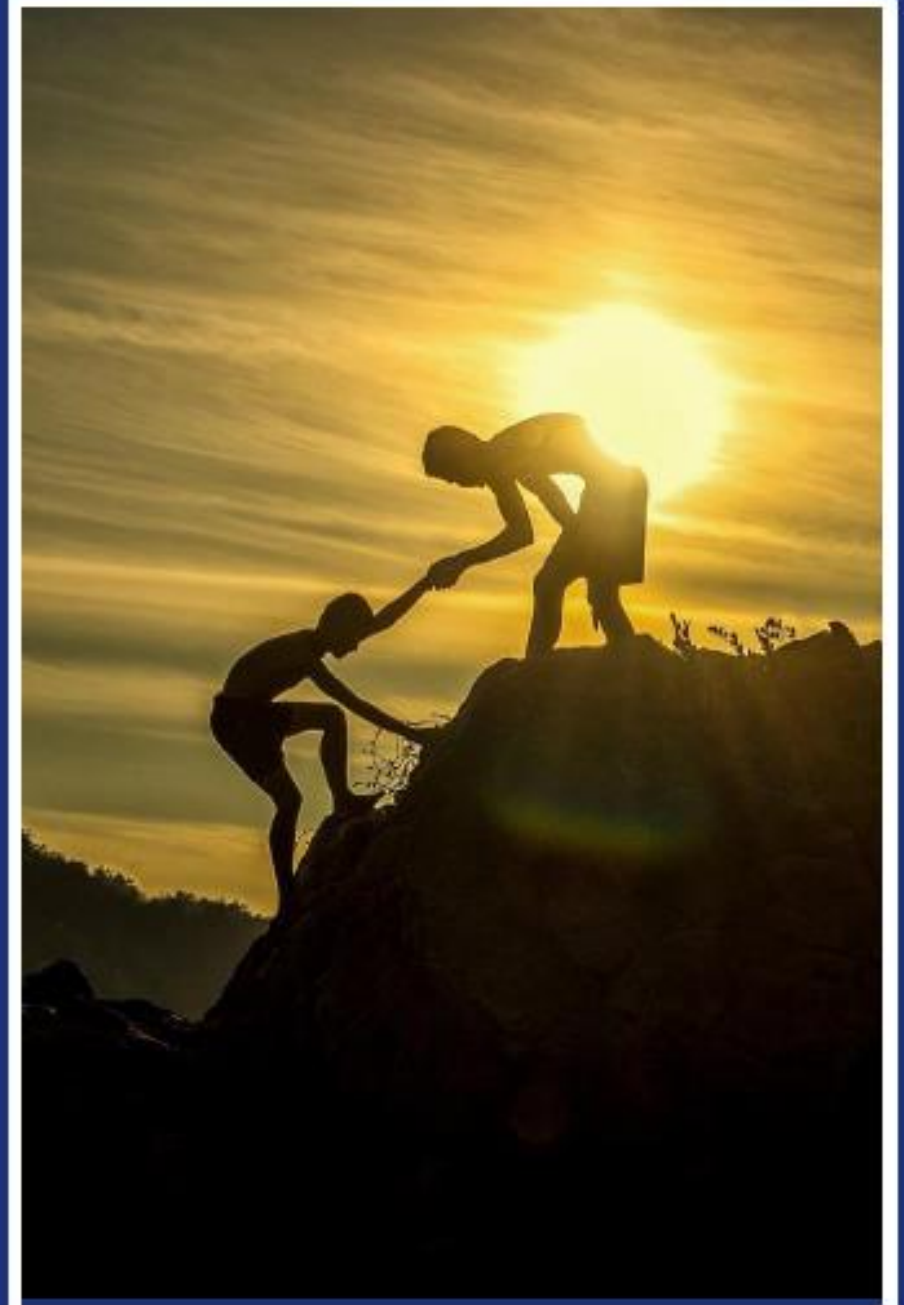# PARENT DISTANT LEARNING & CYBER SECURITY GUIDE

SUPPORTING YOUR CHILD DURING DISTANT LEARNING

"It takes a village to raise a child"

African proverb

We understand how challenging this will be for many of you, especially if you are working remotely yourself.

Many of our teachers have children too and are facing a similar challenge.

We are all part of the school community and by working together we can turn this challenge into an opportunity.

PARENT ROLES & RESPONSIBILITIES IN DISTANT LEARNING

PARENTAL ROLES & RESPONSIBILITIES

- Familiarise yourself with the school's distance learning & E-Safety policies.
  - It's essential that you understand which platforms and channels that we are using as a school for distance learning and the E-safety measures that school provides to keep the users safe & secure

PARENTAL ROLES & RESPONSIBILITIES

- Develop and foster a daily routine.

- Develop a routine aligned to the school's distance learning schedule.

- Use clocks and alarms to help students attend the classes regularly.

- Print off a timetable and put it in a prominent position for them to refer to.

- Review the routine each week and decide if it needs to be adjusted or refined.

PARENTAL ROLES & RESPONSIBILITIES

- Ensure that students are able to learn in an environment where they can focus on their learning and be as productive as possible.
    - Somewhere relatively quiet, away from distractions like the TV.
    - In a tidy, clear space which is free of clutter.
    - Provide headphones if required.
    - If possible, away from other family members

PARENTAL ROLES & RESPONSIBILITIES

- Encourage screen breaks and reduce screen time

Distance learning inevitably means that there is an increase in screen time in order to facilitate learning remotely.

Encourage your child to take regular screen breaks throughout the day.

To offset the increase in screen time, moderate their use of screen-based recreation activities such as playing video games and encourage them to engage with other activities such as reading, board games and any physical activities you have room for.

PARENTAL ROLES & RESPONSIBILITIES

- Monitor your child's online activity closely

It is absolutely essential that you monitor your child's activity when engaging with distance learning to ensure that they are only engaging with the platforms and content being deployed by the school. They should also only be using official school communication channels. Some things to consider are:

- Do they have additional tabs or apps open?

- Are you hearing notification sounds from apps?

- Do they try to hide their screen when you come near?

- Do they have access to another device?

Talk to your child regularly and have them show you what they are doing. Make expectations clear and reward positive behaviour.

PARENTAL ROLES & RESPONSIBILITIES

• Communicate with teachers

We are all working together to try and help our students succeed during these uniquely challenging times. Maintaining open lines of communication with your child's teachers will help everyone navigate the distance learning landscape smoothly.

It is important to consider how and when you communicate as teachers will be supporting large numbers of students remotely.

PARENTAL ROLES & RESPONSIBILITIES

- Ensure that as parents you are **aware of the set timetable for the day** and your child follows the same.

- As per the instructions of the MOE, **attendance is mandatory for students**. Please ensure your child is attending the distance learning classes every day.

- Please note that teachers will set work and assignments for student which is age appropriate.

PARENTAL ROLES & RESPONSIBILITIES

- Ensure that your child keeps **healthy habits** and takes **regular breaks** away from devices between scheduled lessons. Encourage **physical activity** and/or exercise.

- As a follow up of their day's work, students should be encouraged to have their **own study plan**.

- As parents, you could face **challenges with availability of devices at home** – Don't panic as all learning material will be available for a week on the system.

PARENTAL ROLES & RESPONSIBILITIES

- Ensure **assignments** sent by the school are completed by your child in the given time frame and sent back to the teacher.

- Work set for students is an independent task and should be done with **minimum support from parents**. Guide them but do not do the task for them.

- The students will be **regularly assessed on their work**, and a timetable for the same will be shared with parents.

- Do check your **emails** regularly for updates. Monitor the **website** for communications from school.

- For any **queries** related to your child's learning please contact concerned subject teacher.

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E-LEARNING FACILITIES

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- Students are expected to take part in a structured classroom, delivered through the **following platforms**:

  - Emails
  - Google classrooms
  - Zoom

E-LEARNING FACILITIES

- Lessons are posted as per the timetable given in the **google classroom**

- Synchronous lessons are taken through zoom, link of which will be provided through google classrooms.

- Asynchronous lessons are interactive - either **videos or power point with audio lectures**.

- Classwork, homework & projects are given based on the topics taught.

E-LEARNING FACILITIES

- We expect all students to **have regular and ongoing communication and feedback from their concerned teachers**. Students can post their doubts as **comments or as email** to the respective teachers.

- **Class teachers will be having zoom classes** every morning to have personal interaction with students.

E-SAFETY

E-SAFETY GUIDELINES

1. PROTECT YOUR PASSWORDS
   Create a strong password & don't share it with anyone.
   Change your password regularly

2. SAFE BROWSING
   Access only age-appropriate sites. Do not access illegal sites. Do not click on the advertisement popups.

3. PERSONAL DETAILS
   Refrain from sharing your personal details in websites and social media platforms

Be smart on the internet

E-SAFETY GUIDELINES

4. **EMAIL & PHISHING SCAM**
   Always verify the sender of the email. Do not click the links or open the attachments of suspicious mails

5. **SOCIAL MEDIA**
   Do not accept the friend requests from strangers. Configure the privacy settings and make the profile private. Do not share any personal details. Think twice before posting messages, pictures, videos etc in social media.
   REPORT immediately if someone is behaving inappropriate

E-SAFETY GUIDELINES

6. ZOOM/VIDEO CONFERENCING SESSIONS
   Do not record the session without the consent of all the participants.
   Do not share the link or invite any outsiders.
   Do not post offensive messages in chat

7. KEEP YOUR DEVICE SECURE
   Install anti-virus software. Install genuine software. Keep the firewall ON.
   Do not connect to public networks.

E-SAFETY – PARENTAL ROLES

Ensure that students understand how to stay safe when using technology. The School expects parents to promote safe practice when using technology and to:

- talk to their child to understand the ways in which they are using the internet, social media and their mobile devices and promote responsible behavior
- encourage their child to speak to someone if they are being bullied or otherwise are concerned about their own safety or that of another pupil or need support
- If parents have any concerns or require any info about online safety, they should contact the Class teacher / Supervisors / E Safety officer.

E-SAFETY - PARENTAL ROLES

Ensure that your ward understands his/her own responsibility & role in maintaining online safety.

- Students should adhere to the policies of the school

- Should avoid plagiarism and uphold copyright regulations

- Should understand the risks associated with the use of internet

- Should understand the importance of reporting abuse, misuse or access to inappropriate materials

- Should report any concerns in line with the school's policies and procedures

- Should be a good Digital Citizen

E-SAFETY - PARENTAL ROLES

- **Refrain from sharing teaching material & recorded videos on social media platforms. (This is the intellectual property of the school as well as safeguarding staff and students).**

PERSONAL MOBILES

- Parents are requested not to use their mobile phones while in school premises.
- Parents are allowed to photograph or video school events such as shows or sports days using their mobile phones – but should not publish images/videos on any social networking media that include any children other than their own.
- Pupils are not permitted to have mobile phones at school or on trips.
- If a parent wants his/her child to bring a mobile phone to school for emergency purposes, prior permission should be taken from the Supervisor
- Mobile phones brought to school without permission will be confiscated

USE OF PERSONAL DATA, PHOTOGRAPHS AND VIDEO

- When taking digital/ video images teachers will ensure that the students are appropriately dressed and are not positioned/posed in a way that bring the individual or the school into disrespect

- Digital images/ video images will not be manipulated or amended.

- Students must not take, use, share or publish images of others without consent

- Parents are permitted to take photographs of their children, for their own private use. However any images taken must be for private use only according to the Data Protection legislation

- Parents should provide their consent regarding the use of student images on the School Website.

- Parents may at any time withdraw their consent/ non consent for the use of student's images and videos in school published materials or on the school website.

CYBER ABUSE & MISUSE REPORTING SYSTEM

- The school has a proper **reporting system** in place to report any abuse or misuse happening to the students through the proper channel.

- Parents/Students should report any such incidents to the teaching staff (preferably class teacher) with proper evidence (if applicable).

- The incident will be reported to the representative of the respective blocks, in the given format immediately, who in turn will report the cybersecurity incident to the E-Safety leader.

- The E-Safety officer and the school IT department will assess the severity of the incident and resolve the issues or work to limit any future damage and preserve sensitive information.

- Decisions may also need to be made about whether to request external assistance based on the nature of the security breach.

Prioritize Sleep

Keep devices out of bedrooms. Plan for enough sleep.

Device Free Dinners

Prioritize personal connections with Device Free Dinners. *Disconnect to reconnect! :-)*

THANK YOU!!!

Time Limits

Agree sensible limits for screens and tech. Help your child prioritize their use of time with tech. What needs to be done? When?

Enjoy It Together!

Watch movies and play games together. *What discussions do they raise?*

CREDITS:

➢ Engaging Parents with Remote Learning – SPEA

➢ MOE Student Behaviour Management Policy 2020

➢ School Online Safety Policy

➢ Acceptable Use Policies