

Online Class Etiquettes and Guidelines

- Classes via “Google Class” are compulsory, and attendance will be completed on e - madrasah.
- Students are required to attend their classes with the video turned on, to ensure they remain focused in class. Parent’s consent is assumed for the video call. (If a parent is not comfortable with this, they are requested to register their concern with the Principal. Once the concern is registered, the student will no longer be required to turn on the video and it will be the responsibility of the parent to ensure the student upholds their decision. If the student turns on the video without any parental instruction, the Madrasah will not hold responsibility for this action.)
- We urge the parents to ensure that the students are ready before each session starts.
- Students should have their required books and stationery on hand.
- Students should be in the state of Wudhu.
- Students should be dressed appropriately and as close to the Islamic dress code as possible (Islamic clothing is preferred).
- Parents with young children are required to monitor their child/ren during the start-up of each Maktab session.
- Principal has full right to enter in class at any time to monitor behaviour of the class.
- All students will have access to their Google Class sessions through their Madrasah Provided password/code.
- To access the Google Class Session, codes are needed. These will only be shared with the respective students of that class. This will ensure appropriate content & lectures will be delivered for that class.
- Parents have been asked to monitor & advise their children in regard to ‘Acceptable Usage’ for such devices.
- Parents have also been informed in regard to monitoring the varying levels of online security whilst their child is using their device. Appropriate e-safety resources can be found from google.
- Where & when possible, parents have been advised to keep computers, laptops in parts of the house where their children can be monitored to an extent. This will help reduce the risks of children surfing the web or playing games during ‘lesson’ times etc.
- Work will be sent on E-Madrasah App to those students whose families/households have poor or limited connection to the internet. This will allow them to have continued access to the resources/materials later & will not be limited to lesson time only.

- Students will have assessments according to the Madrasah Academic Calendar and results will be online on e - madrasah.
- The most basic of technology has been chosen to guide students through their learning journey. In this manner, staff, students & parents also, are already familiar with the features they will need to use to complete their teaching/learning.
- The Madrasah will ensure the host (teacher) is in control of who can control the screen, save the video/chat content.
- The teachers will mute and unmute all participants, including video screens if and when required.
- The teachers may use the whiteboard, screen sharing and annotation tools to improve engagement.
- The teachers will remind students about respecting others and using the chat box for educational purposes
- Staff, parents, and students are expected to dress and talk appropriately.
- All meetings may be recorded on Google Class iCloud service.
- **Parents or students are NOT allowed to share password/code, any video or picture of online session to any one not even to other student or on any social media platform.**
- Please arrange for earphones with built in microphone (normal smartphone ones should do) for your daughter so that during online lessons:
 - a) the privacy of the teacher is safeguarded
 - b) the privacy of other students answering questions is safeguarded
 - c) the class can't hear what is going on in your home
 - d) family members are not disturbed by the classroom sounds
- Your daughter will need:
 1. A learning space
 2. Internet
 3. Access to an Internet connected device with a speaker and microphone, eg smartphone, iPad, tablet, laptop or PC etc
 4. Qurans, kitabs and stationary etc
- **The recording of lessons is prohibited, and we trust that you will ensure that this rule is respected - it is for the protection of both staff and students' privacy.**
- We would also ask that mums poke their head into their child's learning space from time to time to make sure that they are actually taking part in the lessons (!)
- We know this maybe a hassle. However, with the covid ongoing, we need to minimise the impact on our children's taleem.
- We pray that you keep well and protected from all illnesses. Ameen.
- ***Note*** If anyone gives any comments, or does anything which is constantly disturbing others, her camera will be disabled for that session and she has to complete that session with the microphone only.
- The class teacher has the right to mute microphone or turn off video screen of any students who is using inappropriate language, giving funny comments or doing anything which is disrupting the class.
- If you have any concern, please contact Maulana Faruk ONLY on Madrasah number.

Google Class Guidelines

A short guide for Parents and Students

Classes will be conducted using Google Class application. Please ensure that required preparation is made before the classes start.

Google Class Setup and Usage

Google Class for i-phones

<https://apps.apple.com/us/app/hangouts-meet-by-google/id1013231476>

Google Class for iphones

<https://apps.apple.com/gb/app/google-classroom/id924620788>

Google Class for Samsung

https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en_GB Google Class for Samsung

https://play.google.com/store/apps/details?id=com.google.android.apps.classroom&hl=en_GB

If you are using laptop, it will be on Google.

Then use the following to join class *OR* click on the link sent to your email.

<https://classroom.google.com/c/MTQ0ODgzOTA4MzYx?cjc=v4o27n2>

A Code will be sent daily on Google Classroom, which you will need to copy and paste on Google Meet to join the class.

Ensure the student has the appropriate setup for having a video class. This includes:

- a) A quiet place, so the student can listen to the class.
- b) A place with minimal, or no distraction, so the student can remain focused in the class.
- c) Appropriate location for video class where no family member or inappropriate background is visible
- d) Pupils do not need to create an account on Google Class. Instead, they will be shared a Teacher Room ID (Password/code) from the Madrasah.

Maulana Faruk

Principal of Madrasah Zeenatul Quran