

Online Class Etiquettes and Guidelines

- Classes via Zoom 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 zoom class at any time to monitor behaviour of the class.
- All students will have access to their Zoom sessions through their Madrasah Provided password.
- To access the Zoom 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 Zoom iCloud service.
- **Parents or students are NOT allowed to share password, any video or picture of Zoom session to any one not even to other student or on any social media platform.**
- If you have any concern, please contact Maulana Faruk ONLY on Madrasah number.

Zoom Guidelines

A short guide for Parents and Students

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

Zoom Setup and Usage

Download and Install Zoom on the device(s) to be used for classes: -

For Desktop download Zoom Client for Meetings: (<https://zoom.us/download>)

- For Android Devices download Zoom Cloud Meetings:

(https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_AU)

- For iOS Mobile Devices download Zoom Cloud Meetings:

(<https://apps.apple.com/au/app/zoom-cloud-meetings/id546505307>)

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 Zoom. Instead, they will be shared a Teacher Room ID (Password) from the Madrasah.

Maulana Faruk
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