



ESTABLISHED by Directive No. 211 of
the Head of School of 03.12.2020

Directed E-learning at MHG

General Principles

- Directed e-learning is a form of full-time education.
- The school has the right to schedule directed e-learning days in correlation with the school's annual plan as well as by the Management Team's decision.
- During emergency situations, where having on-site lessons may pose a threat to the safety or health of the people, the school's Management Team may implement e-learning to a part of the school or the whole school. The decision will be made considering the current circumstances and the instructions from the authorities of specific fields (The Health Board of Estonia, Estonian Rescue Board, The Ministry of Education and Research etc.) and will be coordinated with the local government in charge of schools.
- All decisions will be announced to the school community via Stuudium. The announcements will state the reason for the decision as well as the duration of the e-learning period. When it is not possible to determine the length of the e-learning period, then the information will be given about when and how the updates will be announced.

Forms of Directed E-learning

Synchronous learning

- Lessons are conducted with the help of video conferencing software (Google Meet or Zoom)
- Teaching and learning take place at the same time for everyone.
- There may be different needs for synchronous lessons:
 - 1) Learners may be distributed between physical and virtual spaces (classroom vs home);
 - 2) Students may be at school and the teacher at home (or the other way around) etc.

Asynchronous learning

- May take place at home or at school.
- Pre-recorded lessons and videos or written instructions to direct the learning.
- Teaching and learning does not take place at the same time.
- Requires independent time management from students.
- Students get individual support and guidance from teachers when needed (Stuudium messages or chat etc.)
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Rules for Directed E-learning

- The teacher decides the form and the content of the directed e-learning lesson.
- Longer deadlines are set to consider the possible lack of computer and/or internet access during the school days.
- The teacher provides individual guidance and support when needed (via Stuudium messages, Stuudium chat, or other means of communication agreed beforehand)
- The student takes along personal earphones/headphones (preferably wired to avoid connection issues) every day.
- The student logs into the online lesson with their full name (Zoom) or school email address (Google Meet) and turns on the camera if possible. All students have their MHG email addresses set the following way: first name.last name@mhg.tartu.ee.
- The student or the parent notifies the teacher of switching to e-learning in the previous evening or by 8.00 in the morning the latest. The absence needs to be marked as “Distance learning” at Stuudium and the reason “self-isolation” needs to be added. The homeroom teacher has the right to reject requests for distance learning without a reason.
- The teacher writes the instructions for the e-learning assignments under “In-class assignment” at Stuudium. All in-class assignments need to be completed by the end of the school day or the deadline assigned by the teacher.

When can you switch to distance learning?

Description of Situation	Guidelines
The Health Board of Estonia has assigned the student to self-isolation or quarantine.	<ul style="list-style-type: none"> • The student stays at home. • The parent/student informs the homeroom teacher about the situation at the earliest possibility. • The parent/student marks “distance learning” as a reason for absence at Stuudium and adds a comment “self-isolation”. • The subject teacher provides means/instructions for directed e-learning: describes the content and the assignments of the lesson in detail; turns on the camera for live stream of the lesson; includes the student in the lesson’s activities; provides support and answers student’s questions in Stuudium Messages (unless agreed otherwise) as soon as possible but within the working day. • The student takes the responsibility for completing all the required learning assignments.
The student experiences mild symptoms of illness but is able to participate in lessons; absence for 1-3 days	<ul style="list-style-type: none"> • The student stays at home. • The parent/student marks “distance learning” as a reason for absence at Stuudium and adds a comment “ill”. • The subject teacher provides means/instructions for directed e-learning: describes the content and the assignments of the lesson in detail; turns on the camera for live stream of the lesson; includes the student in the lesson’s activities; provides support and answers student’s questions in Stuudium Messages (unless agreed otherwise) as soon as possible but within the working day. • The student takes the responsibility for completing all the required learning assignments.



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Other exceptional reasons

- The parent informs the homeroom teacher who includes the support specialists.
- The decision to switch on distance learning is made by the support team of the school.
- Individual Study Plans are designed and implemented during the distance learning period.
- The student takes the responsibility for completing all the required learning assignments.

When the Health Board of Estonia has ordered some classes or parts of classes to self-isolation, then the lessons take place according to the following principles:

- All lessons take place according to the schedule.
- Lessons take place as live online lessons but not all activities need to be synchronous or computer-based. The teacher forwards the instructions, how to join the live lesson. The teacher starts the live lesson and is available for guidance and support throughout the lesson.
- The 5th lesson every day is not an online lesson so that students can use it for the lunch break. All assignments for this lesson are available at Stuudium under the lesson description or as in-class assignment. NB! The primary students can have their lunch break at a different time set by the homeroom teacher.
- Online lesson is like a regular lesson - started and ended by the teacher. Participation is mandatory and students need to be on time. When a student is unable to access the live lesson then he/she notifies the teacher at the earliest possibility. When a student is absent from the live lesson, then he/she is marked absent.
- The good practice of participating in the video lesson includes switching on the web-camera.

Regulations from Tartu City Government for conducting video lessons at schools in Tartu:

- The legal grounds for conducting, recording and reviewing video lessons and the legal aspects of processing personal data are derived from the Basic Schools and Upper Secondary Schools Act and organizing learning.
- The main purpose of conducting, recording and enabling the reviewing of video lessons is ensuring necessary conditions for the completion of the National Curriculum as well as providing equal access to participate in the learning process for all students.
- There is no need to ask for individual permissions from students or their legal representatives for conducting, recording and enabling the reviewing of video lessons.
- The access to the video lessons is only granted to the entitled persons, which are the students who would also normally be part of the same lesson.
- The links, passwords and other instructions cannot be shared through the school's website, in social media or other platforms that are publicly accessible.
- All participants of the lesson and/or their legal representatives have to agree to the publication of the lesson to the third parties.



- In order to execute the minimalistic principle for sharing personal information, the camera is pointed in a direction where it is not showing the students or they are filmed from behind or the camera is filming only the teacher, if possible..

Possible scenarios of distancing the students at MHG

- In the event of the need to execute social distancing of students, it is possible to combine the full-time (in-school) learning with the directed e-learning.

Model 1

- The whole class is attending school.
- The contact learning days at school alternate with e-learning days at home.
- Contact learning day – instructing the students in the lesson, collaborative activities, assessment activities at school
- E-learning day – learning takes place outside the school house as directed e-learning, the teacher plans and gives feedback to the assignments as well as provides individual guidance and support

Example 1:

Monday	Tuesday	Wednesday	Thursday	Friday
E-learning at home	Contact learning at school	E-learning at home	Contact learning at school	E-learning at home

Example 2:

Week 1	Week 2
Contact learning at school	E-learning at home

Model 2

- A general 50% distributing rule applies and the classes are divided into two study groups (group A and B).
- One group stays home and implements directed e-learning, the other group goes to school for contact learning (both synchronous and asynchronous learning can be applied).



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Example:

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	E-learning at home	E-learning at home	Consultations + e-learning for others	Contact learning at school	Contact learning at school
Group B	Contact learning at school	Contact learning at school	+ Teacher planning time	E-learning at home	E-learning at home