

## High School Online Protocol

In the event of a school closure and the need to proceed to online instruction, the following protocol is being put into place. This protocol comes from the recommendations of the Online Instruction Committee, which is comprised of parents, students, teachers, the Director of Technology and a member of the high school administration. School closure is stressful for everyone involved and in order to reduce stress levels to be reduced, the following protocol and expectations need to be followed to ensure a successful online experience:

### Parents:

- Inform the school when students leave the country, supplying contact email and telephone numbers,
- Ensure that their son or daughters have both computer and internet access,
- Make sure that their child is logging into Moodle daily,
- Parents received guest codes at Back to School Night in order to visit Moodle pages,
- Check their email and the school webpage ([www.cacegypt.org](http://www.cacegypt.org)) for the latest information.

### Students:

- Know how to log in and use Moodle,
- Check their school email accounts each day,
- Be sure that they have daily access to both a computer and the internet,
- Log into Moodle each morning to see if there are new updates or announcements,
- Set up a study schedule for the week as well as designating a quiet study area,
- Meet all deadlines for assignments, tests and quizzes,
- Remain in contact with each of their teachers.

### Teachers:

- Post student assignments. Posted assignments are to include the date posted, the due date and the approximate time needed to complete the work,
- List the amount of time that each assignment should take next to each assignment,
- Realize the challenges of online learning and will only give assignments that are essential to meeting curricular objectives. Assignments should be reflective activities and contain higher-level thinking skills.
- Limit student activities to those that are currently on Moodle, Google Apps, and Turnitin.com, or are technology resources currently being used in classes,
- During school closure, teachers are to allow at least four instructional days for assignment due dates after assignments have been posted,
- Organize and streamline assignments, quizzes, and tests with other teachers who are teaching the same courses so that there is continuity with assignments,
- Continue to differentiate instruction to meet the needs of ESL, Learning Support and new students.

*Note: The high school Online Instructional Protocol was developed from high school student survey and recommendations, members of the high school faculty, and from the Online Instruction Committee comprised of high school students, parents, faculty and administrators .*