



SHARJAH INDIAN SCHOOL –Branch-1, Juwaiza

Tel: 06 5665775 P.O. Box – 2324, Sharjah

e-mail: mail@sisjuwaiza.com Website: www.sisjuwaiza.com

OUR VISION

Educate Enlighten Empower

Circular No. SIS Juwaiza/003/2026-2027

05/04/2026

Guidelines for Safe, Respectful, and Effective Online Learning

Dear Parents,

Greetings from the SIS, Juwaiza!

We sincerely hope that you and your family are safe and well during the current situation, and we remain optimistic that normalcy will be restored soon.

In view of the present circumstances and the transition to online learning, it is essential that we work together to ensure a safe, respectful, and productive virtual learning environment for all students. The success of online education depends significantly on the cooperation and support of parents and family members.

Kindly take note of the following guidelines and expectations.

1. Punctuality and Preparedness

- Students must join all online sessions **on time**.
- Ensure that your ward is **logged in a few minutes before the scheduled time** with all necessary materials ready. The display name should be in the order <NAME> <GR NO.> <CLASS & SEC> {For example, MOHAMMED ANSAR 12345 XI B}
- Proper school routine and discipline should be maintained even during online classes. Late-comers will not be permitted in class.

2. Camera and Visibility

- Students are required to **keep their video cameras ON** throughout the session unless instructed otherwise by the teacher.
- The child should be **clearly visible**, seated appropriately, and attentive.

3. Student Participation and Engagement

- Encourage your ward to **actively participate** in discussions and activities.
- Students should respond independently and confidently without external prompting.

4. Learning Environment at Home

- Provide a **quiet, distraction-free space** for attending classes.
- Avoid background disturbances such as **noise, movement, or conversations** in front of the camera.
- Family members are requested to **maintain decorum and avoid interruptions** during live sessions.

5. Parental Involvement – Boundaries

- Parents/guardians should **not sit beside or prompt the child continuously** during sessions.
- Avoid **answering on behalf of the child** or influencing responses.
- Academic tasks, assignments, and assessments must be **completed independently by the student**.



OUR VISION

Educate Enlighten Empower

6. Academic Integrity

- Students must **not copy answers from the internet, books, or others** unless explicitly permitted.
- Emphasis should be on **original thinking and honest effort**.

7. Responsible Use of Technology

- Students should **not open unrelated websites, applications, or links** during class hours.
- Devices must be used **strictly for educational purposes** during sessions.

8. Online Behaviour and Etiquette

- Students must maintain **respectful communication** with teachers and peers at all times.
- Use of appropriate language and conduct is mandatory.
- **Mute microphones when not speaking** and follow teacher instructions carefully.

9. Cyber Safety and Awareness

- Parents are advised to **monitor their child's online activity** regularly.
- Educate your ward about **cyber safety, digital responsibility, and privacy**.
- Strictly prohibit:
 - Recording or sharing class sessions without permission
 - Posting inappropriate comments or content
 - Engaging in any form of **cyberbullying or misuse of digital platforms**

10. Attendance and Accountability

- Regular attendance is **mandatory** and will be monitored.
- Ensure your ward attends all sessions consistently and completes assigned work on time.

11. Communication Protocol

- Any concerns or queries should be addressed through **official school communication channels**.
- Avoid contacting teachers during live sessions unless absolutely necessary.

12. Health and Wellbeing

- Ensure your child takes **short breaks between sessions** as scheduled.
- Encourage **proper posture, hydration, and screen discipline**.

13. Shared Responsibility

- Online learning is a **collaborative effort**. Your support in reinforcing these expectations at home is crucial in maintaining the quality, safety, and integrity of the learning process.

We sincerely appreciate your cooperation and understanding during this time. Together, we can ensure that our students continue to learn effectively in a safe and structured environment.

With every good wish,

05/04/2026

Warm regards,

Principal

Sharjah Indian School, Juwaiza