

Distance Learning Code of Conduct Policy

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Ajyal Al Falah Distance Learning Code of Conduct

This Code of Conduct is developed in accordance with: “**ADEK Distance Learning Policy & Guidelines – Version 1, March 2026**” issued by the Abu Dhabi Department of Education and Knowledge (ADEK). All provisions within this document must be implemented in full compliance with ADEK regulatory requirements.

1. Purpose

This Code of Conduct defines the roles, responsibilities, and expectations of teachers and parents to ensure the safe, effective, and compliant delivery of distance learning.

Distance learning is considered **full formal schooling**, and all academic, operational, welfare, and safeguarding standards remain applicable.

2. Learning Delivery Requirements

- The school shall provide structured distance learning on every scheduled school day.
- All synchronous (live) lessons must be delivered by a qualified teacher who is **visible on camera throughout the session**.
- Teachers shall ensure active student engagement and interaction during lessons.
- The school shall publish and adhere to an official daily timetable.
- A designated the principal and VPs will oversee implementation and communication.

3. Lesson Recording

- All synchronous lessons shall be recorded for quality assurance and continuity of learning.
- Teachers shall upload lesson recordings, learning materials, and assigned tasks **daily on Google Classroom**.
- Parents shall ensure that students who miss a session access the lesson recording and complete all assigned work on the same day.
- Accessing recorded lessons does not substitute official attendance unless authorized by the school.

4. Attendance and Monitoring

- Teachers shall record attendance at the session level and update the school system promptly.
- The school shall submit attendance reports in accordance with ADEK requirements.
- The school shall initiate follow-up procedures for students who fail to log in, attend, or engage.

5. Wellbeing

Student Welfare and Safeguarding

- The school shall conduct structured welfare check-ins for all students regularly. asynchronous
- Additional monitoring shall be provided for students identified as at risk.
- Parents shall cooperate with the school to support student wellbeing.
- For Kindergarten students, a responsible adult must supervise all live sessions.

Staff Wellbeing

- The school shall prioritize the wellbeing and professional support of all staff during distance learning implementation.
- School leadership shall ensure clear expectations and manageable teaching and administrative workloads.
- Staff shall be provided with appropriate training and guidance on effective distance learning practices.
- Regular leadership check-ins shall be conducted to monitor staff wellbeing and workload.
- Communication with staff shall respect agreed working hours and professional boundaries.
- The school shall provide access to external emotional support where required.
- Teachers shall be supported with appropriate planning time and resources for online lesson delivery.
- Parents shall communicate with teachers through official school channels and maintain respectful professional conduct.

6. Teaching and Learning Responsibilities

Teachers shall:

- Deliver curriculum-aligned instruction using synchronous and asynchronous approaches (For the absent students access through recorded lessons).
- Assign structured learning tasks and provide timely feedback.
- Maintain evidence of student participation and progress.
- Conduct academic and welfare check-ins as required.
- Comply with ADEK's requirements for screen-time and session structure.

Parents shall:

- Provide a safe, quiet, and appropriate learning environment at home.
- Ensure student attendance, engagement, and task completion.
- Support but not replace teachers in delivering academic instruction.
- Maintain communication through official school channels only.

7. Screen Time and Physical Activity

- Teachers shall comply with ADEK screen-time limits and ensure scheduled breaks.
- The school shall provide structured Physical Education opportunities (45 minutes per week) .
- Students shall be encouraged to engage in daily physical activity at home for 30 minutes.

8. Communication Protocol

- The school shall designate official communication channels with parents (School email, Circulars, Dojo , Google classroom, Telephone Communication).
- As per ADEK's requirements for communication, the school will communicate with parents after school hours, between 1:30 p.m. and 5 p.m. unless the matter is urgent.
- Teachers shall publish and share the official daily distance learning timetable with all families **no later than 8:00 p.m. on the evening prior to the first day of distance learning implementation.**

- Any changes to the timetable shall be communicated to parents **no later than 8:00 p.m. on the evening before the change takes effect**, in accordance with ADEK requirements.
- The school shall provide structured weekly updates to ADEK regarding student learning and wellbeing.

9. Student Expectations During Online Sessions

Parents and teachers shall ensure students adhere to the following:

- Students must join lessons on time using their **official school account**.
- The school encourages Gr1 to 12 Students to keep the **cameras ON during live lessons sessions**.
- Students must attend online lessons wearing the **school uniform or approved school attire**.
- Students must follow teacher instructions and participate actively.
- Students must use digital tools respectfully and for educational purposes only.
- Students must not record, share, or distribute lesson content, and their school account details with anyone.
- Students must complete and submit all assigned work through **Google Classroom**.
- Students who miss a lesson must access the recording and complete all tasks on the same day.
- Students must comply with online safety and digital citizenship requirements.
- Students must attend scheduled one-to-one academic or welfare sessions when requested.

10. Compliance and Reporting

- The school shall comply with all ADEK reporting requirements related to distance learning operations.
- Failure to comply with this Code of Conduct may result in administrative or disciplinary action in accordance with school policy and ADEK regulations.

11. Acknowledgement

All teachers and parents are required to read, acknowledge, and comply with this Distance Learning Code of Conduct during any period of distance learning implementation.

12. References

- Abu Dhabi Department of Education and Knowledge (ADEK). **Distance Learning Policy & Guidelines**, Version 1, March 2026.
- Abu Dhabi Department of Education and Knowledge (ADEK). **Private Schools Policy and Guidance Manual (latest applicable version)**.
- Abu Dhabi Department of Education and Knowledge (ADEK). **Student Protection Policy**, Version 1.1 (or latest version).
- Abu Dhabi Department of Education and Knowledge (ADEK). **Wellbeing Policy for Students in Private Schools**.
- Abu Dhabi Department of Education and Knowledge (ADEK). **School Attendance**

Policy for Private Schools.

- Abu Dhabi Department of Education and Knowledge (ADEK). **Digital Learning and Educational Technology Guidance.**
- Abu Dhabi Department of Education and Knowledge (ADEK). **Inclusive Education Policy Framework.**
- Abu Dhabi Department of Education and Knowledge (ADEK). **Health, Safety and Risk Management Requirements for Schools.**
- Abu Dhabi Department of Education and Knowledge (ADEK). **Educational Risk Policy**