


**RAHA INTERNATIONAL SCHOOL
GARDENS CAMPUS**

POLICIES

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The Rationale

The purpose of this Online Learning Policy is to ensure that Raha International School (RIS) provides a structured, effective, and equitable online learning environment. This policy aims to support and guide teachers, students, parents, and administrative staff in the implementation and management of online learning to maintain educational continuity under varied circumstances including emergencies, health-related school closures, and other situations that prevent physical attendance.

Scope

This policy applies to all teaching staff, students, and parents within the RIS community. It covers all forms of digital and online instruction delivered by RIS.

Policy Statement

RIS is committed to delivering high-quality education through online platforms ensuring that the learning experience is consistent with our standards of excellence in education. RIS believes that online learning is an essential component of the educational experience, providing opportunities for learning that are flexible, accessible, and inclusive.

Online Learning Environment

- **Platforms:** RIS will utilize approved online platforms such as Microsoft Teams, Google Classroom, and other educational technologies that meet the school's security and privacy standards.

- **Access:** All students will be provided with the necessary credentials and training to access online learning materials and platforms. RIS is committed to ensuring that all students have adequate access to technology and the internet.
- **Support:** Technical support will be available to students, parents, and staff to assist with any issues related to access or use of online learning technologies.

Roles and Responsibilities

Teachers are responsible for:

- Designing and delivering online lessons that meet the curriculum standards.
- Maintaining regular communication with students and parents.
- Providing feedback and assessing student work in a timely manner.
- Participating in professional development related to online teaching methodologies.

Students are expected to:

- Engage actively with the online learning material.
- Complete assigned tasks and assessments by set deadlines.
- Maintain regular communication with teachers regarding their learning needs.

Parents are encouraged to:

- Support their children's learning environment at home.
- Ensure that students adhere to their schedules and attend all required online sessions.
- Communicate with teachers if issues arise that may affect their child's learning.

Additional Guidelines for School Closure:

For Primary School (PYP):

- During short closures lasting **1-2 days**, students will engage in learning activities facilitated through Padlet platform. These activities will be linked to the current unit of study, focusing on mathematics, literacy, and Units of Inquiry (UOI).
- During extended closures of **3 or More Days**; In this event, a structured online learning schedule will be implemented. This will include:
 - Live morning meetings to foster a sense of community and provide updates.
 - 2-3 live teaching sessions throughout the day to support the assigned work. These sessions will align with the curriculum and provide opportunities for interaction and clarification.

For Middle Years Programme (MYP):

- During short closures lasting **1-2 days**, learning activities will be provided asynchronously on Microsoft Teams. Additionally, there will be an online check-in with Advisory Teachers during the lunch period at 12:20 pm to offer support and guidance.
- During extended closures of **3 or More Days**, a live check-in for each MYP subject will be conducted as per the schedule. Students may then complete their work independently offline with digital resources and guidance.

For Diploma Programme (DP):

- During short closures lasting **1-2 days**, live online lessons (synchronous) will be conducted for all subjects to ensure continuity of learning.
- During extended closures of **3 or More Days**; Live online lessons (synchronous) will continue to be conducted for all subjects, maintaining the regular schedule to support ongoing academic progress.

Attendance and Engagement

- **Attendance:** Online classes are mandatory and attendance will be monitored and recorded as per the school's regular attendance policy.
- **Engagement:** Continuous engagement will be monitored through assignment submission, participation in discussions, and performance in assessments.

Assessment and Feedback

- Assessments will be conducted online and will be designed to fairly evaluate student understanding and mastery of the subject matter.
- Feedback will be provided regularly to guide student improvement and learning.

Data Privacy and Security

- RIS is committed to protecting the privacy and security of all participants in the online learning environment. All tools and platforms will comply with local data protection regulations.

- Personal data collected through online learning platforms will be used solely for educational purposes and will not be disclosed to any unauthorized parties.

Review and Adaptation

- This policy will be reviewed annually and adapted based on feedback from stakeholders and evolving educational and technological landscapes.
- Feedback from teachers, students, and parents will be crucial to the continuous improvement of RIS's online learning practices.

Policy Communication

- This policy will be communicated to all stakeholders via the school's official communication channels including email, the school website, and parent-teacher meetings.
- Training sessions will be provided to ensure that all members of the school community are familiar with the online learning guidelines and expectations.

Revision Log

Date	Changes	Reviewed By

