

Online Lessons Code of Conduct

Whilst delivering live sessions online, the Madrasah will have the utmost consideration for the safety and security of all the participants: students, teachers, parents and their wider families.

This code of conduct for the Online Madrasah is to ensure a safe, engaging and meaningful experience of learning and sharing in the Online Madrasah. It contains expectations from the students, parents and the teachers who are all stakeholders of the Madrasah.:

Please take the time to read and let your child/ren familiarise with them. This will contribute to the success of the Online Madrasah.

1. Expectation from students

Like at the physical Madrasah sessions held at al Mahdi Centre, our usual expectations of behaviour will continue to apply for Online sessions. We expect that parents and all children have been informed about this attached Code of conduct and agree with it as they join their class this Saturday 19th September, 2020 and any Madrasah online activity going forward.

Therefore, your child will:

- 'Attend' all lessons and be punctual. Zoom sessions will end after 40 minutes.
- Maintain the Madrasah dress code and hijab throughout the lesson.
- Always ensure to adhere to the Madrasah's behaviour for learning.
- Log in using the link sent to their parents' email address and not from any other source.
- Not share the link, Meeting ID or password related to these sessions with anyone.
- Provide their full name while joining the meeting (Parents to do this on behalf of younger children). Not to use nicknames for identity.
- Not share any personal information with anyone during the sessions.
- Ensure to have with them Tarbiyah manual and writing material (Pen/Pencil, Paper).
- Have their camera turned on throughout the lesson so teachers can see students.
- Always enter the room with their microphones muted and unmute themselves when instructed to by their teacher to either ask / respond to a question or to participate in discussions
- Not utilize the chat functions unless instructed by the teacher. Chat function will be disabled on Zoom
- Be aware of the consequences of disruptive, rude or inappropriate online behaviour which may result in sanctions such the student being removed from the meeting room and possibly permanently from the sessions.
- Not take a screen shot / photo of the session at any time.
- Will not leave their seat without permission of the teacher
- Ensure that they do not use any other appliance e.g. mobile phone during the session unless instructed to do so by the teacher.
- Not use offensive or inappropriate virtual backgrounds and if they are asked to change their virtual background by their teacher they will do so promptly and without delay.
- Have no eating or drinking during class, except a bottle/glass of water.
- Be a safe user of technology as practiced in schools
- Report to their parents if they come across any incident or content that makes them feel uncomfortable.

2. We expect that all Parents will:

- Arrange for their children to familiarise and uphold this code of conduct.
- Organise for the children to 'attend' all lessons and be punctual.
- Ensure that children are logged into Zoom earlier, at least 5 minutes, before the lesson is due to begin.
- Have the child ready in appropriate dressing as per the Madrasah dress code and hijab throughout the lesson.
- Ensure children have with them Tarbiyah manual and writing material (Pen/Pencil, Paper).
- Use only the Zoom link invitation sent by Madrasah and not from any other source.
- Never share the invitation link, meeting ID and password with any other person and these codes should never be shared with anyone or publicised on any form of social media.
- Not share these links with anyone that is not enrolled in Al Mahdi Madrasah. These lessons are restricted to enrolled children in our Madrasah only and attendance registers will be taken in each class by the teacher.
- Ensure that you have a safe and appropriate place with no inappropriate objects or personal information such as school logos, family photos or any other personal identifying features in the background.
- Ensure that your children are fully supervised, and where possible, this is by the same gender parent as the one teaching the lesson. Our female teachers will also be observing full hijab. However, parents will be mindful that where lessons are being conducted by our female teachers, to the best extent possible only mothers, if required, should be present during those classes.
- Not communicate with the teacher during the session, distract the child's attention or interrupt the lesson except in an emergency or in exceptional circumstances.
- Not undertake recording, screenshots or photographs of any session. The Online sessions must not be reproduced in any other way or shared with other people.
- Understand that disruptive or inappropriate online behaviour by children will result in sanctions such the student being removed from the meeting room and possibly permanently from the sessions.
- Will notify Absenteeism. If your child is unable to attend Online Madrasah then could you kindly notify the Madrasah on the day either by an email to wmadmin@almahdi.org or SMS text to 0786 475 8000.
- Remind their children to share with the parent any incident that makes them feel uncomfortable. Report any concerns to the head of your child's class and the Director of Madrasah
- Contact the head of your child's class for any queries related to the Madrasah lessons.
- Respond to any communication from the Teachers

3. Al Mahdi Madrasah will:

Have the utmost consideration for the safety and security of all the participants: students, teachers, parents and their wider families.

Therefore, the teachers will:

- Be mindful of the GDPR laws; that data on Parents contact details is being provided specifically for the use of communication with parent due to home madrasah arrangement required during this 'event'. The respective teacher should not share contacts with any other person nor utilize it for any other purpose than this specific need of home Madrasah.
- Lesson meetings will be scheduled by the Heads of the respective Classes using the specific Madrasah Class email I.D.
- Use the specific Madrasah Class email I.D. for emailing the Zoom Link to parents for their child's lesson
- When emailing parents then the email address of parents in Group emails will be inserted in bcc section. This is to avoid disclosing individual addresses to all other recipients.
- Not share with anyone or on any form of social media invitation link, screenshots, photographs or the link to a recorded session.
- Log in on time, at least 5 minutes before the lesson is to begin
- Disable participant recordings, private chat and screen sharing (where necessary).
- Disable unauthorised annotating and file transfer functions to control any inappropriate exchanges.

.....continued :

the teachers will:

- Provide a professional setting for the children. This will include appropriate clothing and mannerism as well as an impersonal and distraction free background.
- Establish age appropriate ground rules with pupils at the beginning of the session.
- Will record attendance in each class and so our usual attendance policy will apply which includes the monitoring of late attendance.
- Will submit attendance of each lesson in agreed format set up by the Admin.
- Take care to ensure that monitors and screens showing pupil faces and/or names cannot readily be overlooked and viewed by unauthorised persons.
- Not record, take screenshots or photographs of any session in general. However, if for any reason such as for training and development purposes a lesson, or part of a lesson is to be recorded or photographed then parents will be informed and requested for their consent.
- Teachers will email or telephone the parent in case the student does not turn up or there is need to discuss any issues with the parent.
- Will keep at the forefront the safeguarding of the children
- Will follow these control measures put in place and report any unpleasant incident directly to the parent in liaison with the Head of year group and the Director of Madrasah.

Teachers are requested to pay attention to below Communication from Madrasah Centre of Excellence (MCE) with regards to Online learning:

- **DO NOT** share the copyrighted lessons/storybooks by providing a link or PDF copies to students/parents. It is your Islamic duty to ensure that you follow these guidelines. The students/parents can access the lessons online on the MCE website without a log in ID. Alternatively they should have access to the textbooks that we have been providing all the madaris. Downloading or printing of the lessons for use beyond the teachers is not allowed for any copyright material. This refers to the manuals Bands C-F and the storybooks Bands A-B. Resources and workbook lessons are free to be shared.
- You **ARE ALLOWED** to share the lesson specific resources/activities and workbooks of singular lessons with the children via a link/attachment/PDF that they may download and print. You will have to download these and make them available to the students/parents with instructions.

Meanwhile, as has been the case, feel free to contact me if there is any clarification you may need.

Together with your support and Divine tawfiqat we look forward to another term of imparting Deeni T'alim to our children, InshAllah.

Request you to kindly pray for barakah and success in this initiative of the Tarbiyah curriculum for our children.

Shukran

With salams and duas,

Sheikh Fazle Abbas Dato
residentialim@almahdi.org.uk

Input from MCE, CoEJ, SIM and local school contact is hereby acknowledged.