



GULF INTERNATIONAL SCHOOL

Affiliated to University of Cambridge School Program
Accredited by AdvancED | NCA (NWAC)
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Directorate of Education

Foreign & International Programs
School Department
Eastern Province
Ministry of Education
Kingdom of Saudi Arabia



MICROSOFT TEAMS LEARNING CENTER STUDENT MANUAL

Introduction

The following are the rules, procedures, and expectations for student and parent access to the Microsoft Teams Learning Center. Gulf International Schools is a licensed user of Microsoft Teams. Microsoft Teams has been adopted for Gulf International Schools' learning platform for the online delivery of our curriculum and our subsequent lessons, worksheets, quizzes and tests. All intellectual property rights for lessons, worksheets, quizzes and tests are solely owned by Gulf International Schools.

Microsoft Teams provides an educational platform for delivering online lessons. Gulf International Schools is licensed to provide lesson delivery for our students through our Online Learning Center. With both our licensing and our copyright ownership of all lessons and subsequent materials there are specific rules, guidelines and usage regulations that must be adhered to. Failure to follow these guidelines and or abuse of usage privileges may result in termination of right of usage.

Please read carefully the standards of expectations for online learning and usage of the learning platform, Furthermore, kindly review and understand the consequences for failure to follow the guidelines contained within this document.

Rules

Attendance

1. Students must arrive (be online) for class no later than ten (10) minutes before the first class begins.
2. Attendance will be taken daily as well as at intervals during the class.
3. For a student to leave class for any reason, he/she must raise their hand electronically and be recognized by the teacher the same as during the face to face class.
4. Rules for attendance including absenteeism and being tardy will be followed per Gulf International School Student Handbook (found online).

Electronic Usage

1. Students should not tamper or attempt to edit any materials contained in the MST library, the workbooks or any channels within the system.

2. Students may not share any materials contained in the MST library, the workbooks, worksheets, quizzes, test etc. **Tampering and/or sharing of school materials is a violation of copywrite laws.**
3. Student should not use any background in their picture.
4. Student must be sure and turn their camera on.
5. Student may not allow anyone other than a parent to attend the lesson with the student and to do so, they must be recognized by the teacher.
6. Student must mute themselves until called upon by the teacher. To gain the teacher's attention; student must "raise their hand".
7. Students should not write on the whiteboard without the teacher's clear instruction to do so.

Student Responsibilities

1. Protect your user name and password. Do not let others use your information and do not use another student's user name and password.
2. While online, do not access inappropriate material. Notify your teacher or your parent if others share materials with you.
3. If another student harasses or sends you hate or discriminatory remarks or demonstrates other aggressive or antisocial behaviors; do not retaliate nor reply. Inform your teacher or your parent.
4. Always be ethical and courteous with others.
5. Do NOT give any personal information in MST.

Guidelines

1. Students may not play games of any kind while in class.
2. Students may not participate in any chat, bulletin boards, messaging or similar services unless it's a part of a teacher-supervised learning activity.
3. Students are not allowed to play music while online. There should be NO background sounds heard by others during lesson time. Be respectful of

others and their learning experience so that others will be respectful of your learning experience.

4. Students **MUST** use only their personal user name and password.
Students are responsible for all activities and other usage that occur under their personal user names. If anyone asks to use your personal information just say “NO”.
5. **DO NOT** share your personal phone number or email or that of anyone else.
6. **MOST IMPORTANTLY**, inform your teacher or parent if you come across any information that you feel is inappropriate or even dangerous. This includes private chats.

Serious User Offenses

The misuse or failure to comply to any and all of the following rules, regulations and expectations may result in disciplinary action.

1. Students may not post any inappropriate materials of any kind.
 - a. Penalties for failure to comply
 - i. range from a warning
 - ii. suspension of access affecting
 - iii. grade reduction as a result of suspension of access
2. Inappropriate language in chat or otherwise
 - a. Penalties for failure to comply
 - i. range from a warning
 - ii. suspension of access affecting
 - iii. grade reduction as a result of suspension of access

Parents

Parents will be held responsible for any private chats, inappropriate contact, and/or any behavior that is not supervised by the school. By signing the User's Agreement with and/or for your child; you accept all responsibilities to monitor and supervise your child(ren) while using the Microsoft Teams Learning Center and Platform.