

Online Teaching Policy

The COVID-19 pandemic has resulted in a world-wide suspension of a wide range of services including schools, public and private offices, transportation and places of worship. Critical sectors such as healthcare and sanitation are experiencing unprecedented levels of stress. A potent vaccine is expected to become available only after twelve to eighteen months in spite of intensive efforts of dozens of research groups across the world. As the pandemic unfolds over the next few months, it is highly likely that the restrictive measures on people's economic activities will be ramped up to slow down the spread of the virus. The projections of the impact of such actions on the lives of people are worrisome and only add to the precarity of the crisis.

Concerted efforts are underway to prepare for such an eventuality. Many sectors, including the education sector, are preparing by moving majority of their activities online. Various schools and colleges have begun offering online classes to help curb the spread of the contagion. Such initiatives while being necessary also bring them a host of challenges of a different nature with regard to student safety and privacy. This is especially true in high schools where learners are underage and particularly impressionable and vulnerable. Given the unique responsibility we, the educators, are entrusted with, it is imperative that we adopt appropriate and effective measures to protect privacy and ensure the safety of our learners as we transition to a non-traditional platform to meet the learning needs of our learners. The teaching faculty at HVB Global Academy have adopted the following measures to address these concerns.

A. Online classroom policies and code of conduct for instructors and facilitators

Instructors and facilitators must

1. use a common platform to deliver classes online. Only in cases where technical issues make it impossible to use the recommended platform should the teachers feel the need resort to a different platform. However, in such cases, teachers must contact the relevant personnel immediately in order to resolve the technical issues.
2. conduct online classes in accordance with the time-table provided to them by the coordinator of their section. In case the situation demands deviance from the allotted time slots, the teachers must consult with their coordinator immediately.
3. employ relevant online tools to incorporate appropriate formative assessment strategies in their online practice as formative assessments are necessary to track students' progress and to assess the effectiveness of the teaching strategy used by the teacher.
4. keep their respective coordinator apprised of the progress both in terms of the coverage of curriculum and of students' learning.

5. stay vigilant of any suspicious activity or accounts and take necessary steps to ensure safety of students and maintain the integrity of the class. Teachers must inform the coordinator and the principal of such suspicious activities.
6. not entertain requests for admission of any third-party agents (private tuition teacher, coach, parents) in the online classroom under any circumstances.
7. use tools that do not allow students or any third-party agents to record the online session to further ensure the safety of learners as they navigate the learners. Teachers must not entertain any such requests.

Technology has penetrated almost every facet of modern life. In only a decade's time, it has changed the way we interact with friends and family, shop, conduct business, consume news and entertain ourselves. More importantly, technology is playing an increasingly intrusive and formative role in the lives of impressionable young learners. Technology can also help moderate the adverse effects of crises on the economic lives of people as is becoming evident with the unfolding of COVID-19 pandemic. Therefore, it behooves us to strive to understand and adapt to the technological advances to stay digitally competent so as to better connect with our learners, meet their learning needs and provide them with guidance consistent with our times. To this end, HVB Global Academy is offering its teaching faculty a training programme aimed at helping them incorporate modern technology in their everyday classroom practice. The sessions will be offered on the 4th Saturday of every month. In addition, facilitators will also get opportunities to develop their digital skills by delivering lessons online on these Saturdays. All instructors and facilitators at HVB Global Academy are required to attend these training sessions.

B. Online classroom policies and code of conduct for learners, parents and guardians

1. Online classrooms at HVB Global Academy are safe virtual spaces where students can explore, discuss and learn new ideas under the guidance of expert instructors. Parents must not engage or participate in the classroom activity directly in any way. Any queries or concerns must be directed to the coordinator of the concerned section or to the principal.
2. **e-Safety**
 - a. Online classrooms at HVB Global Academy are safe virtual spaces where students can explore, discuss and learn new ideas under the guidance of expert instructors.
 - b. For safety reasons, every student will be provided entry into the class through only one email account. The account must be registered with the school. Teacher reserves the right to remove any suspicious accounts from the classroom.
 - c. Parents must not seek admission into any virtual classroom via accounts other than the one registered with the school. They may use their ward's account to check classwork and the progress of their ward, and to download the resources that have been made available in the virtual classroom.

- d. Parents must not encourage admission of third-party agents (private tuition teacher, coaches, relatives, etc.) into these classrooms as this may potentially compromise the safety of all learners.
- e. Parents must not record, or allow third-party agents to record, and distribute live online classes as this may violate the privacy of and compromise the safety of all learners.

3. Online assessment

Learners taking assessments online are strongly advised to observe all of the instructions related to them by the facilitator. Any evidence of malpractice by either a learner or a parent during the assessment will result in disqualification of the learner from that assessment. Assessments taken online will be considered when calculating learner's final grade.

4. Late Arrival

- a. Lessons are to start on time. If for some unavoidable reason, the student will be late for the class, the teacher must be informed well in advance.
- b. The teacher will lock the class and deny admission after 10 minutes from the scheduled start time of the class. If a student fails to join the class within the first 10 minutes, they will be marked absent for the class.

5. Copyright of lesson material

- a. All lessons provided by the faculty at HVB Global Academy are the property of HVB Global Academy and may not be reused or distributed in any way without a prior written consent from the head of the institute.
- b. All materials shared online in classrooms are for authorized personal use only. Unauthorized use and sharing are strictly prohibited.

We sincerely hope that these measures will help us ensure the safety and privacy of our learners that we have been privileged to be entrusted with and also help us maintain the integrity of our services.

Warm regards,

Dr. C. R. Pathak
Principal and CEO
HVB Global Academy