



Villa International High School

Online Class Guideline

1. Purpose

These guidelines establish a consistent, fair, and orderly process for the conduct of Online Class Days within the A'Level Programme. They apply to all students, teachers, and staff involved in the scheduled online delivery of lessons and are intended to ensure that learning continues without disruption while maintaining the same standards of discipline and engagement expected during on-campus instruction.

2. Designation of Online Class Days

- Online Class Days will be designated by the school administration in advance and communicated to students, parents, and teachers through official school channels (school email, sms or Dhasvehi).
- Access to classes will be provided exclusively through students' **school domain email accounts**. Therefore, all students are required to have access to their school email before classes commence.
- Online Class Days may be scheduled for reasons including, but not limited to, adverse weather, public health considerations, staff training days, or other circumstances determined by the school.
- Once announced, an Online Class Day carries the same academic weight and expectations as a normal school day.

3. Timetable

- Classes on an Online Class Day will follow the regular school timetable unless a revised timetable is issued by the administration.
- Any changes to lesson timings, duration, or subject order will be communicated to students and teachers at least one day in advance where possible, or as early as practicable in the case of short-notice arrangements.
- Students are expected to be online and ready at least five minutes before each scheduled lesson begins.

4. Mode of Delivery

- All lessons will be conducted live via Google Meet.
- Each teacher is responsible for creating and starting the Google Meet session for their scheduled classes on time.
- The Google Meet link for each class will be shared exclusively through the student's official school email account.
- Students must not share class links with anyone outside the class, and links must not be posted on public or unofficial platforms.
- Teachers should keep a waiting room or admit-control setting active where possible, and should not admit participants who cannot be identified as enrolled students.

5. Attendance

- Attendance on Online Class Days is compulsory and will be recorded for every scheduled lesson, in the same manner as on-campus attendance.
- Attendance will be taken by the subject teacher during the live session, based on students' active presence in the Google Meet call.
- Students must keep their camera on (where technically possible) and use their full legal name as their display name, to allow accurate identification and attendance-taking.
- Late entry, early departure, or extended inactivity during a session may be recorded as partial attendance or absence, at the teacher's discretion, in line with the school's existing attendance policy.
- Absences on an Online Class Day are subject to the same excusal and documentation requirements as absences on a regular school day.

6. Students Facing Access Difficulties

The school recognises that some students may face challenges accessing online classes due to lack of a suitable device, unreliable internet connectivity, or other technical constraints.

1. Students who anticipate or experience difficulty accessing an Online Class Day must complete the school's Online Class Access Difficulty Form in advance of, or as soon as possible on, the affected day.
2. Upon review of the form, the school will make arrangements for the student to attend the school premises to join their online classes from a designated on-campus location (e.g., a computer lab or class room) equipped with the necessary devices and connectivity.

3. Students who come to school under this arrangement will join their classes online, in the same manner as students attending from home. They will not join any physical, in-person class with a teacher present in the room, even if that teacher is on campus that day.
4. A staff member or supervisor may be assigned to the on-campus location to ensure order, provide technical assistance, and confirm attendance.
5. Students making use of this arrangement remain subject to the same attendance, conduct, and academic expectations as all other students.

7. Conduct and Netiquette

- Students must remain muted unless invited to speak, and should use the chat or the 'raise hand' function to seek the teacher's attention.
- Appropriate school attire is not required, but students should dress and present themselves respectfully, as they would in a classroom setting.
- Backgrounds and surroundings visible on camera should be appropriate and free from distraction; the use of blurred or virtual backgrounds is encouraged where the actual background is unsuitable.
- Recording, screenshotting, or distributing any part of a class session without the teacher's explicit permission is strictly prohibited.
- Standard school rules on behaviour, language, and respect toward teachers and peers apply fully during online sessions, and breaches may be subject to the same disciplinary procedures as on-campus misconduct.

8. Technical Requirements

- Students are expected to have access to a device (computer, tablet, or smartphone) with a stable internet connection, a working microphone, and, where possible, a camera.
- Students should log in using their official school email account for all class-related access, including Google Meet and any learning materials shared during the session.
- It is recommended that students test their device and connection ahead of the first scheduled class where practicable.

9. Roles and Responsibilities

Role	Responsibilities
Teachers	Create and host the Google Meet session on time; deliver the lesson per the timetable; take and submit attendance; monitor conduct; report technical issues to administration.
Students	Join on time using their school email; participate actively; follow conduct guidelines; submit the Access Difficulty Form where needed; inform the school of any unresolved technical issues.
Administration	Designate and announce Online Class Days; issue the timetable; process Access Difficulty Forms and arrange on-campus facilities; oversee compliance with these guidelines.
Parents/Guardians	Support students in accessing classes from home; monitor participation where appropriate; notify the school promptly of any absence or access difficulty.

10. Data Privacy and Safeguarding

- Class links and meeting details are for the intended student's use only and must not be forwarded or shared externally.
- Any recording of sessions, if undertaken by the school for legitimate academic purposes, will be stored securely and used strictly in accordance with the school's data protection policy.
- Any incidents of unauthorised access, harassment, or inappropriate conduct during an online session should be reported to the school administration immediately.

11. Enquiries

Students or parents with questions about these guidelines, the online class timetable, or the Access Difficulty Form should contact the school administration office through the usual official channels.