



The purpose of this guide is to outline the actions that we will put into effect at BIS, for cases where the school has to activate online learning due to a prolonged forced school closure that exceeds two weeks. As an educational institution, we seek to ensure that students receive the required learning for the year to be promoted to the next grade. Furthermore, as part of our accreditation requirements, continuation of learning is imperative.

*“The success of e-learning requires a true partnership between our teachers, students and parents.”*



## 1. Expectations:

### E-Learning Code of Conduct:

- **Kindness**

We use kind words with each other.  
We are polite to one another.

- **Respect**

We listen to whoever is speaking in a zoom class session.  
We consider whether what we are saying is appropriate.

- **Privacy**

We do not take pictures, screenshots or videos of others during their conversation.  
We wait for people to reply in their own time.

- **Language**

We understand that text language can be both formal and informal.  
We know when it is appropriate to use informal words or emojis.

- **Footprint**

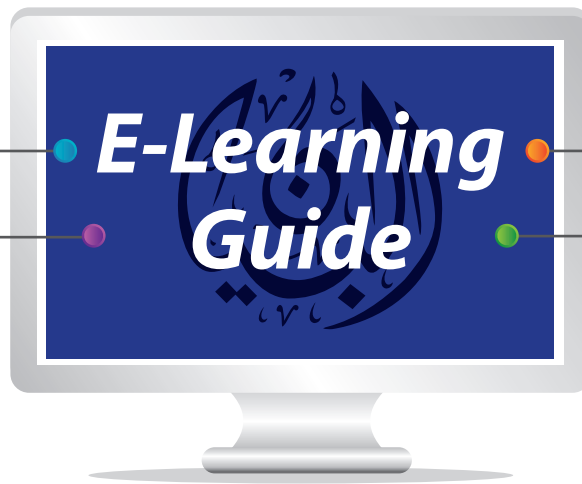
We know that there is always a record of our online activity.  
We understand that our posts can never be permanently deleted.

### Online interaction needs to follow these guidelines:

*Inappropriate conduct online, such as harassment, bullying and inappropriate dress and/or other violations may result in a zero participation grade or further disciplinary action from the school.*

**Interactive office hours** will be held on a daily basis where student (or parent) will be able to ask the teacher for clarifications, extra support etc.

*“We believe communication and interaction are important for students and teachers to feel connected during physical school closures.”*



## 2. Grading:

- Attendance will be taken for interactive sessions.
- No summative assessments will be given through the online platforms.
- 100% of the grade will be distributed to projects, research, daily interaction, online discussions and posts, and homework assignments.
- The same rules regarding plagiarism and cheating apply as outlined in the student handbook.

## 3. Progress Reports and Report Cards:

In case the online learning period extends for more than 65% of the semester, report cards will be issued but exclude summative assessments.

## 4. Methods:

Our e-learning approach will be facilitated using a myriad of methods which include: instructor developed videos, virtual classroom, real-time interactions with the teacher and peers, and prompt feedback.