



**Newton British Academy
Barwa City**

Online Policy

Policy Date: June 2022 – June 2025
Review Date: June 2024

**“An international community of learners striving for
excellence and celebrating success”**

Introduction

This policy in brief outlines the schools expectations and responsibilities for all key stakeholders.

The policy applies to all members of Newton British Academy (including staff, students, volunteers, parents/carers, visitors, community users) who have access to and are users of school on-line and ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Head Teachers/Principals to such extent as is reasonable, to regulate the behaviour of students when they are off the school site and impose disciplinary penalties for inappropriate behaviour. The Newton British Academy Behaviour Policy stresses the importance of not bringing the school into disrepute hence any misbehaviour online will result in appropriate and proportionate sanctions being issued.

Student Responsibilities

All students attending NBA must follow the rules and expectations stated in this policy:

- Students must be prepared for lessons, attend on time and be organised
- Be aware of their platform login details
- Students must behave appropriately at all times and follow the instructions of the teacher very carefully
- Disruptive or abusive behaviour/behaviours will not be tolerated
- Teachers have the right to ask any student not behaving appropriately to leave an online teaching session
- Any report of misbehaviour will be investigated and sanctions will be given that are appropriate and proportionate in accordance with the school's Behaviour Policy
- Any assessment must be carried out in examination conditions. Cheating/ plagiarism in an assessment will result in a student not gaining a grade for that paper and in such circumstances a resit will not be allowed
- Students should avoid plagiarism and uphold copyright regulations
- Students need to understand the importance of reporting abuse, misuse or access of inappropriate resources/materials
- Students are not allowed to record live lessons or capture images of teachers or other students
- Students should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's 's Online Safety Policy covers their actions out of school, if related to their membership of the school
- Students will be removed from live lessons if it is deemed that their behaviour/behaviours are not appropriate and not in accordance with the shared online expectations

- **The school reserves the right to ban a student/students from live teaching or online lessons if it is deemed appropriate as a consequence of unacceptable/poor behaviour/ behaviours**

Parents/Carers

- Parents are expected to support the school to ensure that their child/children fully engage with the learning experience that NBA offers via its online learning resources
- Parents must play a leading role in ensuring that their child/children are fully engaged and behave appropriately during their online learning experience
- Parents are not allowed to record live lessons or capture images of teachers or other students
- Parents must provide an appropriate device for their child/ children to complete all tasks/ lessons/ assessments, Zoom sessions etc. Devices must have a camera/microphone for live teaching and assessments
- Parents should allow their child/ children to complete quizzes and assessments independently
- The school will take every opportunity to help parents understand the learning expectations and platforms that are used by NBA , this will be communicated through parent information letters, videos and Zoom parent consultation meetings, school's website, Tapestry, Dojo and Fusion/(VLE).

Teaching Staff

Teachers will plan lessons, with a variety of resources, set homework and mark students work on a regular basis with the use of online platforms and tools. Data will be kept to track the progress of each student and end of term reports will be an accurate reflection of a student's work and attendance during the respective term.

Technical – infrastructure/equipment, filtering and monitoring

- The school will be responsible for ensuring that its infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented
- All users will be provided with a username and secure password, the users are responsible for the security of their usernames and passwords. This is not the school's responsibility
- Internet filtering should ensure that children are safe from inappropriate adult/ extremist material when accessing the internet
- The school infrastructure and individual workstations are protected by anti-virus software, this practice should be replicated within the home

Data Protection

The School complies with all legislation set by the Ministry of Education in Qatar. As an international school, NBA also adheres to best practice as set out by the Department for Education in the UK/GDPR guidance. Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection

Associated Policies & Documents

- **Data Protection Policy**
- **Child Protection Policy**
- **Platforms Policy**