



Sharjah Private Education Authority Policy Manual

Policy No. (SPEA-6.1-01.0): Distance Learning Policy

Issue Date: 17th March 2020

1. Objective

The objective of this policy is to adopt a regulatory framework and standards for the implementation of the distance learning system during periods of suspended educational activity in educational institutions due to emergencies and crises and to ensure the non-disruption of educational activity services while maintaining effectiveness and quality.

2. Scope and application

The scope of this policy includes all educational institutions licensed by the Sharjah Private Education Authority using distance learning mechanisms. This policy applies to all members of the administrative and educational staff, as well as learners and their parents alike.

3. Definitions

- 3.1. Distance learning: The concept of the learner being in a different place than that of the source of education, which may be a book, a teacher, or even a group of teachers. It is a form of education through which an educational program is transferred from its location on the campus of an educational institution, a school in this policy, to geographically dispersed places through an advanced electronic means of communication (the Internet) between teachers and learners.
- 3.2. Members of School Community: the administrative and educational staff, learners and parents.

4. Policy

- 4.1. This policy has been prepared particularly to address education delivery systems during time of emergency and crises, such as the one the country is currently



- going through. This policy will be modified, as required, in order to keep up with legislation and developments in this field.
- 4.2. This policy provides information regarding the general mechanisms and requirements to activate distance learning in educational institutions during periods of suspended educational activities.
 - 4.3. Educational institutions are bound by the contents of this policy, regardless of the mechanism used.
 - 4.4. Sharjah Private Education Authority has the right to enforce violation fines on educational institutions that do not comply with the distance learning requirements and shall take actions as deemed appropriate.
 - 4.5. Educational institutions are to provide their educational activity services according to the curriculum and educational plan that the educational license was issued for. The outcomes are also evaluated in the same manner, except for the mechanism of providing the educational activity services.
 - 4.6. To ensure the quality of distance learning, the following elements must be provided at the minimum:
 - 4.6.1. The Internet to communicate through programmed and specified websites according to an appropriate mechanism.
 - 4.6.2. Electronic devices with the latest security updates from their software companies.
 - 4.6.3. Distance learning programs and updates.
 - 4.6.4. Distance learning training for all members of the school community.
 - 4.6.5. Electronic content to communicate information, whether it is interactive, visual or other.
 - 4.6.6. The learner who follows everything related to the curriculum as delivered through the electronic programs and the mechanism used.
 - 4.6.7. Supportive parents who provide a conducive environment for learning.
 - 4.6.8. The competent and trained teacher to explain the subjects in a manner consistent with the established mechanism, to follow up and evaluate the students' performance and to give them the grades they deserve. There could also be available a direct form of communication between the learner and the teacher to discuss the content and ensure the efficiency of the educational process.

5. Procedure

- 5.1. The Responsibilities of Sharjah Private Education Authority:
 - 5.1.1. Develop policies and procedures for distance learning that educational institutions must follow.



- 5.1.2. Ensure that educational institutions are prepared to implement distance learning in technical and administrative terms.
 - 5.1.3. Ensure the educational institutions have a plan to implement distance learning and to assess the outcomes thereof.
 - 5.1.4. Ensure that educational institutions provide training materials on how to implement distance learning for teachers, learners and parents.
 - 5.1.5. Monitor the continuity and readiness of educational institutions to implement distance learning during and after the suspension of educational activity in educational institutions for reasons related to emergencies and crises.
- 5.2. The Responsibilities of the educational institutions, specifically schools:
- 5.2.1. Prepare a policy and detailed procedure for distance learning that states that the educational institution bears full responsibility for the educational plan, the mechanism used to deliver education, along with the proceedings and outcomes of the educational activity, consistent with what is delivered during normal times on school campus.
 - 5.2.2. Conduct awareness and training programs on the initiative to all members of the school community.
 - 5.2.3. establish a hotline to respond to inquiries from learners and/or parents.
 - 5.2.4. Instruct the concerned individuals to access the educational institution's training platform to learn how to implement interactive distance learning lessons and ensure that they are ready for satisfactory implementation.
 - 5.2.5. Prepare calendars for the distance learning study plan for each cycle.
 - 5.2.6. Ensuring that all the electronic devices are appropriate for all the sessions and finding alternative solutions by cooperating with the parents of learners.
 - 5.2.7. Monitor the quality of distance learning for learners through consistent follow-ups and improvements.
 - 5.2.8. Display the curricular content online and interacting with it in a smooth and engaging manner.
 - 5.2.9. Upload softcopies of the curriculum text books for different subjects along with audio-visual illustrations and explanations by the respective teachers of these subjects and ensure accessibility to all learners at any time and place.
 - 5.2.10. Maintain electronic back up records for the distance learning proceedings including the assignments and assessment papers and their marks.



5.2.11. For educational institutions that have international accreditation certificates, it is necessary to include the distance learning management system in their accredited academic program.

5.3. Responsibilities of Parents:

- 5.3.1. Provide the appropriate educational environment for learners in homes (or anywhere else) in terms of location, Internet and the general atmosphere, in addition to maintaining the appropriate appearance of learners.
- 5.3.2. Provide an electronic device for each learner to use in distance learning (computers, tablets, smartphones, etc.).
- 5.3.3. Encourage learners to practice distance learning by ensuring that all educational lessons are completed.
- 5.3.4. Oblige learners to follow the approved distance learning calendar of their educational institution in line with the licensed curriculum.
- 5.3.5. Oblige learners to follow the educational institution's general policy of using electronic devices for educational purposes during distance learning.

6. References

State Institutions Business Continuity Preparedness for the Novel Corona Virus (COVID19) Guidelines.

Issued by the Supreme Council for National Security, National Emergency Crisis and Disasters Management Authority.

7. Attachments

There are no attachments for this policy.