (Dangerous)	Dangerous behavior Violations (Distance Learning)
3.1/ Bullying of various kinds and forms.	*Use the initiative's communication and information technology to insult, threaten violence, libel, or blackmail intentionally and repeatedly via any digital platform.
3.4/ Attempt to defame classmates and school workers on social media.	<p>* Subscribe to and publish unofficial lists and newsletters for learning information about teachers and students without permission.</p> <p>*Posting via social media about the initiative.</p> <p>*Provide personal information about another student including the home address and phone number.</p>
3.5/ Impersonating others in school transactions, or forging school documents.	<p>*Search for information, obtain specific copies, or modify files and other data or passwords for other users on the network.</p> <p>*Entering and using the account of another teacher or student with his permission or not.</p>

<p>3.6/ destroy or seize school furniture, utilities and facilities.</p>	<p>*Destruction, modification, or misuse of hardware or software in any way.</p> <p>*Messing with any of the device software and hardware, removing it, requesting its removal, or intentionally disabling it</p> <p>*Installing or downloading software or products that could potentially damage the device and the network</p>
<p>3.10/ Photocopying, acquiring, publishing and circulating images of school personnel and students without their permission</p>	<p>*Use any camera (available as part of certain devices or as an addition to it) for any personal use, and share photos or any information about any of the students, parents, workers, or any other person without obtaining their explicit consent.</p> <p>* use the educational content to photograph and record conversations between students and publish them without prior permission.</p>
<p>*Forth Rate violations (Vary Dangerous)</p>	<p>Vary Dangerous behavior Violations (Distance Learning)</p>
<p>4.1/ The use of means of communication or social media for illegal or immoral purposes or in a way that offends the educational institution or its employees or others.</p>	<ul style="list-style-type: none"> • Create or open a hyperlink or any attached files unless they are sent from reliable sources. • Use the internet network to develop programs that cause users to be dissued, or to penetrate or damage accounts and devices of other people. • Establish networks or network connections for live communications including audio or video (chat)

	<p>connections without prior formal permission.</p> <ul style="list-style-type: none"> • Publish, create, exchange or promote malware or suspicious software • Close and stop or disable email with messages or the remote learning application with high electronic data flow • Deliberately and without authorization, capture or intercept any communication through the telematics network used for remote learning
<p>4.5 / Systematic theft (pre-planned) or concealing it</p>	<ul style="list-style-type: none"> • Use the student's personal account by others and illegally enter their account number • Upload, copy, duplicate or distribute materials that have copyright rights without the specific written permission of the owner of those rights
<p>4.6/ The acquisition and supply of unauthorized material, material or electronic material, contrary to values, morals and morals, and the deceit of public life</p>	<ul style="list-style-type: none"> • Use your network to access pornography and text files with inappropriate content. • Add, post or share material that is offensive, contrary to values, ethics, and public order, or that has inappropriate content on the network.
<p>4.8 / Leaking or participating in examination questions in any way</p>	<ul style="list-style-type: none"> • Fraud in all types of electronic examinations in any normal or technical manner.

	<ul style="list-style-type: none"> • Take the exam or assignment solutions in all ways and means.
4.10/ Abuse of political, religious or social symbols in the State	<ul style="list-style-type: none"> • Create, transfer, offer or share any material that may be disreputable to the UAE
4.12/ Propagate or promote extremist, , eleventh or abusive ideas and beliefs of the political and social systems of society	<ul style="list-style-type: none"> • Publish any hate speech, subsequent messages, harassment, racist statements and other hostile behavior

• **The whistleblowing mechanism:**

- Serial procedures are taken, and determination of behavior is calculated in the event of remote learning violations by the same procedures and mechanisms as those listed (Managing students' behavior in public education institutions)
- Subject to the detailed instructions given under the procedures for offenses as described in the Regulations on the Administration of Student Conduct.
- Ensure that the subjects are presented within the terms of reference of the Conduct Management Committee, and that the necessary decisions are made in accordance with the Regulation on Student behavior Administration in Public Education institutions (Ministerial decision No. 851 of 2018).
- In the event that a student with special needs or stakeholders commits any behavioral violation related to distance learning, coordination is established between the behavior Management Committee, the School Support Group and the Special Education Support Center to study behavior and determine the extent to which the offender is related to disability. The same procedures are therefore being taken as described in the Student Conduct Administration Regulations.2018

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- Any violation of these rules (third and fourth-degree violations) may result in wages ranging from withdrawal of the user's right to enter, monitoring of use, or conducting an ex post facto or both survey of the use of the service, and in some cases may lead to criminal charges. Disciplinary proceedings will also be instituted in the event of a breach of these conditions and rules.

Presence, absence and separation:

- A mechanism, procedures and calculation of attendance and absence, whether excused or without excuse, shall be governed by the laws and regulations issued in this regard.

Cheating and inpassing the examination system:

- The fraud proceedings are governed by the laws and regulations in this regard.

Roles and responsibilities of the parties concerned:

School departments:

- The formation of the students' behavior Management Committee, the adoption of all official activities specified in the Official Regulations, the handling of all violations received through it, and the activation of its plans and programs for the initiative.
 - Ensure that teachers' accounts, both primary and non-landowners, are active on educational platforms.
 - Continue to activate teachers for the planned schedule hours and emphasize the professional proficiency the teacher should use during the broadcast.
 - Prepare alternative plans to avoid challenges arising when applying the initiative, especially regarding the absence of teachers.
 - Ensure quality of the situations and learning materials provided to students in the virtual school.
 - Prepare the hours tables for the distance learning period according to the methodology sent from the school processes.
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- Guide students to the training platform to learn how to apply interactive lessons for distance learning.
 - Ensure all students have tablets for distance learning.
 - Coordinate with the technical support team to solve and avoid technical problems that may hinder distance learning.
 - Follow the impact of teacher training and ready for distance learning.
 - Monitor the absence and delay of students from classes during the broadcast, and follow up with specialists within the school management team.
 - To explore the opinions of teachers, students, and parents on quality of distance learning, and to make developmental and improvement plans.
 - Preparing and reporting for the distance learning initiative.
 - Follow any instructions or guidelines for the distance learning initiative issued by the Ministry of Education.

Guardian:

- Full responsibility for the User Agreement for the use Policy and Rules in respect of:
 - The possession of a computer.
 - Run official approved programs for remote learning.
 - Not shooting and live viewing
 - The presence of student guardians during the broadcast period for guidance and guidance, especially in the first episode.
 - Provide the appropriate environment for students at home by:
 - Provide the right place and provide the Internet.
 - Maintain the student's overall appearance during lessons.
 - Support and engage children in remote learning by ensuring that all learning is attended and completed.
 - The guardian's obligation to pay for the value of the repair or replacement of what his son caused his or her loss, and the value is determined in the light of the documents and documents that were thereby generated, and by a decision of the Committee.
 - If the guardian does not respond to the school's decisions, or is responsible for the behavior of his offending son, the order is filed with the competent authorities through legal matters.
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- Follow any instructions or guidelines for the Ministry of Education's distance learning initiative.

Teacher:

- Use ministerial computers in formal learning activities and lessons that are compatible with distance learning software regulations and laws.
- Use the Internet is fully dedicated to supporting educational and research objectives, in line with the initiative's message and objectives.
- Adhere to the good standards of decorum in electronic communications, and maintain students' personal information.
- Follow any instructions or guidelines for the education initiative on the Ministry of Education's own distance.

Student:

- Adhere to official times and times by regulations and laws of the distance learning initiative.
- The student's device must be completely preserved after receipt, the device is the student's responsibility and the cost of the entire device should it be lost, stolen or damaged for any reason.
- Use of ministerial computers with formal learning activities and lessons that comply with the regulations and laws of distance learning programs.
- Obligation not to violate the rules on distance learning mentioned in the violations table so that the student does not expose himself to procedures that may range from withdrawing the user's right to enter and monitor use, performing a retroactive investigation of the use of the service, or both, depending on the degree of violation.
- Follow any instructions or guidelines for the Ministry of Education's distance learning initiative.

Academic/Social Specialist Guide:

- Knowledge, awareness and guidance for students and their parents regarding the initiative regulation.
 - Educate students about distance learning methodology and follow students' perceptions about it.
 - Educate parents in their role and responsibilities in their children's distance learning.
 - Follow up, document in writing, and present periodically and continuously to the behavior Management Committee.
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- To contribute effectively to the behavior Management Committee as the Rapporteur of the Committee.
 - Follow-up to the implementation of all recommendations of the Management Committee.
 - Implement group orientation programs through distance learning to provide students and their parents with all the emergency updates and instruction within the initiative.
 - Follow any instructions or guidelines for the distance learning initiative issued by the Ministry of Education.

Pioneer of change:

- Create the school's smart learning team.
- Explain the tasks of the smart-school learning team.
- Share and collaborate with school management and the smart learning team in promoting a culture of cyber security between the educational staff, students and parents.
- Monitor the physical environment of the devices to maintain their effectiveness and ensure that officially approved applications and technology solutions are used.
- Follow up on usage reports for teachers and students and create a performance improvement plan and quality of use.
- Follow any instructions or guidelines for the distance learning initiative issued by the Ministry of Education.

Smart Learning Coordinator:

- Develop an operational plan or initiative within the school development plan for the use of technology in education and learning and supervise its implementation.
 - Ensure that the Ministry's technological applications and solutions are used in all materials in education and learning and supervise their implementation.
 - To monitor the physical environment and devices to maintain their effectiveness, to limit technical difficulties and to monitor their solutions.
 - Follow any instructions or guidelines for the distance learning initiative issued by the Ministry of Education.
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