

Ras Al Khaimah American Academy				
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Distance Learning Policy

RAKAA utilized Microsoft Teams (teams.microsoft.com) to conduct lessons remotely via distance learning. Students virtually participate in their classes, communicate with classmates, teachers, and other School employees, and receive other support services they ordinarily receive from the School, including individual and group meetings with teachers, counsellor, and other forms of academic support. Students have access to MS Teams by using their school-issued email address.

The education provided by RAKAA through distance learning is considered a continuation of the School's educational program in the same manner as if the program was being provided on-campus. The rules and responsibilities of the student are the same as if the student was participating in learning on-campus. Students are expected to come to class in a timely manner, prepare in advance for the lesson, and participate in a meaningful and respectful manner.

RAKAA Student Personal Laptop Acceptable Use Policy (AUP), Technology Usage Agreement and other policies and procedures related to electronic communications, shall apply to students' participation in distance-learning classes.

You understand and acknowledge that all of the School's policies and procedures apply to students while participating in distance learning, you will communicate these responsibilities to your

child(ren), and you will ensure that your child(ren) complies with all School policies while participating in distance learning.

Classes conducted through MS Teams are recorded by your child's teacher for educational purposes and may be shared with other students or employees of the School. As a result, your child's image, likeness, or voice may be recorded while he or she is participating in distance learning via MS Teams.

While minimal, there may be risks related to the use of online platforms. It is important that parents/guardians recognize and accept those risks as we move to distance learning.

Distance Learning Requirements:

1. Parents must provide a proper learning environment at home through the following:
 - a. Provide student with the right place to join the online class
 - b. Provide internet of appropriate speed
2. Parents need to provide an electronic device for the distance learning use (Laptop, tablet, smart phone)
3. Parents need to maintain good presentation of the student
4. Parents need to motivate the student to use distance learning and complete all assigned work
5. Students need to join classes on time according to the classes schedule
6. Students are not allowed to record videos of the online lessons and must use MS Teams for schoolwork only
7. Students are obliged to commit to the policy of using learning devices during lessons. Distracting activities like snapping photos and web-browsing are prohibited
8. Students are not allowed to browse anything while on class or play music or watch TV
9. Device maintenance will be the responsibility of the parent
10. School IT department will provide support through IT support email, school landline and school WhatsApp number
11. School IT Support will be related to the use of Microsoft Teams and school online resources only
12. Schedules will be provided by school and must be followed strictly. Late joining of classes will not be entertained