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 Ministry Of Education

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**Guidelines for Online Education**



**Motivated  
 for Online  
 Learning**



# **Guidelines for Online Education**

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## **Introduction**

During the recent past when it was difficult to function the schools properly in the face of challenging situation about the protection of health due to the spread of pandemic disease in the island, the ministry of education, the provincial / zonal education authorities and the schools implemented various alternative programs in order to continue the process of teaching and learning through distance and online education methods. It has been observed that the parents, guardians as well as the school teachers and the principals face various challenges when they engage in online teaching and learning activities. Therefore, this guideline was prepared with the aim of designing a guideline containing the basic instructions necessary for maintaining the online / distance learning methods and introducing it to the school system according to the ideas and proposals from the Ministry of Education, the Ministry of Health and all other relevant sectors.

It is expected to provide through this guideline the instructions and the procedures to be taken by the parents when they direct their children to learn through the online methods and also the duties of the teachers and the principals that should be performed in the same process.

Since the approach to online teaching and learning process is a novel experience, various problems can be arisen for the parents, teachers and the students. Even though it is not possible to give common solutions to the various challenges that would come up when the school education is continued with quality through the online method, the necessary instructions and guidelines have been included here through the social, health, cultural and moral dimensions.





Another objective of this guideline is to open up the space for parents to change positively their wrong attitudes and false ideas with regard to the provision of education through the use of technology.

The expectation of this guideline is to remove the difficulties faced by the teachers and the students in the process of teaching and learning through online methods and to show the proper way for it and also to provide a suitable understanding about the responsibility and the duty of parents with regard to the process of online education. It is also expected to sensitize the parents and all other relevant parties about the provision of necessary facilities for children uninterruptedly.

## **The duty and responsibility of each sector in the teaching and learning process through online methods**

### **The instructions that should be followed by the students when they approach for an online lesson**

- 1.1 Selecting a suitable environment for engaging in the lesson (take the help of parents / elders for this purpose) Join the lesson after wearing a proper dress.
- 1.2 Prepare and update the daily / weekly timetable to allocate necessary time for online lessons in order to avoid missing them and keep it in a visible place.
- 1.3 When joining with the online learning process, follow the instructions given by the teacher.

- Use Unmute  only in an occasion of expressing your ideas during a lesson.
- Use Hand Raise  when you ask a question or giving an answer.
- Use Chat Box for  essential messages.
- Activate 'video on' at the necessary occasions  informed by the teacher.

- 1.4 Using correct body postures when joining the online lessons.



1.5 Limit the other activities such as taking food and drinks that obstruct the lesson

### **Duties and responsibilities of the parents/ guardians**

- Understanding of the basic needs of the children.
- Prior knowledge about the timetable of children.
- Arranging the environment of the house necessary for joining the relevant lessons without any interruption. (Limit the unnecessary noise generated by television or radio and also by conversations of the inmates.)
- Supervise the communication activities between the teacher and the child whenever possible.

- Giving necessary support to solve the technical problems arising in the provision of online education. (providing the opportunity for the lesson without harassing the child physically and mentally)
- Without directing the children only for seated activities, directing them for outdoor activities and exercises during the breaks between lessons and the parents also joining them.
- As some students engage in using social media, to make them aware of it and it is better to give them the opportunity to use social media in a safer way for educational and co-curricular activities.
- If there is any severe difficulty in providing facilities for children to engage in their educational activities through online, the teachers and the principal must be informed about it and the actions must be taken to follow a suitable alternative method.
- It is recommended that the children should work with digital equipment only within the relevant time related to the lesson and it is appropriate to maintain a necessary continuous supervision by the parents regarding this
- When joining with the online lessons it is better to be aware of one of the online education packages provided by the relevant telephone service providers and also it is more



profitable to activate such a package paying a small amount of money rather than spending money daily for obtaining data. Therefore, through making such necessary arrangements there is the possibility of controlling the children's unnecessary engagement in internet activities by installing a child control software in your mobile phone.

❖ **Preparing an environment suitable for learning**

When online teaching is done a suitable place must be provided for doing educational activities. The parents must understand that such a place should be quiet, free of distractions, with continuous internet connection, consist of clear ventilation and digitally safe.

### **Role of the teachers**

- Preparation of the lessons to be submitted through online in accordance with the textbook and covering the relevant competency levels.
- Preparation and presentation of the lesson attractively in order to maintain the continuous attention of the children.

- Conducting the lesson interactively in every possible occasion and designing the lesson to take the feedback from the children as far as possible.
- Take steps to test the child's level of attention to the lesson by providing a follow up work / an evaluation related to the lesson.
- When giving the tests and assignments to the children, measures must be taken not to be stressful to them.
- Individual attention must be given to the children those who do not join with the online education and who are not continuous and necessary actions also must be taken for them.
- Taking suitable alternative actions at school level regarding the students who miss the educational activities due to the economic difficulties of their parents or any other reason. (Not revealing the identity of the children and without creating any inconvenience for children or their parents.)
- Presenting the lesson while wearing a suitable / appropriate dress when the online teaching is done.

### **Role of the Principals**

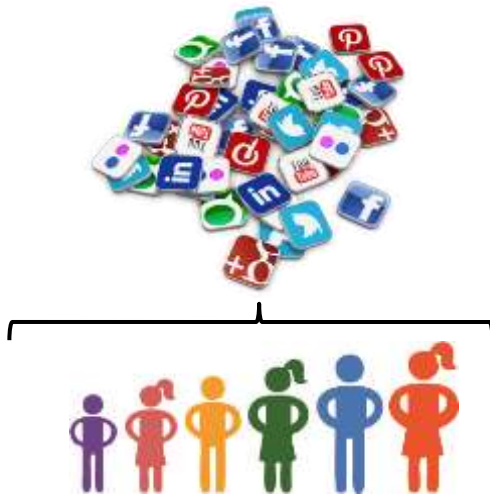
- Supervision and regulation of the online teaching activities of the teachers.

- Interfere with the problems / difficulties faced by the teachers while engaging in online teaching activities and providing suitable alternative proposals and recommendations.
- Drawing the attention towards the students who are unable to join with the online education and taking appropriate measures while protecting the privacy of the students.
- Drawing a special attention about the time / duration used for online teaching and encouraging the teachers to use the appropriate time / duration for children to engage in educational activities. (It is recommended that teaching at night / conducting long sessions etc. are inappropriate.)

❖ **Proper management of the stress and abnormal situations**

Common behaviour and lifestyles of the people take a fussy condition in such unexpected situations like this. Emotions and fears of the children may be increased. It has to be faced with such conditions such as the increasing of parents' mental stress and children's frustrations. Providing the information matched with their age and also removing their fears must be done.

## Restriction of the use of Social Media



## Online learning tools that can be used by the teacher

- **Whats App**
- **Viber**
- **Zoom**
- **Cisco Webex**
- **Microsoft team**



## **Sectors that can be coordinated for minimizing the difficulties arising from the process of online teaching and learning**

- Teacher in charge of the class or relevant school authority
- The Information and Communication Technology Branch or the relevant branch in charge of the subject in the Ministry of Education
- The relevant authorities in the Provincial / Zonal education offices
- Sri Lanka Computer Emergency Readiness Team (SL CERT)
- National Child Protection Authority (NCPA)
- Sri Lanka Police Complaining Center for Cyber Crimes
- The State Ministry of Women affaires, Child Development, Pre-schools and Primary Education, School Infrastructure and Education Services

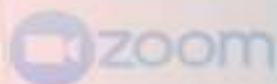




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# Online Education



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