



**POLICY AND PROCEDURE**

**BEHAVIOUR MANAGEMENT AND ANTI-BULLYING POLICY FOR REMOTE  
LEARNING**

**Verified by**

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**CEO & Principal**

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**Student Behavior Management Policy for Remote Learning**

**Introduction:**

Our Own English High School Sharjah, Boys' wish to promote a positive, nurturing virtual environment in which all students can realize their full potential, reach the highest possible standards and feel safe, secure and good about themselves. This policy should be read in coherent with the Behavior Management and Anti-Bullying Policy of school.

**Aims:**

- To create an appropriate educational environment for the success and enhancement of the Distance Learning Initiative.
- To provide a defined set of rules, standards, and procedures to deal with students' behaviour in a way that ensures compliance with school values and systems through changing and emerging conditions

**Our behavior policy:**

- Provides consistency for children.
- Enables children to be clear about what is expected of them in an online setting
- Sets clear boundaries for acceptable behavior.
- Develops recognition of authority and responsibility.

The students are to adhere to the code of conduct for remote learning.

## Expectations

We expect high standards of behaviour from our children. We believe that good behaviour enables all children to make the best of their educational opportunities and that a behaviour policy helps everyone involved in school to understand what is expected

### Degree of offences and Behaviours in the remote learning:

<b>1st Degree Offences (Simple)</b>	<b>Minor Behavioural Offences (Distance Learning)</b>
1.1 Repeated tardiness without an acceptable excuse.	A delay of (10) minutes or more from the beginning of a distance learning class when broadcasting live without an acceptable excuse.
1.2 Non-compliance with the school uniform policy without an acceptable excuse.	Wearing clothes that violate public decency and morals while attending the period when broadcasting the distance learning period live
1.3 Failure to follow the rules of positive behaviour inside and outside the class, such as remaining calm and maintaining discipline during the period, and making inappropriate sounds inside and outside the class.	<ul style="list-style-type: none"><li>• Private conversations or discourse that are not related to study and hinder the course of the lesson during the live broadcasting of the distance learning period.</li><li>• Ridiculing the teacher or a colleague during the distance learning period.</li></ul>
1.4 Eating during periods.	Eating while attending a distance learning period with the camera on, especially during Ramada
1.5 Misuse of electronic devices such as a tablet and others during the period, including electronic games and headphones in class.	<ul style="list-style-type: none"><li>• Adding any unauthorized program, including programs that are shared and free program.</li><li>• Using the microphone feature, camera or chat without prior permission from the teacher.</li><li>• Playing games (except with the express permission of the teacher because it is an educational necessity linked to the lesson.) Misusing rights and tools available through Microsoft Teams.</li></ul>
<b>2nd Degree Offences (Medium Severity)</b>	<b>Medium Severity Behavioural Offences (Distance Learning)</b>
2.1 Absence from school without an acceptable excuse at any time.	Absence from a single school day (via distance learning) without an acceptable excuse.
2.2 Incitement to fight, threaten or intimidate classmates.	<ul style="list-style-type: none"><li>• Inciting students not to attend periods, threatening or intimidating them, and not attending periods in distance learning platforms. Creating quarrels between students, whether visual or written, by broadcasting via synchronous and asynchronous distance learning platforms.</li><li>• Not responding to the rules governing the course of lessons.</li></ul>
2.3 Misusing communication any means of bullying.	<ul style="list-style-type: none"><li>• Engaging in audio and video communication with the rest of the students for non-educational purposes after</li></ul>

	<p>the end of the official period time, be it on or off school premises.</p> <ul style="list-style-type: none"> <li>• Using e-mail or social media to reveal information of a personal nature.</li> <li>• Removing the teacher or students from the group that leads to blocking the course of the lesson, teacher's work and other students' rights.</li> </ul>
2.4 Verbal abuse or insulting students, staff or school guests.	<ul style="list-style-type: none"> <li>• Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.</li> <li>• Abusing or insulting official visitors during periods during the live broadcast</li> </ul>
2.5 Smoking online and/or possession of smoking paraphernalia visible to others	Smoking while attending the distance learning period or possessing any smoking paraphernalia while attending the period.
<b>3rd Degree Offences (Serious)</b>	<b>Serious Behavioural Offences (Distance Learning)</b>
3.1 Bullying of various kinds and forms.	Using the initiative's communication and information technology to insult, curse, threaten with violence, slander, or blackmail in a deliberate and repeated manner via any digital platform.
3.2 Attempting to defame or abuse schoolmates and/or personal on social media	<ul style="list-style-type: none"> <li>• Participating in unofficial mailing lists and bulletins within the distance education initiative and posting information about teachers and students without permission.</li> <li>• Posting about the initiative through social media.</li> <li>• Divulging other students' personal information, including home addresses and phone numbers.</li> </ul>
3.3 Impersonating others in school transactions or forging school documents.	<ul style="list-style-type: none"> <li>• Searching for information, obtaining specific copies, or modifying files and other data, or passwords belonging to other users on the network.</li> <li>• Entering and using the account of another teacher or student with or without his/her knowledge and/or consent.</li> </ul>
3.4 Destroying or damaging school, tools and facilities.	<ul style="list-style-type: none"> <li>• Destroying, modifying, or misusing devices or software in any way.</li> <li>• Tampering, removing, requesting the removal of, or intentionally causing damage to any device, software or hardware.</li> <li>• Installing or downloading software or products that might harm the device or the network</li> </ul>
3.5 Photocopying, possessing, publishing and circulating images of school personnel and students without their permission.	<ul style="list-style-type: none"> <li>• Using any camera (available as part of or as an add-on to certain devices) for personal use, and/or sharing photos or any information about any of the students' parents, employees, or any other person without their explicit consent.</li> <li>• Using educational content to photograph and recording conversations between students, and posting them without prior permission.</li> </ul>

4th Degree Offences Very Serious	Behavioural Offences (Very Serious) (Distance Learning)
4.1 Using any means of communication or social media for illegal or immoral purposes, or to harm an educational institution, its employees, or others	<ul style="list-style-type: none"> <li>• Creating or opening hyperlinks or any associated files unless they are sent from a trusted source.</li> <li>• Using montage software that can produce unreal and fake content and circulating it on social media.</li> <li>• Using the network to develop programs that harass users or to penetrate or destroy other people's accounts and devices.</li> <li>• Establishing networks or network connections to make live communications including audio or video (relay chat) without prior formal permission.</li> <li>• Publishing, creating, exchanging or promoting malicious or suspicious software</li> <li>• Inundating e-mail accounts or applications used for distance education with high electronic data flow, stopping it them working, disabling them or destroying their contents.</li> <li>• Intentionally capturing or intercepting any communication without authorisation through the information network used for distance education</li> </ul>

Any breach of these rules (third and fourth-degree offences) may lead to procedures ranging from withdrawing the user's right to log-in or monitoring the use of the service or terminating his/her use of the service or both with retroactive effect. In some cases, it may lead to facing criminal charges, and there will be disciplinary procedures in case of breaching these conditions and rules.

*\*Note: Degree of offences are drafted, based on the Online Behavior Code of Conduct, issued by the Ministry of Education*

### **Record Keeping**

All significant incidents are recorded through the school mail communication and reported to the concerned authorities.

Behaviour that is of concern in terms of child protection issues will be immediately reported and recorded in accordance with the Child Protection Policy and Procedures.

Support will be provided where necessary to encourage the child to talk about their behaviour and plan what to do next time.

### **Anti-Bullying policy – specific to Online/ Cyberbullying**

#### **Statement of Intent**

Our Own English High School Sharjah Boys' Branch is committed to providing a caring, friendly and safe virtual environment for all the pupils so that they can learn in a relaxed and secure atmosphere.

## **Objectives of this Policy**

- All management team members, teaching and non-teaching staff, pupils and parents should have an understanding of what cyberbullying is.
- All management team members and teaching and non-teaching staff should know what the school policy is on cyberbullying, and follow it when cyberbullying is reported.

## **Signs and Symptoms:**

A child may indicate by signs or behaviour that he or she is being bullied online. Adults should be aware of these possible signs and that they should investigate if a child:

- is frequently absent to classes online
- Unwilling to participate in class activities
- becomes withdrawn, anxious, or displays lack of confidence (if reported by parents)
- starts stammering when asked to speak
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a message is received

These signs and behaviour could indicate other problems, but cyberbullying should be considered a possibility and should be investigated

## **Procedures**

1. If a bullying incident is witnessed or reported by a student to any teacher or class teacher, immediate action must be taken and children involved must be counseled.
2. Cyber Bullying or threats of bullying must be investigated by the Supervisor and action should be taken immediately
3. In serious cases parents should be informed and will be asked for a virtual meeting to discuss the concerns
4. An attempt will be made to help the bully [bullies] change their behaviour.

## **Prevention of Bullying:**

In the classroom, all teachers are vigilant in their prevention of online bullying. The school promotes an extremely high level of behaviour, achievement and morals as well as social awareness and respect. We pride ourselves on the well-mannered, polite, respectful, well-rounded individuals that leave the school, and our anti-bullying framework is designed to uphold this ethos. The school raises awareness of the anti-social nature of bullying through class presentations and talks by counselor.

## **Virtual Anti-bullying Committee:**

The Committee is formed for implementing guidelines throughout school so cyberbullying incidents are handled as uniformly as possible

**Chairperson:** Ms. Jessy Paulose

**Deputy:**

**Members:** Ms. Mridula, Ms. Anushri, Ms. Neelam, Ms. Maryum, Ms. Raisa