



المدرسة الهندية بالفجيرة  
INDIAN SCHOOL FUJAIRAH

# Managing Digital Content

2020-21

## **INTRODUCTION**

This policy will consider the benefits and challenges of managing digital media in school: the use of social media both within and beyond school and how the school manages its use of digital & video images and other online digital content.

## **POLICY STATEMENTS**

The Indian School Fujairah has made some policies relating to the use of social media and digital content that covers staff, visitors and pupil / student use.

The school has introduced the use of social media technologies for making awareness to student, teachers and parents regarding the usage of communication technologies.

The school conducted to Facilitate professional debate on the use of social media technologies to support the curriculum. Our school Principal Mrs. Sheela, Supervisors Mr. Rajesh, Mrs. Remya, Mrs. Ansari, Mrs. Jayashree and Academic Counselor Mr. Tariq Siddiqi had a debate with all the members of IT team. Pros and cons of Zoom, Google meet, Microsoft team addressed and discussed in the debate session. Finally, the team has gone with zoom.

Online e-safety related to social media a survey was taken, awareness content is also created and uploaded in blog page.

The digital images/videos are shared during zoom session for teaching purpose.

The school understands the impact of social media comments about both the school and its community and has begun to implement appropriate responses where necessary.

The digital images are securely used based on the data protection law that includes the rights of privacy.

The application has an admin, who alone has the authority to upload images. Parental permissions are gained when publishing personal images on the website or other publications

The members of the school are encouraged to use the images and videos to make their teachings more interesting.

Teachers are strictly not allowed to share the YouTube videos in the class. There are supposed to download for their use or suggested to use authorized sites.

They are educated about the sites which are safe to collect information.

Regarding the online safety, how to make use of the communication technologies is clearly published on the social media (blog) and made available for the users.

Clear rules are made and all the members included in the online teaching is aware of it ( that includes how the students have to be active and disciplined in the class, how teachers have to use the technology, what are the setting have to be done before they start a class, etc)

Provided students with clear guidelines on school policies and procedures in working with technology in the classroom.

All staff should be familiar with the school's policy including:

- Safe use of e-mail

- Safe use of the Internet

- Safe use of the school network, equipment and data

- Safe use of digital images and digital technologies, such as mobile phones and digital cameras

- Publication of pupil information/photographs on the school website

Procedures in the event of misuse of technology by any member of the school community.

Their role in providing e-safety education for pupils

# THE DIGITAL CONTENT USED IN SCHOOL

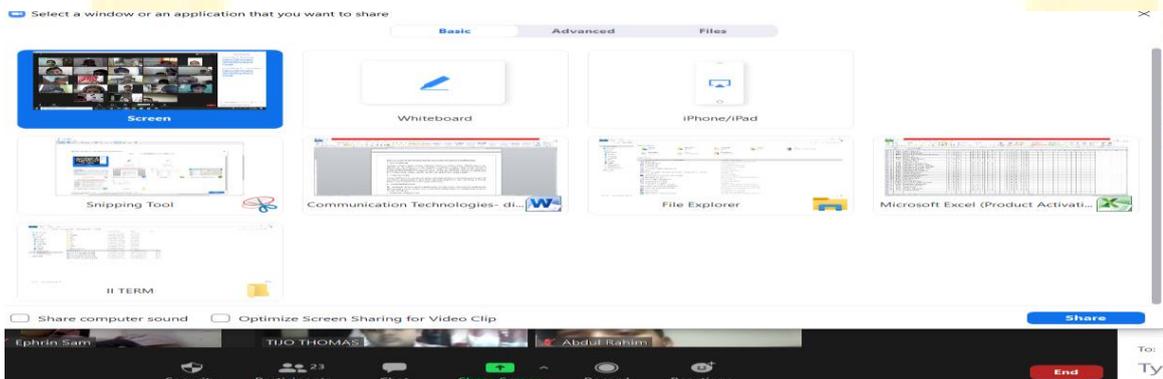
## FOR TEACHING: ZOOM

Teaching with zoom is really facilitated by certain features, which help the class to stay focused. Not only zoom create for remote work and productivity, but it is fun and easy to use.

Here are some of the positive aspects and usage of zoom in teaching field.

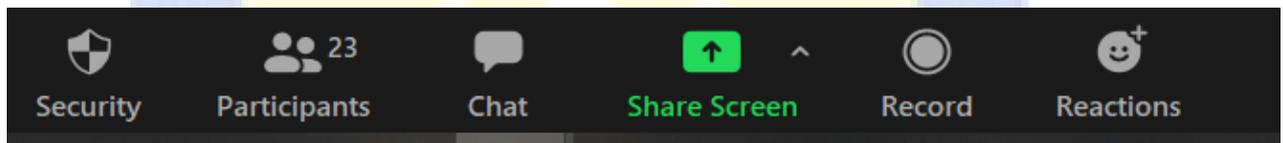
### 1. Screen Sharing

Perhaps Zoom's most useful teaching feature is screen share. Which allows the learners to see what is on the teacher's computer screen. This could include a power point presentation, a website, a video, or anything else on the teacher's computer that would be useful for class. Zoom also includes a built- in whiteboard as a screen share option, which can be very helpful for many classes.



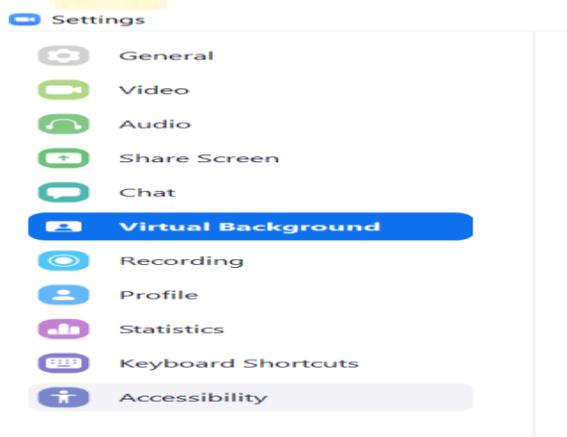
### 2. Video recording.

Zoom enables us to record our entire class presentation or meeting sessions and we are able to upload them to the cloud. The main impact of video recording is we can share to the students who have missed the class.



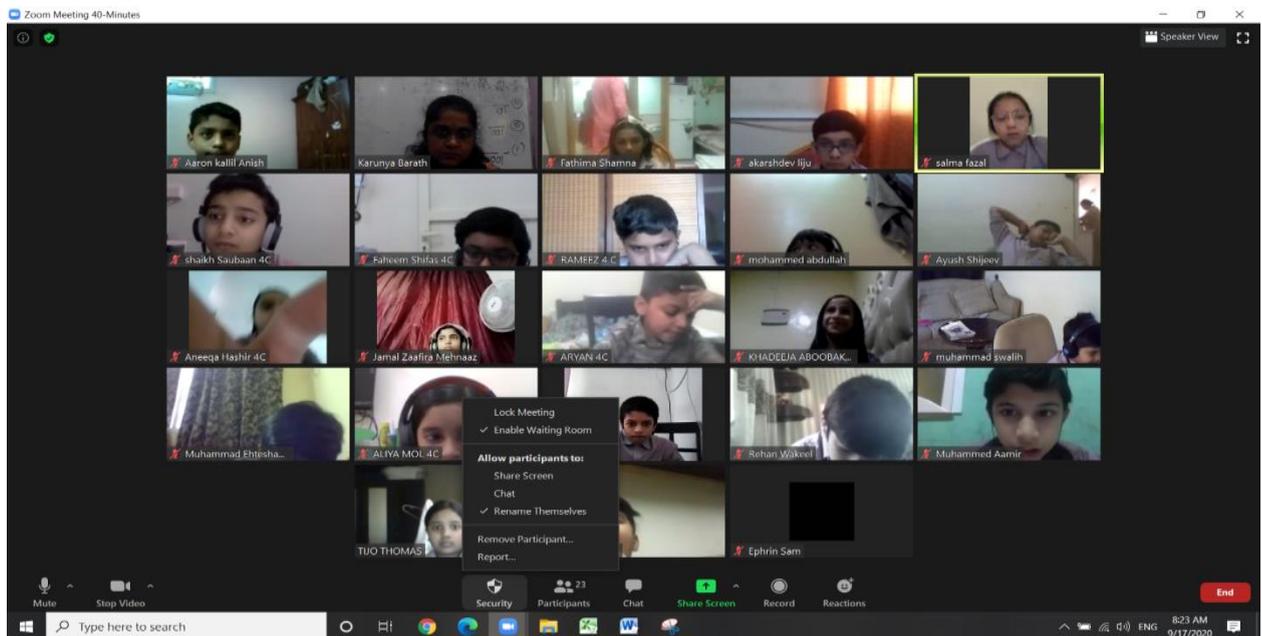
### 3. Virtual Backgrounds.

By exploring zoom's virtual backgrounds we can easily converts our background into an image of our choice and is especially handy when our background is messy or unprofessional.



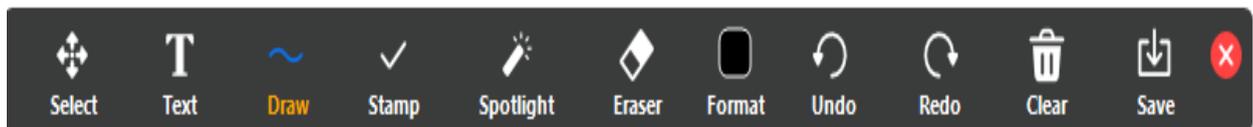
#### 4. Enable the waiting room.

The waiting room is one of the best ways to protect our zoom virtual classroom learning and we are able to keep out those who aren't supposed to be there.



#### 5. Annotation

Zoom also gives us the option to annotate while screen sharing. This allows us to make our class more interactive, since we can draw arrows on power points, underline complicated words in our teaching subjects, and do other helpful actions to help students follow along with the material.



Here are some of the negative aspects of zoom in teaching field.

The attendees can draw on the white board or on the screen while the teacher is explaining. It can be resolved by whiteboard.

Some of them will join to class late.

In this case the teacher keeps the student in the waiting room till the teacher gets a late comer slip sign by their parent.

Disable video.

As a participant, he/she can join the meeting with audio only and then turn on the video once the teacher is ready with his /her class. It can be resolved by creating channel in zoom.

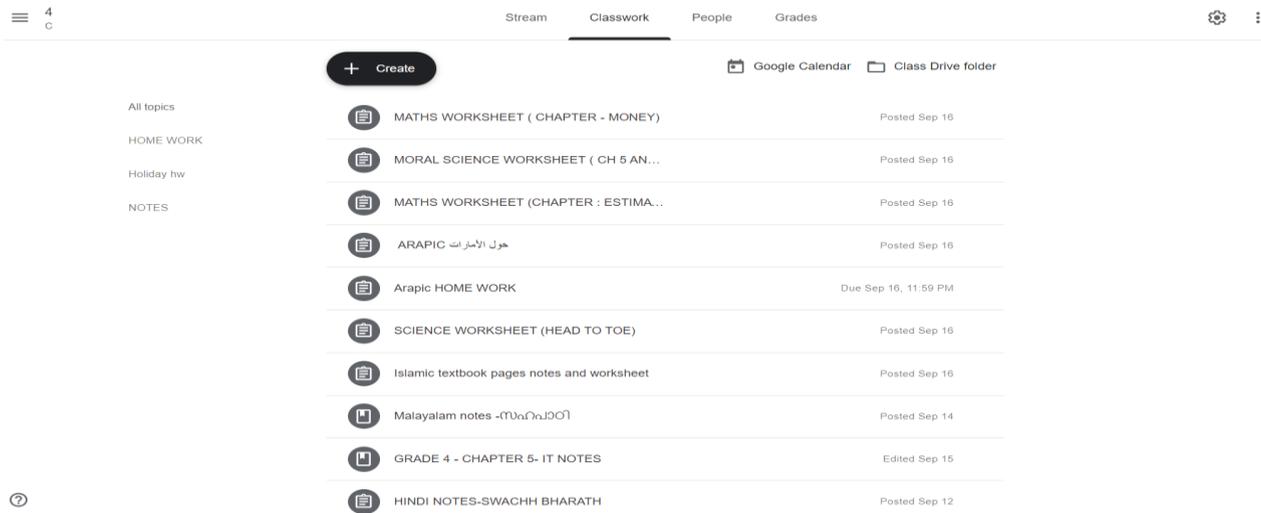
File Transfer.

Students try to share memes, GIFs, and even quiz answers through the chat without the teacher's knowledge. It is resolved by disabling the features.

## FOR SHARING FILES WITH STUDENTS:

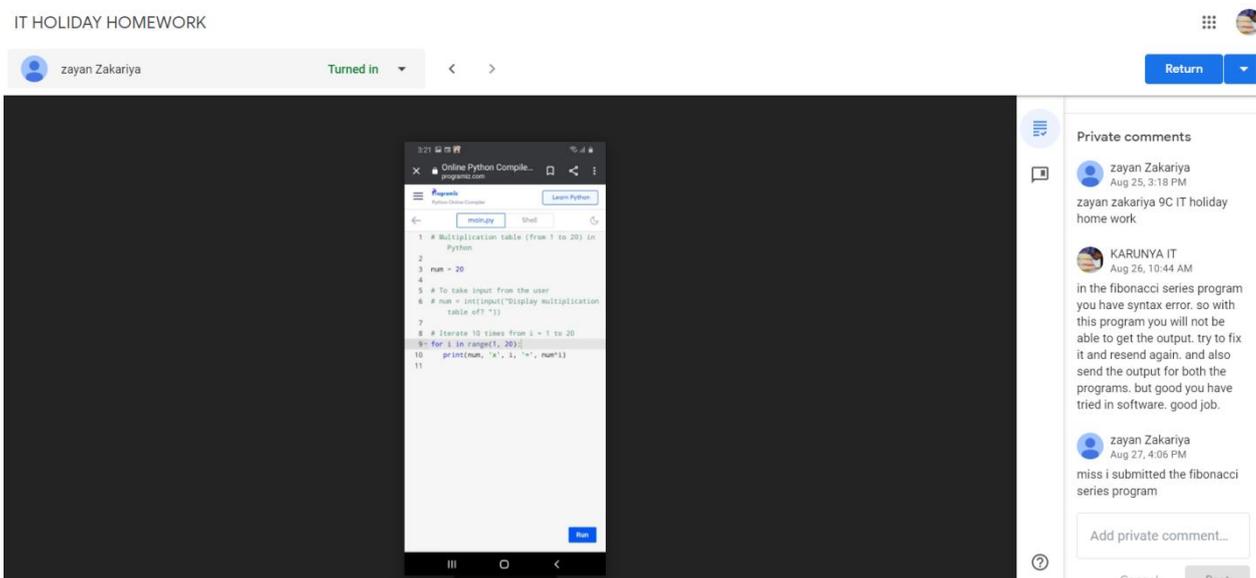
### a.) GOOGLE CLASSROOM Easy Access to Materials

Because everything is posted online, screenshot and live class demonstration in Google Classroom gives students access to materials no matter where they are. Gone are the days of lost rubrics or worksheets. Students who are absent can easily access classroom materials from home if necessary—this can really help save both you and your students a lot of stress in the long run.



### SEE REAL-TIME PROGRESS

Google Classroom makes it easy to check in on student work. From the Student Work screen, click on any student's assignment thumbnail to view real-time progress. From there, it's easy to provide targeted feedback using the comment feature in Docs or Slides. Use the handy revision history feature to track changes since your last view. Revision history also allows you to see how productive (or not so productive) a particular student was during class time.



## ASK QUESTIONS AND FACILITATE ONLINE DISCUSSION

Use the “Create Question” feature to post a question to the classroom stream. You can set it to private so only you can see the responses, or allow students to respond to one another.

### Quizzes.com

There is a quiz option to conduct quizzes to students in Google classroom which is having mandatory Google form, in which students will upload their answer sheets.

The other site for quiz:

<https://quizizz.com/>

<https://kahoot.com/>

### Scheduled work

We can assign works for a month by using Google Calendar option. Through this teacher can analysis student's performance.

#### b.) GMAIL and WEB MAIL

We use separate mail id created by the class teacher for sending the entire official circular and for sending warning letters.

We use web mail also for communication.

The web mail: isf.sch.ae

### BENEFITS

No More Lost/Forgotten Assignments:

By using Google Drive for all writing assignments, students will no longer forget their homework at home or worry about not saving things properly—it's all in the cloud!

Google Docs automatically saves the content practically every time changes are made to a document, so even if your computer bursts into flames, all of your hard work is safe and sound in a digital storage facility.

Collaboration Is A Breeze:

There are many ways of collaborating in Google Apps, so no matter what the assignment is, Google can help. By using Drive and Docs, students can work on the same papers together at any time. With features like comments and suggestions, it's amazing how we ever accomplished anything good by writing our own sections at home and putting them together in class.

Parent-Teacher Communication Is So Easy:

Speaking of conferences, Hangouts is perfect for busy parents. They can send a quick message to you to schedule a video conference, and you can meet with them (online, of course!) whenever it's convenient for both of you. Alternatively, you can keep a Google Calendar for parents to schedule their conference.

### **Disadvantages:**

Parents couldn't know the received mails. In this case, we ask them to turn on their notification.

#### c.) SOCIAL MEDIA(BLOG)

We use social media like blogs to upload some videos that creates awareness and also the activities of students to show their creativity related to subjects.

The trainings for teachers are also made using the blog pages. We upload the blog content in our school website also.

<https://e-childsafety.blogspot.com/>

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( Note : Every teacher is expected to complete the quiz after the training )

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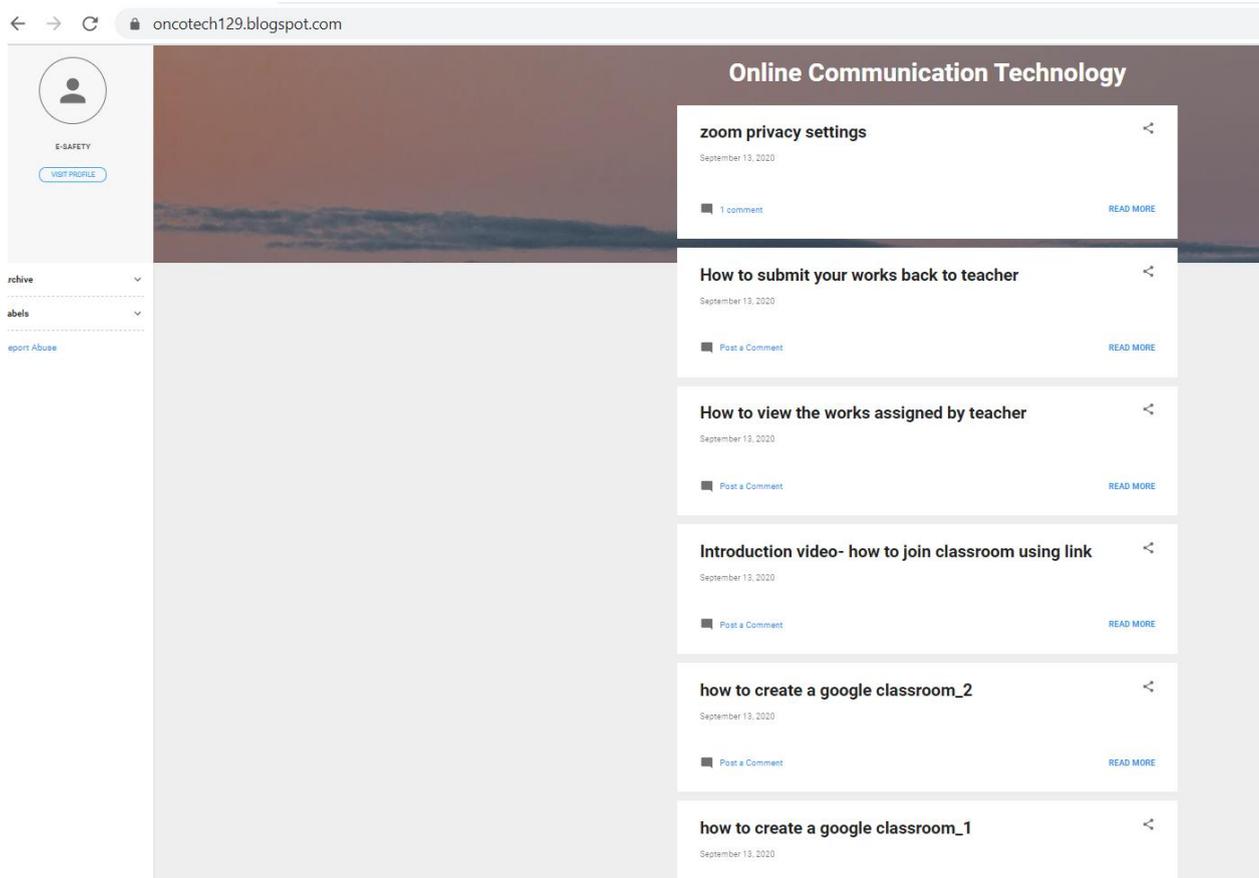
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PDF converter:

Small pdf, ilove pdf, WPS, CS scanner

Websites:

British council, commonsense education, Khanacademy.org, Fact monster

Resources used in online teaching by staff:

MS powerpoint

VIDEO: MP4, MPEG, AVI, AVI etc.

AUDIO: MP3

WORKSHEETS: Google spreadsheet, word etc.

PICTURES : PNG,GIF,JPEG

ASSESMENTS: Google classroom,quizziz.com

ASSIGNMENTS: Google classroom

QUIZZES : Kahoot, quizziz

## EVIDENCES

<https://drive.google.com/drive/folders/1rP9znTDq9JXzQMqJKiige-q8Jf2Q1SCg?usp=sharing>