



Ras Al Khaimah American Academy				
<b>Subject:</b> Professional Ethical Cyber Teacher Standards Policy		<b>SOP No:</b> RAKAA-		<b>Controlled Copy No:</b>
		<b>Revision No:</b> New		
<b>Written by:</b>	<b>Principal/OSL</b>	<b>Date:</b>	<b>Policy based on:</b> MoE Recommendations for professional standards and teacher charter	
	Sandra Zaher	March 2022		
<b>Checked by:</b>	<b>Vice Principal</b>	<b>Date:</b>	<b>Supersedes:</b> New	<b>Issued on:</b> March 10, 2022
	Ouafa Zouari	March 9, 2022		
<b>Approved by:</b>	<b>ICT Coordinator</b>	<b>Date:</b>	<b>Distributed to:</b> All teachers and staff	<b>Pages:</b>
	Nathaalie Williams	March 10, 2022		
<b>Authorized by:</b>	<b>Principal</b>	<b>Date:</b>	<b>Policy effective as of:</b> March 10, 2022 <b>Policy review date:</b> March 10, 2023	
	Sandra Zaher  	March 10, 2022		

## Contents

<b>Objectives of the Policy</b>	2
<b>Definitions</b>	2
<b>Scope</b>	2
<b>Standard 1: Professional and Ethical Code</b>	2
<b>Standard 2: Professional Knowledge</b>	3
<b>Standard 3: Professional Practice</b>	3
<b>Standard 4: Professional Growth</b>	4

## Objectives

The RAKAA create Professional Ethical Cyber Teacher Standards was developed to assist teachers to recognize the changing work environment for teachers in the 21<sup>st</sup> century. Professional standards and ethics guide interaction between teachers, students, and others. Professional ethics in today's teaching and learning environments have changed with the induction of the world into online learning teaching and learning which requires guidelines for both students and teachers to protect the personal data and confidentiality of all. In the UAE TELS teaching and learning standards are in place and have four main standards. This policy will focus on the TELS standard for Professional and Ethical Conduct.

## Definitions

**Cyber Ethics:** Is a code of responsible behaviour when using the internet.

**Cyber Bullying:** Bullying that occurs when using any type of electronic device that is transferred through cyber space. The devices may be laptops, iPads, tablets, computers, or other agnostic devices that electronically transfer content of messages, videos, and photos to others intentionally to harm or damage others reputation.

by devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, website, and chat.

**Cyber Learning Environment:** Has a wide reference to internet or cyber applications and locations where diverse learning can take place.

**Social Media:** Digital applications and websites that promote and allow users to access other users personal social networking to share unfiltered content and information between users.

**Standards:** are written guidelines used to inform and guide best teaching practices.

## Scope

The need for professional teaching standards guides and advance the work of educators. These Professional Ethical Cyber Teacher Standards will assist teachers to understand the importance of proper communication and interaction when teaching in an online environment both on campus and off campus. These Standards reinforce the responsibility that a teacher has with his/her students and outlines professional boundaries that cannot be broken. Further, the teacher must have solid content knowledge and understanding to create positive risk-free learning environments

### Standard 1: Professional and Ethical Code

Teachers and assistant teachers are required to demonstrate upstanding characteristics of moralistic professional teacher who is a model of respect, fairness, integrity, confidence, honesty, and empathy.

#### 1.1 Respect and promote the UAE and RAKAA life values

- 1.1.1 Promote and respect the UAE Islamic heritage and culture when teaching
- 1.1.2 Implement school policies and procedures that recognize the UAE's culture and heritage
- 1.1.3 Integrate knowledge of appreciation of respect of UAE Cyber Security Law of 2021

**1.2 Promote multi-culture awareness and global awareness when using technology**

- 1.2.1 Promote awareness of multi-cultural similarities and differences
- 1.2.2 Implement the UAE Global Cyber Law raising awareness risks

**1.3 Demonstrate Personal Ethics**

- 1.3.1 Demonstrate integrity, respect, honesty

**1.4 Accountability for learners and learning using Technology**

- 1.4.1 Ensure physical, mental, and wellbeing
- 1.4.2 Develop intrinsic understanding of risks when using technology

**1.5 Establish Communication and Collaboration**

- 1.5.1 Demonstrate positive professional relations with learners
- 1.5.2 Demonstrate positive professional relations with colleagues
- 1.5.3 Demonstrate positive professional relations with greater learning community

**Standard 2: Professional Knowledge**

Professionals in the field of education know and understand the variety of learning needs within their class. Differential learning approaches and an in-depth knowledge of subject matter is required to implement the curriculum online or on-campus.

**2.1 Demonstrate professional knowledge**

- 2.1.1 Demonstrate knowledge of diversity in learning and stages of development

**2.2 Demonstrate knowledge of curriculum**

- 2.2.1 Demonstrate knowledge of core learning skills online and in-class
- 2.2.2 Demonstrate knowledge of core subject and development of curriculum
- 2.2.3 Demonstrate professional knowledge and ability to use technology to develop learning

**2.3 Demonstrate knowledge of theoretical practices in teaching**

- 2.3.1 Demonstrate knowledge of different pedagogical approaches and strategies
- 2.3.2 Demonstrate knowledge of relevant educational policies

**Standard 3: Professional Practice**

Learning professionals understand the importance of creating safe engaging learning environments to meet the needs of whole group and individual learners using resources that are appropriate and use technology to differentiate and promote learning opportunities for use online or in class.

**3.1 Promote positive Learning Environments**

- 3.1.1 Create safe supportive learning environments that supports the use of technology
- 3.1.2 Establish purposeful work ethos with high expectations
- 3.1.3 Optimize the use of resources and eResources to create productive learning opportunities
- 3.1.4 Recognize, model acceptance, and tolerance for all learners

**3.2 Demonstrate Professional Ethics**

- 3.2.1 Demonstrate professional understanding and acceptance of others
- 3.2.2 Demonstrate professionalism when using technology applications for personal or professional life
- 3.2.3 Actively create positive work relationships with fellow teachers sharing ideas

**3.3 Demonstrate Personal Responsibility**

- 3.1.1 Support the development of self-discipline and personal responsibility in students
- 3.2.1 Demonstrate professional teacher self-discipline and personal responsibility
- 3.3.1 Develop relationship with learners knowing their specific personal learning styles

**3.4 Using Assessment for Learning including Internal, National, and International Assessments**

- 3.4.1 Use varied assessments to measure learner achievements
- 3.4.2 Promote responsible and safe technology for learners
- 3.4.3 Establish baselines of learning as starting points
- 3.4.4 Use Formative assessments to measure internal progress
- 3.4.5 Use summative assessments that reference relevant benchmarks to measure retention of knowledge and progress
- 3.4.6 Provide opportunities for learner reflection and self-assessment
- 3.4.7 Use assessments results (internal, national, and international) to guide planning for teaching and learning

### 3.5 Parents and Students Professionals Relationship

- 3.5.1 Develop opportunities for positive parental involvement
- 3.5.2 Use agreements and contracts for Acceptable Use, Behaviour Intervention Plans, Individual Educational Plans, At-risk Intervention Plans, Parent/Student contracts to assist in teaching, learning, and attainment reflecting Academic progress.
- 3.5.3 Keep relationships positive but professional with students and parents
  - 3.5.3.1 Use of personal mobile or private apps such as WhatsApp are prohibited between teacher and parent as per school policy
  - 3.5.3.2 Use of personal mobile or private apps such as WhatsApp are prohibited between teacher and student as per school policy

### 3.6 Ensure timely Response to Parent Inquiries or Communication

- 3.6.1 Meet termly to discuss reports and progress of learners either online or on campus
- 3.6.2 Required 24 hour turn around to respond to parents on TEAMS or email unless weekend and then 48 hours

## Standard 4: Professional Growth

Professional educators are expected to stay current using best practices for teaching and learning that include using technology in the classroom. Teachers have the responsibility to be reflective practitioners. Reflecting on alignment of curriculum subject and cross-curricular for vertical and horizontal alignment. Educators must exhibit professional growth by reflecting on student performance informing teaching practices, developmental needs of students and self, professional development, and evaluating impact of teaching and learning.

### 4.1. Reflect and self-assess in relation to RAKAA, national and relevant international professional standards

- 4.1.1 Use a variety of strategies to reflect critically on personal teaching practices to ensure effective teaching
- 4.1.2 Seek feedback from students, parents, colleagues, and administrators
- 4.1.3 Reflect constructively on feedback from students, parents, colleagues, and administrators
- 4.1.4 Reflect and self-identify teaching challenges that lead to professional development goals
- 4.1.5 Plan appropriate timelines to meet professional goals

### 4.2 Engage in Professional Growth

- 4.2.1 Active participation in collaborative professional learning communities (online or on campus)
- 4.2.2 Share best professional teaching and learning practices with colleagues for growth as a teacher
- 4.2.3 Engage in action research developing positive class case studies to use to enhance teaching and learning.
- 4.2.4 Demonstrate digital technology are key elements of teaching and learning in today's classrooms

4.1.5 Develop technology skills continuously to maintain updated knowledge and applications.

#### **4.3 Determine Impact of Learner Achievement**

4.3.1 Evaluate impact of professional development activities on teaching practices

4.3.2 Apply outcomes of professional development activities to enhance the efficiency and effectiveness of teaching

4.3.3 Evaluate the impact of professional development activities on learning achievement

4.3.4 Evaluate impact of professional development on learner achievement.

Note: Any infractions of the above professional standards will refer to the RAKAA Staff Handbook for further investigation and possible punitive actions based on level of non-compliance to these standards.