

LANDMARK COLLEGE, IKORODU

VIRTUAL LEARNING POLICY

INTRODUCTION

This policy statement governs the conduct and expectations of the stakeholders in the virtual/online learning programme of the school whenever it is utilized and wherever the stakeholders are. The participants under the focus of the school as a corporate organization include all bona fide students with their parents or guardians, the incumbent or serving subject teachers and the school management. Absolute compliance with the provisions of this policy is required from all the stakeholders for mutual maximum benefits of all. Necessary consideration has been given to the peculiar environment of the stakeholders in drafting this policy.

OBJECTIVES OF VIRTUAL LEARNING

As a school and corporate organization, our objectives include the following:

- To maintain continuity of knowledge transfer when it is impossible to have normal physical school system.
- To bridge necessary gaps and upgrade the teaching-learning activities to the world class level as a school marked for excellence.
- To sustain the total child and core values approach of the school management even in situation of virtual distance learning.

DEFINITION OF TERMS/CONCEPTS CLARIFICATIONS

VIRTUAL LEARNING: is a live, technological-based distance learning environment in which electronic study contents are designed to convey knowledge through the medium of the internet within or without the physical school building. It could be done synchronously (live web-teacher/learner conferencing) or asynchronously (self-paced packaged study content).

LEARNERS: These are strictly, the bona fide students duly registered with the school and ascertained to be eligible for the virtual/online teaching/learning programme at a particular point in time.

TEACHERS: These are the facilitators, moderators and resource persons employed by the school management and officially assigned to handle the intellectual transaction of knowledge transfer to the learners based on their school subjects for which they obtained certified relevant qualifications from recognized accredited institutions.

PARENTS/GUARDIANS: These are fathers and mothers or adult guardian, biological or foster parents responsible for the overall upkeep of the learner particularly in-charge of playing the roles of providing the necessities for the virtual/online learning programme.

OBLIGATIONS OF THE SCHOOL

These are the roles which the school is expected to play as a stakeholder in the programme:

- Subscribe to a reliable online/virtual learning service provider.
- Liaising between the parents and vendors for the provision of gadgets/internet access at a reasonable price.
- Establish a clear detail of roles and responsibilities of the participants.
- Educate parents/guardians and students about the virtual learning programme.
- Demonstrate support for staff through training and retraining of teachers at the school level.
- Provision and adjustment of online timetable.
- Provision of Curriculum content for the teachers and the students.
- Ensuring proper conduct by all users during virtual learning classrooms and awarding appropriate sanction for any erring user.

EXPECTATIONS OF VIRTUAL LEARNING

Here, the stakeholders are divided into three categories. These are subject teachers, students and parents or guardians.

A. TEACHERS' EXPECTATIONS

Teachers are required to ensure the following:

- Design a virtual learning scheme of work and communicate same to the students.
- It is expected that teachers should understand the use of technology, especially to present lessons online.
- It is expected that the teacher assumes and displays the mastery of his subjects.
- It is expected that the teacher should have and display an engaging and interactive learning environment.
- The teacher is expected to manage virtual learning correspondence between him or her and the students and among the students.
- The teacher must develop or adopt appropriate materials, assessments, class exercises and any other helpful resources that will assist in developing a supportive virtual learning environment.

- The teacher is expected to manage and control students learning behaviours such as setting specific privileges like typing, recording lessons with teachers' permission, constructive conversation during classes.
- The teacher is expected to correct any wrong /bad behaviour by the student and if such behaviour persist it must be reported to the school management for appropriate sanctions.

B. STUDENTS' EXPECTATIONS

Students are supposed to ensure the following:

- It is expected that students attend their classes promptly and regularly.
- Students are expected to be respectful and courteous to teachers and peers. (No use of vulgar languages, bullying, distraction of any sort, etc.).
- Students should participate actively in the teaching-learning activities such as asking and answering questions, making permitted contributions and updates.
- Students should observe etiquette rules: dressing and appearance, profile picture in school uniforms, maintaining decorum during intermittent network failure, etc.
- Students have the responsibility of maintaining the security of their username, password and personally identifiable information.
- Students should not be involved in any form of malpractices during examination, form order and any other form of assessment.
- Students are expected to turn-in their assignments, projects and other exercises as and when due.

C. PARENTS/GUARDIANS' EXPECTATIONS

Parents/Guardians are to ensure the following:

- Parents or guardians are required to provide the necessary support at home including provision of electronic gadgets and internet access.
- Parents or guardians are responsible for provision of parental control measures on all electronic gadgets/internet source being used by their children for virtual learning in order to prevent them from having access to malicious/illicit websites.
- Parents are to collaborate with teachers to ensure their children receive the right online education.
- Parents must provide supportive learning environments conducive to the child's virtual learning education.
- Parents and guardians are required to spend a considerable amount of time with their children during their process of learning.
- Parents/guardians are required to promptly report to the school management any observed misdemeanour either by the staff of the college or any other students or parents directly or indirectly related to virtual learning programme.

- Parents are expected to give progress report of their wards on virtual learning programme.
- Parents are required to pay the required fees for the virtual learning promptly.
- Parents are required to monitor and personally assess students' overall learning experiences.

D. CONTACT

- The virtual learning programme runs from Monday- Friday from 9am to 2pm except on Wednesdays when it extends to 2:40pm due to the school's Mentoring programme.

E. CONCLUSION

- This policy statement is binding on all the stakeholders.
- All participants in the programme should bear it in mind that the policy statement here in totality, is subject to review based on prevailing circumstances.

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