



HIGHLAND HAWK HAPPENINGS

COMMUNICATE, COLLABORATE, CONNECT



UCA IS FULLY ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS, PHILADELPHIA, PA, USA

Acceptable Use of Computers, Networks and Online Learning Policy

Important Terminology

- **User/Person:** Student, Teacher, Staff Member, Visitor
- **School's Website:** includes a stakeholder's accessed portal site and Student Information System
- **Stakeholders:** Students, Teachers, Staff, Parents, Visitors/Guests
- **Computer System:** Computers, Printers/Scanners, Laptops, Tablets, Personal Devices used in School's premises
- **Media:** Text, Sound, Video

Microsoft 365



Word



Excel



PowerPoint



Outlook



OneNote



OneDrive



Teams

Compliance with Existing Laws, Regulations, and Policies:

The UCA provides technology resources to its students and staff in furtherance of its educational and business purposes. The use of such technology resources is a privilege, not a right. Access to computers, and people all over the world through the school's computer system entails potential access to material that may not be considered to be of educational value in the context of a school setting.

UCA believes that the value of the information, interaction, and research capabilities available through computer technology outweighs the possibility that students may obtain material that is not consistent with the educational goals of the school. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school activities. All students are expected to use the school's computer system in a responsible, ethical, and polite manner.

****Parents are strongly encouraged to be involved in their children's computer use and to guide them in their ethical and proper use.***

Acceptable Use



All students shall comply with all applicable laws and UCA policies outlined in the UCA Family Handbook. All students must understand the important issues of profanity, obscenity, privacy, copyright, and misuse of electronic devices, inter alia. Students using the computer system and adopted online platforms are required to comply with student conduct requirements generally, as well as with the provisions of this Policy. The computer system may only be used in furtherance and support of the school's educational and business goals and purposes.

Students will be introduced to proper computer system and online platforms conduct by instructors and are expected to follow all School guidelines. Students are expected to be courteous while using the computer system and UCA adopted online platforms. If they wish to scan or download any materials into a computer system, they must seek approval of their supervising teachers first.

Prohibited

Use



Access to the Microsoft 365 suite, other adopted online platforms and school internet are privileges that may be revoked at any time. The school network, Microsoft 365 or any other component of the UCA online system may not be used to promote unethical practices or any activity prohibited by law or school policy including, but not limited to:

1

Illegal Use

Users may not process, transmit, download, or publish any material in violation of any local, State, or Federal or European law, including, but not limited to maliciously accessing, altering, deleting, damaging, or destroying any part of the computer system; moving another user's accounts, changing another user's passwords, or using unauthorized accounts; using the computer system to make money illegally or for illegal purposes; using the computer system or materials contained therein in violation of copyright, trade secret, or libel laws, or for any other illegal purpose or fraudulent conduct, including credit card fraud or electronic forgery.

2

Vandalizing

Users may not upload, transmit, download, or participate in any manner in the creation, publication or use of computer viruses or any other harmful computer programs. This includes intentionally disrupting or causing damage to the computer system. Users may not engage in any form of "hacking" while using the computer system. Hacking includes, but is not limited to, gaining or attempting to gain unauthorized access to computer systems and/or viewing, copying, downloading, or altering the computer programs, operating systems, data files, and any other materials contained therein. Use of viruses and hacking will result in denial of access to the computer system and may result in further discipline.

3

Cyberbullying

Cyberbullying is bullying through email, instant messaging, social media, web site posts, digital messages or images sent to a phone or personal device. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

The six forms of Cyberbullying that are the most common are:

1. Harassment: Repeatedly sending offensive, rude, and insulting messages
2. Denigration: Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email /apps social networking sites or instant messaging, or posting or sending digitally altered photos of someone
3. Flaming: Online "fighting" using electronic messages with angry, vulgar language
4. Impersonation: Breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others.
5. Outing and Trickery: Sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others
6. Cyber Stalking: Repeatedly sending messages that include threats of harm or are highly intimidating in nature, or engaging in other online activities that make a person afraid for his or her safety (and, depending on the content of the message, it may be illegal)

Any suspicion of cyberbullying or actual cyberbullying activity should be immediately reported to a UCA teacher and parent. Cyberbullying behavior will not be tolerated. Teachers should impress upon their students that their online friends should be their actual friends in the real world.

4

Inappropriate material

Users shall not send, display, or store media that is rude, offensive, hate-based, sexually explicit or that could be construed as harassing to others via or on a computer system or the Microsoft 365 suite. Users shall not take pictures or reuse personal data without permission. The School reserves the right to limit the content of information accessed or stored on the computer system and Microsoft 365 for legitimate pedagogical purposes. All Web pages created by students and student organizations on the computer system of Microsoft 365 will be subject to treatment as School- sponsored publications. The School reserves the right to exercise control over such publications. Web sites and other areas the School permits are not to be deemed or operated as public forums.

5

Private financial gain/business

Users may not use the computer system or Microsoft 365 for product advertisement, political lobbying, or for commercial purposes including for private financial gain or to operate a private business enterprise. Users may not provide personal credit card or financial information of any type, or conduct financial transactions over the computer system without the prior approval of the System Administrator or supervising teacher. The School is not responsible for unauthorized costs incurred through use of the computer system or the Microsoft 365 platform.

6

Violating security/privacy

Users may not modify or alter the computer system in any way except under the express direction of the School's System Administrator. Modification and alteration of the computer system does not include ordinary operations involving saving and deleting user-generated files in furtherance of School business or educational purposes.

- Users are personally responsible for keeping their passwords secure, complying with system security measures, and intentional disruption, damage, or negligent harm they may cause to the computer system.
- **Sharing passwords or using the computer system, Microsoft 365 suite or other adopted online platforms under another user's password or account number is prohibited.**
- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail or files; they shall not attempt to read, delete, copy, modify or forge other users' mail or files.
- Users may not use any passwords/passphrases, recognition codes, security access devices or methods, data encryption, or physical locking devices such as locks on any part of the computer system or Microsoft 365 without the School's prior express written consent.
- Users must inform the School's system Administrator --in writing -- of all security measures they wish to use and provide keys, passwords, access codes, encryption keys, and/or other security information or materials to permit the School to obtain access to their secured areas prior to using such security devices. Permission to use such measures is revocable at any time at the School's sole discretion.
- The School reserves the right to access user areas containing "cookies," web browser site access trails, or other web-access information and modify or delete such items in the interests of system security, maintenance, and systems integrity and legitimate educational purposes.

7

Sending deceiving messages/spam

Users should not indiscriminately address messages to broad audiences. Messages or other materials should not be sent with misleading titles. Sending chain letters or pyramid schemes is one example of unacceptable use.

8

Using School names and logos

Users may not use the School's name, the name of School sites or other facilities, or School or school logos or symbols outside of the computer system in a manner that creates the false impression that such use is representing by the School. The School reserves the right to control the unauthorized use of its name, symbols, logos, or any other proprietary materials to the extent permitted by law.

9

Plagiarism/Violating

Copyright It is prohibited to access web sites or other sources to obtain third-party term papers or coursework that is to be passed off as the student's own work. Users may use copyrighted material only in accordance with copyright laws.

Privacy Notification/Consequences of Improper Use:

User information, data, and communications, including emails, transmitted over the computer system, Microsoft 365 suite or other adopted online platforms contained in any part thereof is not private or subject to privacy protections. The School reserves and shall have the right to monitor all aspects of the School computer systems, Microsoft 365 suite or other adopted online platforms without advance notice or user consent, including user information, data, communications, and e-mails for the purposes of ensuring system integrity and security, preventing system abuse, maintaining the system, and furthering legitimate purposes.

Students found to have engaged in prohibited activities or who use the computer system, Microsoft 365 suite or other adopted online platforms in such a way as to violate School rules and regulations will be subject to appropriate discipline, including loss of computer system use privileges, loss of Microsoft 365 suite or adopted online platform privileges, suspension and/or expulsion.



Universal College- Aley Distance Learning Policy

The Universal College- Aley Distance Learning Policy has been updated to address the changing circumstances brought about by the COVID-19 pandemic and the significant increase in the use of technology to facilitate uninterrupted learning of UCA students.

The Universal College- Aley Distance Learning policy operates alongside all of our existing policies which can be viewed ([insert link to Family Handbook](#))

Introduction

This document sets out the policy of the school with respect to the use of technology and online platforms for distance or remote teaching and learning during online instruction (Distance eLearning) and operates in tandem with our existing Acceptable Use Policy (AUP).

Scope of this Policy

This policy covers any aspect of student distance learning as used by the Universal College- Aley.

In all cases students must use their @universalcollege.edu.lb account to log in. Students are not to use any other account under any circumstances for the purposes of Distance eLearning within the UCA.

The list of applications that will be used for distance learning will primarily be:

Office365

Microsoft Outlook (e-mail)
Microsoft Teams
Microsoft OneNote
Microsoft Forms

Flipgrid



Seesaw



Studyladder



McGraw- Hill



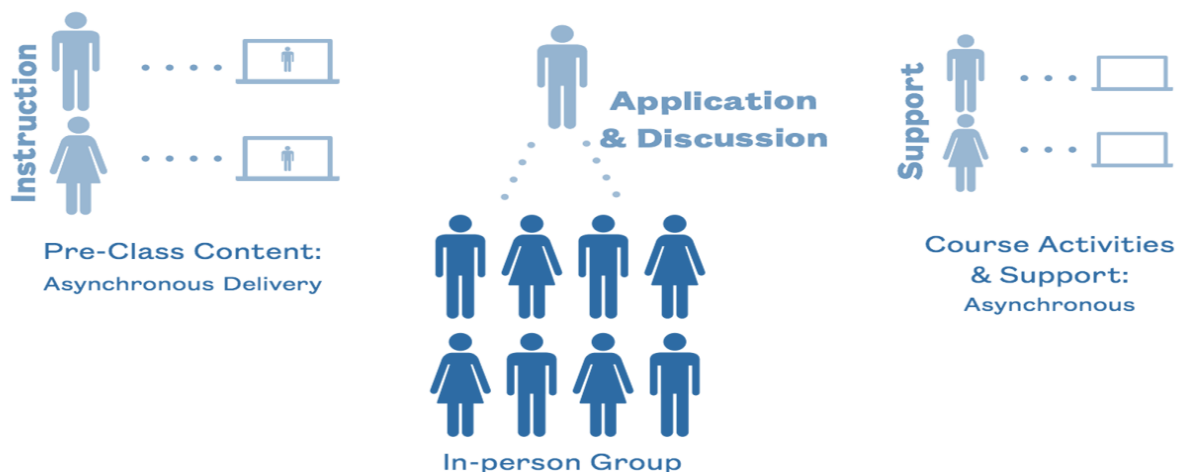
There may be additional applications teachers utilize throughout the course of the 2020-2021 school year. In all instances the teacher will provide students with the information required to access them. In all cases, students must use an @universalcollege.edu.lb account as the login.

Distance Learning Approach

Instructional Model

To have learning accessible by all students, a modified "Flipped Classroom" is the UCA instructional model for the year. Every course flips the learning so that basic content and skills are explored at home and the deepening of concepts and skills happens with the teacher in a variety of small groups (heterogeneous, homogeneous etc). This "application and discussion" could occur in person or online depending on the situation.

Model: Blended Synchronous: Flipped Classroom - Modified



Support for Students Online

UCA students, no matter if they are learning from home online or on campus, will continue to be engaged in meaningful and engaging learning. Being mindful of the fact that students at home will not have the same access to support that they might have if on campus, we've developed the following supports for our students.

UCA is 100% Online

- All students will have a regular bell schedule in which to access their teachers for live "office hours"
- All students will be able to email their teachers
- All students may schedule a tutoring time with their teacher during online "office hours."
- All students may email their teachers if they have additional questions or concerns

All students may contact the counselor via email

100% Online Learning Model

While 100% Online Learning, the following will apply:

- All students will participate in online learning.
- The 100% online schedule will be used to create time for students to attend classes virtually via Microsoft Teams.
- Procedures will be followed in terms of asynchronous learning, flipped classroom, and a PBL approach.
- Learning material will be posted in students Class Notebook.

UCA is Hybrid 50/50 (Cohorts during their Online Week)

- All online students will have a time allotted to access their teachers for live "office hours" from 1-3:00
- All students will be able to email their teachers
- All students may schedule a tutoring time with their teacher during online "office hours."
- All students may email their teachers if they have additional questions or concerns

All students may contact the counselor via email

Hybrid Learning Model (Postponed until further notice)

Hybrid Learning Model in Practice

The Hybrid model in practice and the Hybrid staggered start schedule may be found here:

Arabic: [Click HERE](#)

English: [Click HERE](#)

Distance Learning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

- Some teachers may use regular live classes while others may not
- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks.

In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim. Students should get in touch with their teacher right away if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Responsibilities While Participating in Distance Learning

Staff and teachers:

- Teachers have overall control of the online interaction of their class.
- Disruptive students will be removed in order to prevent other students from learning. Students who are repeatedly disruptive may receive a temporary ban from all online access and their grades receive significant penalties.
- Teachers will make every effort to be available at the identified time on their timetable – this may be through Teams chat or by e-mail.

For parents:

- You should ensure that your child is checking in regularly for assigned work
- When live sessions are being conducted you should ensure your child is in an area of the house that is quiet and free from distractions.
- Live online classes should be viewed by your child only.



For students:

- Students are only allowed to communicate through their @universalcollege.edu.lb account only. The use of any other account or e-mail address is expressly prohibited
- Do not engage in communications with any account other than an @universalcollege.edu.lb account and report any such activity to your teacher or principal @universalcollege.edu.lb e-mail account
- You must always be civil and respectful to your teachers and fellow students
- You are not to record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes, etc.– to anyone else without the permission of the creator of that content
- You understand that your online activity may be recorded. This includes anything you send or say via e-mail, Teams and OneNote, and whether you are checking regularly for assigned work.

Live Online Classes

Microsoft Teams will be the primary platform for synchronous learning and interactions between teachers and students. Teachers will use varying combinations of audio, video, virtual whiteboards and screencasts during synchronous learning.

When using Teams:

- Students must always follow the direction of their teacher just as in the classroom
- Students are to turn on their cameras at all times Unless otherwise directed by the teacher
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- A students @universalcollege.edu.lb account, login credentials and subsequent Microsoft 365 applications and other adopted online platforms are intended for the individual student only. Students are forbidden to share their @universalcollege.edu.lb credentials with anyone other than their parents. Parents should keep copies of their student's login credentials in a safe place in the event a student loses or forgets their credentials.
- Teams sessions may be recorded, and these recordings may be made available by the teacher to the class in order for further review. This recording may include video, screen shares, whiteboards and audio from the class.
- Only the teacher is allowed record a session. No-one else is permitted to record.



Data Privacy Statement

Our Distance Learning Policy operates in addition to the Universal College- Aley Acceptable Usage Policy (AUP) 2020 which is available to be viewed or downloaded on our website. For clarity, we will outline aspects specific to Distance Learning but this should be read alongside our existing policies mentioned above.

What we retain:	Why we retain it:	Where we retain it:	How long we retain it for:
<ul style="list-style-type: none">• Login activity, specifically, the last time a student logged in to their Office 365 account• Within Teams and OneNote, the date and time of if/when a student views any assignments or OneNote notebooks set for them and when they submit any work for same• In live classes using Teams, all audio, video, whiteboard, annotations and screen share activity of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).	<ul style="list-style-type: none">• To assist us in making sure students are engaging in learning sufficiently and in good time• To assist us in generating appropriate and relevant feedback to parents on progress• To provide revision materials by means of replying topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class• To provide a record of activity in the event of a disciplinary or other issue arising during a live class.	<ul style="list-style-type: none">• All recordings are kept within the UCA's own system which requires a valid @universalcollege.edu.lb login to access• The Universal College- Aley's own systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.	<ul style="list-style-type: none">• Ordinarily this is cleared at the end of each school year. In any case, activity and content will not be retained beyond the students exit from the Universal College- Aley, either through early exit or through graduation.

1. Schedule

- Students will follow their Day 1 through 5 schedule as if they were in a normal face-to-face environment at school.
- Students should be logged into Teams daily by 7:55 a.m. to their first period class. Note: KG students will follow a schedule based upon their choice of session times in the morning or the afternoon.

4. Assignments

- All assignments will continue to be communicated through the Agenda function of our Eduflag app, Eduflag Portal and Microsoft 365. All assignments will be reflected in your child's overall average so completion of each assignment is critical.
- Assignments should be submitted by the established deadline mentioned in the assignment description. Teachers must be notified by email should issues arise with students submitting assignments on time. Failure to notify the teacher will result in late penalties.
- The following are the penalties for late online assignments:
 - The first day an assignment is late a 5% penalty will be assessed.
 - The second day an assignment is late an additional 15% penalty will be assessed. (20% in total will be deducted.)
 - The third day an assignment is late an additional 20% penalty will be assessed. (40% in total will be deducted.)
- Non-submissions, and submissions received later than 4 days, will receive a 0.
- The maximum grade that a student will receive for an assignment submitted three days after the deadline is 60%.

7. Teacher "Office Hours"

- During online learning, teachers will be available to connect with students virtually Monday through Friday via Teams. Schedules for teacher's "office hours" will be published prior to the start of the school year.

2. Attendance

- Attendance will be taken daily as if students are on campus. Per the UCA Family handbook student's grades will be penalized for excessive absences.

3. Accountability

- Unless directed by the teacher, students should always have their cameras turned on.

5. Academic Integrity

- Students will be held to the same expectations and standards for academic integrity while completing assessments and assignments as they are in school.
- Character education begins in the home. The most important lesson parents can teach their children is to operate with integrity. Unless specified by the teachers, students are to complete assessments and assignments independently, and any help from parent, siblings or other adults will be considered cheating. Helping students complete their assessments sets a terrible example for the child which in the long run only leads to more irresponsibility on the part of the student. Students who are proven to have cheated on assessments will be given a zero.
- Parents must monitor their children's activity on social media to ensure answers are not being shared.

6. Assessments

- Please pay close attention to the instructions provided for assessments and assignments and immediately contact your child's teacher if you are having any issues.

Assessments and assignments should be submitted by the established deadline mentioned in the description. Teachers must be notified by email should issues arise with students submitting assessments or assignments on time. Failure to notify the teacher will result in late penalties or a zero.