



HISAR SCHOOL Hyflex: Hybrid & Flexible Education Policy



Information Strategies Center
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INTRODUCTION

At Hisar School, it is our utmost goal to make our strong academic program sustainable under all circumstances and have an academic process in place that is accessible and easy to follow for all our shareholders.

Hisar School Hyflex: Hybrid & Flexible Education Policy reflects our attitude towards providing education with a multi-channel approach and integrating technology with learning environments. This document also describes the roles and responsibilities of our teachers, students, and parents. The policy serves as a point of reference and it is regularly improved and updated to ensure our process is easy to follow, manageable, and sustainable.

In order to prepare our students for an ever-changing and unpredictable world, **learning must be restructured to be flexible, personalized and communication-driven. HyFlex offers a flexible structure that is adaptable to changing conditions and it refers to a dynamic process that allows for switching between models and scenarios (face-to-face, distance, hybrid).** The name itself comes from a combination of the words Hybrid and Flexible. Within the scope of HyFlex, technology is considered a natural part of the learning process. This approach enables flexibility and lets students follow their lessons without interruption regardless of where, how or when they attend the class.



OUR PRIORITIES

In the framework of its mission and principles, Hisar School has prioritized models that allow for a flexible and communication-based structure that can be adjusted to all kinds of changes and challenging conditions without any compromise to the scientific approaches. These priorities require **all academic processes, including face-to-face and online/synchronous and asynchronous learning tools and strategies, to be planned and utilized with a holistic approach in order to provide high-level learning experiences.**

We plan, and we make the necessary efforts by combining the experience, knowledge, and skills we have gathered in the recent times with our technical infrastructure. Another subject we deem to be important in this process is **to support the well-being of all our shareholders.**

As part of our preparations for the 2021-2022 academic year, we set our priorities for academic processes as shown in the table below.

Table 1: Our Priorities 2021-2022

OUR PRIORITIES
1. Maintain the well-being of our students and teachers and provide continuous support.
2. Keep supporting our students' social and emotional learning needs.
3. Utilize and extend the use of differentiated learning strategies.
4. Utilize and extend the use of cooperative learning strategies.
5. Help students to develop learning responsibilities.
6. Support long-lasting understanding and high-level cognitive skills.
7. Use process-oriented assessment results in a manner that supports learning.



01 Digital Citizenship, Ethics and Awareness

Our works on digital citizenship, ethics and awareness are accredited by **Common Sense** which is globally recognized as the most important organization in the field. We expect our students to act with this awareness under any and all circumstances.

In this regard, we place strong emphasis on following subjects.

- Digital Confidentiality and Security
- Self-Expression and Digital Identity
- Being Part of The Internet Culture
- Acting in Accordance with the **Academic Integrity Guidelines**

The whole school community complies with the acceptable terms of use set out in the **Hisar School Policy on Technology Use**. Our school attaches great importance to KVKK compliance (the law on the protection of personal data). Please see the **Clarification Texts** on our website.

Academic content

Materials that can be shared by Hisar Schools are published on our website for all users to access. As for all the materials shared through LMS: Learning Management System (Google Classroom), they include the academic processes for the relevant courses, teachers, and students. **Presentations, videos, worksheets, documents, tests, and any other course-related material cannot be shared with third parties due to intellectual property rights.**



02 Information Strategies

Hisar School Information Strategies Center maintains its mission of **Establishing information and communication technologies as a natural part of the academic process**, while also following the mission and vision of our school, Our goal is to identify informatics strategies to support learning environments, and to structure **a sustainable, manageable and dynamic ecosystem that can rapidly adapt to changing conditions and needs within K12 integrity.**

Sustainability and Standards

As per our school's aim to design information strategies in a way that supports learning environments, and to structure a sustainable, manageable and dynamic ecosystem that can rapidly adapt to changing conditions and needs within K12 integrity, **we comply with the international education technology standards** of the **International Society for Technology in Education (ISTE)**. The roles of students and teachers in this context are described below.

Table 2: ISTE Standards for Teachers and Students

ISTE STANDARDS FOR TEACHERS ¹	ISTE STANDARDS FOR STUDENTS ²
Learner	Empowered Learner
Leader	Digital Citizen
Citizen	Knowledge Constructor
Collaborator	Innovative Designer
Designer	Computational Thinker
Facilitator	Creative Communicator
Analyst	Global Collaborator

¹"ISTE Standards for Educators | ISTE." <https://www.iste.org/standards/for-educators>. Accessed 16 Jun. 2020.

²"ISTE Standards for Educators | ISTE." <https://www.iste.org/standards/iste-standards-for-students>. Accessed 16 Jun. 2021.

Technical Infrastructure

The IT infrastructure of our school is structured **“to support learning activities taking place at and out of the school”, “to ensure quick access to right resources with appropriate tools”, and “to allow for learning to continue regardless of time and space”**.

Hisar School has 1 GB of symmetrical internet connection, 2 backup lines of 300 MBs each and Cisco network infrastructure, which allows the users to benefit from learning, content management, accessible cloud and video conference systems consisting of Apple, Google, Microsoft and Cisco products such as Google Workspace, MS Teams, and Cisco WebEx. We integrated the digital tools and platforms required to support face-to-face and online/ synchronous and asynchronous studies and to satisfy varying needs of different grades and branches into our technical infrastructure and education system.

Accessible Cloud Systems

For file and e-mail access of students and teachers, Google Workspace services are used. Every student and teacher have unlimited space for storing e-mails and files. Students and teachers use the Google Workspace platform to easily communicate, access resources, and deliver assignments and projects.



02 Information Strategies

LMS: Learning Management Systems

Learning Management System (LMS) offers teachers an online system where they can create, and offer content to students, track student engagement, and evaluate student performance. Hisar School uses Google Workspace: Google Classroom as the content management system at preschool, primary school, middle school and high school levels. This platform enables regular sharing of the course materials and content with students.

MacBook Computers

Hisar School provides a MacBook to each of its teachers and replaces it with a new one every four years.

Wacom Tablets

We have made Wacom tablets available for all teachers. The tablet turns all software, documents, presentations that can be used on a computer into a writeable, drawable format that supports touch-screen feature.

Video Conference Systems

The video conference method is a strong and effective tool to stay connected with students and to continue the academic process at all events. In the distance education period, Hisar School uses Google Workspace: Google Meet for its online courses at K12 level. Microsoft Teams and Cisco Webex are also integrated into the school's technical infrastructure as backup video conference software to be used when needed.

In-Class Camera Systems

In all classrooms across the Pre-K12 continuum, there are camera systems that allow for broadcasting from classrooms in addition to Promethean Titanium ActiveBoard 75" or 86" Smart Touch Board system. In addition to the camera systems that are available in all classrooms, Mix Type camera systems are also installed in certain classrooms and workshops. These cameras offer the ability to switch between various predetermined points in the classroom and have the zoom in and zoom out feature.

Lightboard Studio

Thanks to in-class camera, audio and video recording systems, it is possible to either broadcast live from within the classroom or create class videos. Moreover, we have set up LightBoard Studio as a separate recording room with special lighting, LightBoard, and dual-camera system for preparing professional videos.

1:1 iPad & BYOD Programs

The 1:1 iPad & BYOD: Bring Your Own Device Programs we have been implementing at middle school and high school levels since 2011, directly contribute to the learning process. As a result of face-to-face and online education becoming integral elements of the learning process, the technological devices that our preschool and primary school students will use in their homes have also gained importance. Our aim is to implement the academic program effectively on all platforms through the right tools. Having regard to our school's IT strategy planning, the availability of our students, and the feedback from the parents, the device for our students to use at home was determined and recommended as the iPad.



02 Information Strategies

Since the 2011-2012 academic year;

- Our middle school students bring their own iPads to school and use it in the learning environments.
- We implement Bring Your Own Device (BYOD) program at our high school, which allows students to bring their own computers to school and use it in the learning environments.

Starting from the 2021-2022 academic year, in addition to the 1:1 iPad and BYOD programs carried out in middle and high schools;

- Our preschool students use the school's mobile iPad lab in the learning environments.
- Our 1st, 2nd and 3rd Graders use the school's mobile iPad lab in the learning environments.
- Our 4th Graders bring their own iPads to school and use it in the learning environments.

Software Policy

For a reliable and sustainable software policy, we would like to emphasize the importance of complying with the international standards and following the below criteria.

General Principles

1. The software/application must be compatible with the school's technical infrastructure.
2. The software/application must comply with the **ISTE/Common Sense Standards**.
3. The software/application must comply with the **KVKK (the Law on the Protection of Personal Data)** procedures.
4. Sustainability.
 - a. Maintaining continuity of the utilized applications across K12 levels.
 - b. Opting for applications specified on the **Technology Roadmap**.
 - c. Uniting tools with similar purpose.
5. Implementing the licensing policy of software/application for educational institutions.

Determining Technology Roadmap

At the end of each academic year, ISC handles the preparation process for the next academic year in line with the criteria set out in the Hisar School Software Policy to meet the needs of school departments and to support **HyFlex Class Design Strategies**.

1. A list containing the applications suggested by the ISC and conveyed by the department heads/teachers in line with the general principles stated above is then submitted for the executive board's approval.
2. When evaluating applications to create the list, we give priority to the applications put forth by the international agencies ISTE and Common Sense and classify these applications according to the following categories.
 - a. Operational
 - b. Education
 - c. Content
 - d. Productivity
 - e. Assessment
3. Once approved by the executive board, the **Technology Roadmap: A** list is shared with the academic staff.
4. Procedure for the applications specified on the **Technology Roadmap: A**
 - a. The IT Department handles purchasing, licensing and installation processes.
 - b. ISC provides teachers with the necessary support for successful use of these applications.
5. Procedure for the applications not specified on the **Technology Roadmap: A** list:
 - a. In order to ensure that planning and operations run smoothly, the process of determining and requesting applications is performed at the end of each academic year, in preparation for the next one. If there is a need for an application that is not listed on the **Technology Roadmap: A** list, the head of the requesting department fills out the Application Request Form. The process is finalized upon the approval of the headmaster and ISC.
 - b. If an unforeseen need arises for purchasing an application within the current academic year, the head of the requesting department fills out the Application Request Form. The process is finalized upon the approval of the headmaster and ISC. Please bear in mind that the finalization of this process might take approximately a month.
 - c. Applications that are not included in the **Technology Roadmap: A** list but integrated into the Hisar School ecosystem upon approval of the relevant school principal and ISC constitute the **Technology Roadmap: B** list.

Table 3: Digital Communication Channels

Communication Channel	Target Audience	Remarks
E-mail (name.surname@hisarschool.k12.tr)	Academic Staff Student Parent	It is used as the primary channel of communication; the school e-mail has to be checked on a regular basis.
Google Workspace	Academic Staff Student	GMail, Google Classroom, Google Calendar, Google Meet, Docs, Slides, Sheets, Form applications are frequently used by teachers and students.
Content Management System	Academic Staff Student	Course materials are shared via Google Classroom.
Video Conferencing System	Academic Staff Student	Online courses, interviews and meetings are held on Google Meet.
HisarNet Teacher Portal	Academic Staff	Hisar School Teacher Information System https://hisarnet.hisarschool.k12.tr/LogIn.aspx
HisarNet Student Portal	Student	Hisar School Student Information System https://smart.hisarschool.k12.tr/LogIn.aspx
HisarNet Parent Portal	Parent	Hisar School Parent Information System http://parents.hisarschool.k12.tr/
Support Website	General Access	https://destek.hisarschool.k12.tr/ On this site, you can find FAQs, recent information, tutorial videos and documents about Hyflex: Hybrid & Flexible Learning process.
Hisar School Website	General Access	www.hisarschool.k12.tr

Support

Teacher & Student Portals

Thanks to the open source <https://destek.hisarschool.k12.tr> website, all our stakeholders are being informed through general explanations, tutorial documents and videos, and frequently asked questions. Accordingly, teacher and student portals were launched.

TeacherX Platform

We have launched the **TeacherX** platform in addition to our existing **Support Teacher Portal**.

02 Information Strategies

Our purpose is as follows:

- Speak the same language with all our teachers with regards to digital transformation,
- Create an educational technologies content pool for all our teaches to benefit from,
- Respond to different needs of teachers regarding educational technologies.

Technical Support

Also, we provide our teachers, students, and parents with the opportunity to convey their technical support needs via destek@hisarschool.k12.tr and receive support quickly.



03 Teachers' Roles and Responsibilities

The international educational technology standards set by the **International Society for Technology in Education (ISTE)** define the different roles of teachers and student standards. Hisar Schools teachers carry out all their work in line with these standards.

Table 4: ISTE Standards

	ISTE STANDARDS FOR TEACHERS ³	ISTE STANDARDS FOR STUDENTS ⁴
Empowered Professional	<p>Learner Educators use technology to enable students to learn and constantly improve themselves in this regard.</p>	Empowered Learner
	<p>Leader Educators seek out and use leadership opportunities to enable students to be effective and successful, and to improve learning and teaching.</p>	Digital Citizen
	<p>Digital Citizen Educators encourage students to contribute positively to the digital world and to have digital ethics and responsibility.</p>	Knowledge Constructor

03 Teachers' Roles and Responsibilities

	ISTE ÖĞRETMEN STANDARTLARI ³	ISTE ÖĞRENCİ STANDARTLARI ⁴
Learning Catalyst	<p>Collaborator Educators work collaboratively with both colleagues and students to explore, share resources and ideas, and find solutions to problems together.</p>	Innovative Designer
	<p>Designer Educators design learning activities and environments which are original, flexible, and learner-centered, and take into account student differences.</p>	Computational Thinker
	<p>Facilitator Educators support learning environments with technology to ensure that students reach the student standards set by ISTE standards.</p>	Creative Communicator
	<p>Analyst Educators consider, understand, and use data from students to help them achieve their learning goals.</p>	Global Collaborator

³ "ISTE Standards for Educators | ISTE." <https://www.iste.org/standards/for-educators>. Accessed 16 Jun. 2020.

⁴ "ISTE Standards for Educators | ISTE." <https://www.iste.org/standards/iste-standards-for-students>. Accessed 16 Jun. 2021.

Teachers' Roles and Responsibilities

Roles and responsibilities of our teachers are given in the table below.

Table 5: Teachers' Roles and Responsibilities

Teachers' Roles and Responsibilities	
<ol style="list-style-type: none">1. Ensure that your plans are aligned with the HyFlex Course Design Strategies, can be quickly adapted to changing conditions and different settings, are flexible, accessible and easy to follow,2. Openly share with the students/parents the process that needs to be followed before, during and after the lessons,<ol style="list-style-type: none">a. Course content (presentations, videos, documents and other sources)b. Non-simultaneous (asynchronous) studies (homework, projects and other resources)c. Assessment and evaluation documents (rubrics, control charts and other sources)3. Enter the prepared content in a format that is compatible with the school's corporate LMS (Google Classroom) to ensure students can easily access and follow the content,4. Regularly give feedback on student projects and assignments delivered via Google Classroom,5. Use the applications, software and platforms specified in the Technology Roadmap,6. Regularly check the Hisar School communication channels and school accounts,7. Follow the policies, announcements, statements and suggestions shared during the Hyflex: Hybrid & Flexible education period,8. At the beginning of each academic year, enter the course hours into Google Calendar as per the guidelines,9. Exercise due care regarding Google Drive Privacy and Security Settings,10. Comply and ensure compliance with the Hisar School Policy on Technology Use, rules about digital awareness and ethics.	
For your questions, please refer to:	Contact Person/Unit
Support Teacher Portal	destek.hisarschool.k12.tr
Technical support need	destek@hisarschool.k12.tr

03 Teachers' Roles and Responsibilities

Policy Requirements

1. Please follow the **2021 - 2022 Hisar School Road Map**.
2. Please follow the Hyflex: Hybrid & Flexible Education Policy.
3. Please follow the **HyFlex Course Design Strategies**.
4. Please follow the standards set out in the **Technology Road Map**.
 - a. **Standards**: Hisar School Technology Standards
 - b. **Web 101**: Programs and Applications Used by Hisar School
 - c. **Video 101**: Important Reminders for Course Videos and Presentations
5. Please check the posters provided in the links below to see which technological infrastructures are used to provide distance, hybrid and face-to-face education.
 - a. **Distance Learning "teacher at home"**
 - b. **Distance Learning "teacher at school"**
 - c. **Hybrid Learning Model**
 - d. **Schools Are Open "The New Normal"**
6. Share with your students the posters describing the roles and responsibilities of students.

Distance Learning Process Student Posters:

 - a. **Preschool**
 - b. **Primary School**
 - c. **Middle School**
 - d. **High School**

Online Lessons during the Distance Education Period

The video conference method is a strong and effective tool to stay connected with students and to continue the academic process at all events. In the distance education period, Hisar School uses Google Workspace: Google Meet for its online courses at K12 level.

1. Use your school e-mail account to start and run your video conference/online lesson sessions.

2. It is important that you use the school's corporate Google Meet platform to ensure quick support for security, monitoring, analysis, and use.
3. Notify students in advance so that they can make the necessary preparations and check technical requirements.
4. Showing videos during an online course may lead to problems in case there are internet connection issues (your connection as well as those of your students), therefore it is more practical to share a video link.
5. Image and audio quality depend on the performance of your Internet connection. If you are attending the class from home and have poor connection, you should improve your connection.

In-Class Lessons during the Hybrid Learning Period

In cases where all students are at home and respective teachers are at school or the teachers are at school and some of the students attend classes via distance education (hybrid-distance) while others attend face-to-face on campus (hybrid-face-to-face) classes at school (i.e. in cases where our teachers are at school and our students are either at school or home), you may share the class held at school to your students outside the classroom by using the smart board and camera system in the classroom via live broadcast.

1. Sign in to the smartboard using your school account in classes where you will broadcast with a camera from the classroom.
2. Start your online class with Google Meet via Google Classroom for the relevant course by signing in to your Google Workspace account.
3. The camera is positioned in such a way as to capture you and the smartboard, when you start the Google Meet session, the audio and image streaming will start.

**If this is the first time you open the internet browser, you might be prompted to give permissions for image and audio transfer.*

4. Cameras are positioned in such a way as not to capture students and pursuant to the Law on Protection of Personal Data (KVKK), footage of students cannot be taken, and classes cannot be recorded without the permission of students.
5. At the end of the lesson, end the Google Meet session, log out of your Google Workspace account, and turn off the smartboard.

Remote Class Attendance and Follow-up

We will act in line with decisions that will be announced by the Hisar School Executive Board according to the statements of Ministry of National Education (MEB).

04 Students' Roles and Responsibilities

Hyflex: Hybrid & Flexible education is a process in which students take their own learning responsibilities. In this process, it is important to establish daily routines, to contact the teacher of the relevant course when necessary, to attend the synchronous (simultaneous) and asynchronous (non-simultaneous) classes, to follow all the coursework, and to be an active part of this process.

Course materials, resources and guidelines for each lesson will be shared with students via Google Classroom. Students are expected to complete all assignments and projects in accordance with the Hisar School's **Academic Integrity Guidelines** and, as always, they are expected to do their best in this regard.

Our students' roles and responsibilities by school levels are given in detail in the following tables.

Remote Class Attendance and Follow-up

We will act in line with decisions that will be announced by the Hisar School Executive Board according to the statements of Ministry of National Education (MEB).



Preschool Students' Roles and Responsibilities

Table 6: Preschool Students' Roles and Responsibilities

*Please bear in mind that our Preschool students might need adult support during this period.	
<ol style="list-style-type: none"> 1. Follow the timetable and class hours, 2. Log into online lesson sessions using the school e-mail account, 3. Complete all technical preparations and be logged into the system 5 minutes before the online lesson starts, 4. Have your devices updated and charged before the lesson starts, 5. Attend the lesson from a silent environment that does not include distractions, 6. Make sure to have sufficient light in the study environment (not dark or dim-lit), 7. Sit at a desk with only lesson-related materials on it, 8. Keep your camera turned on and positioned towards your face during the lesson, 9. Keep your microphone muted when you are not speaking during the lessons, 10. Use the chat space as per your teacher's instructions and keep the conversation relevant to the lesson. 11. If you need to ask a question during the lesson, first tap the "raise hand" symbol and then wait for your teacher to let you speak. 12. Do not have any food or drink in the learning environment while you are attending a lesson, 13. Complete assignments and projects within the given time range and deliver them before their deadlines. 	
Subject	Contact Person/Unit
Need for support regarding lessons, subjects, assignments, resources	Relevant teacher
Support Student Portal	destek.hisarschool.k12.tr
Technical Support Need	destek@hisarschool.k12.tr
Need for personal, academic or social, emotional support	Relevant guidance counselor
Other subjects	Vice Principals/Principal

04 Students' Roles and Responsibilities

Primary School Students' Roles and Responsibilities

Table 7: Primary School Students' Roles and Responsibilities

***Please bear in mind that our Primary School students might need adult support during this period.**

1. Follow the timetable and class hours,
2. Regularly check the school e-mail accounts,
3. Follow announcements, assignments and practices related to each lesson on Google Classroom,
4. Complete assignments and projects within the given time range and deliver them before their deadlines,
5. Regularly check the teacher feedbacks on the projects and assignments you delivered via Google Classroom.

For online lessons and meetings:

6. Following up the Google Meet links of the relevant class in Google Classroom via Google Calendar,
7. Log into online lesson sessions using the school e-mail account,
8. Complete all technical preparations and be logged into the system 5 minutes before the online lesson starts,
9. Have your devices updated and charged before the lesson starts,

Considering the average attention span, as well as application of efficient study methods and lasting learning techniques, it is important that you take heed of the following issues for when you are attending online lessons or during asynchronous study times.

10. Make sure to have sufficient light in the study environment (not dark or dim-lit),
11. Sit at a desk with only lesson-related materials on it,
12. Keep your camera turned on and positioned towards your face during the lesson,

13. Keep your microphone muted when you are not speaking during the lessons,
14. Use the chat space as per your teacher's instructions and keep the conversation relevant to the lesson,
15. If you need to ask a question during the lesson, first tap the "raise hand" symbol and then wait for your teacher to let you speak,
16. Do not have any food or drink in the learning environment while you are attending a lesson,
17. Comply with the rules about digital awareness and ethics, and the **Hisar School Policy on Technology Use**,
18. When necessary, contact with the relevant class teachers, guidance counselors or vice principals,

Subject	Contact Person/Unit
Need for support regarding lessons, subjects, assignments, resources	Relevant teacher
Support Student Portal	destek.hisarschool.k12.tr
Technical Support Need	destek@hisarschool.k12.tr
Need for personal, academic or social, emotional support	Relevant guidance counselor
Other subjects	Vice Principals/Principal



04 Students' Roles and Responsibilities

Middle School Students' Roles and Responsibilities

Table 8: Middle School Students' Roles and Responsibilities

Middle School Students' Roles and Responsibilities

1. Follow the timetable and class hours,
2. Regularly check the school e-mail accounts,
3. Follow announcements, assignments and practices related to each lesson on Google Classroom,
4. Complete assignments and projects within the given time range and deliver them before their deadlines,
5. Regularly check the teacher feedbacks on the projects and assignments you delivered via Google Classroom.

For online lessons and meetings:

6. Following up the Google Meet links of the relevant class in Google Classroom via Google Calendar for online classes and interviews,
7. Log into online lesson sessions using the school e-mail account,
8. Complete all technical preparations and be logged into the system 5 minutes before the online lesson starts,
9. Have your devices updated and charged before the lesson starts,

Considering the average attention span, as well as application of efficient study methods and lasting learning techniques, it is important that you take heed of the following issues for when you are attending online lessons or during asynchronous study times.

10. Ensure that you are in a study environment free of distracting people and objects,
11. Make sure to have sufficient light in the study environment (not dark or dim-lit),
12. Sit at a desk with only lesson-related materials on it,

13. Keep your camera turned on and positioned towards your face during the lesson,
14. Keep your microphone muted when you are not speaking during the lessons,
15. Use the chat space as per your teacher's instructions and keep the conversation relevant to the lesson.
16. If you need to ask a question during the lesson, first tap the "raise hand" symbol and then wait for your teacher to let you speak.
17. Actively participate in the practices (individual/group works) during the lesson,
18. Do not have any food or drink in the learning environment while you are attending a lesson,
19. Comply with the rules about digital awareness and ethics, and the **Hisar School Policy on Technology Use**
20. Act in accordance with the **Academic Integrity Guidelines**,
21. Do not record visuals or audio without permission during lessons (KVKK)
22. When necessary, contact with the relevant class teachers, guidance counselors or vice principals.

Subject	Contact Person/Unit
Lesson, subject, assignment, resource	Relevant teacher
Use of software	Computer Department
Distance Education Student Portal	destek.hisarschool.k12.tr
Technical support need	destek@hisarschool.k12.tr
Need for personal, academic or social, emotional support	Relevant guidance counselor
Other subjects	Vice Principals/Principal

04 Students' Roles and Responsibilities

High School Students' Roles and Responsibilities

Table 9: High School Students' Roles and Responsibilities

High School Students' Roles and Responsibilities

1. Regularly check all communication channels and school accounts,
2. Follow the timetable and class hours,
3. Regularly check the school e-mail accounts,
4. Follow announcements, assignments and practices related to each lesson on Google Classroom,
5. Complete assignments and projects within the given time range and deliver them before their deadlines,
6. Regularly check teachers' feedbacks on the projects and assignments you delivered via Google Classroom or other digital platforms.
7. Following up the Google Meet links of the relevant class in Google Classroom via Google Calendar for online classes and interviews,

For online lessons and meetings:

7. Following up the Google Meet links of the relevant class in Google Classroom via Google Calendar for online classes and interviews,
8. Log into online lesson sessions using the school e-mail account,
9. Complete all technical preparations and be logged into the system 5 minutes before the online lesson starts,
10. Have your devices updated and charged before the lesson starts,

Considering the average attention span, as well as application of efficient study methods and lasting learning techniques, it is important that you take heed of the following issues for when you are attending online lessons or during asynchronous study times.

11. Ensure that you are in a study environment free of distracting people and objects,
12. Make sure to have sufficient light in the study environment (not dark or dim-lit),

13. Sit at a desk with only lesson-related materials on it,
14. Keep your camera turned on and positioned so as to capture your whole face during the lesson,
15. Keep your microphone muted when you are not speaking during the lessons,
16. Use the chat space as per your teacher’s instructions and keep the conversation relevant to the lesson,
17. If you need to ask a question during the lesson, first tap the “raise hand” symbol and then wait for your teacher to let you speak,
18. Actively participate in the practices (individual/group works) during the lesson,
19. Do not have any food or drink in the learning environment while you are attending a lesson,
20. Comply with the rules about digital awareness and ethics, and the **Hisar School Policy on Technology Use**
21. Act in accordance with the **Academic Integrity Guidelines**,
22. Do not record visuals or audio without permission during lessons (KVKK)
23. When necessary, contact with the relevant class teachers, guidance counselors or vice principals.

Subject	Contact Person/Unit
Lesson, subject, assignment, resource	Relevant teacher
Use of software	Computer Department
Distance Education Student Portal	destek.hisarschool.k12.tr
Technical support need	destek@hisarschool.k12.tr
Need for personal, academic or social, emotional support	Relevant guidance counselor
Other subjects	Vice Principals/Principal

05 Parents' Roles and Responsibilities

During the Hyflex: Hybrid & Flexible learning period, it is the responsibility of our students to follow the necessary programs and to complete the works assigned by the teachers.

Hisar School pays strict attention to complying with the KVKK (the Law on the Protection of Personal Data) and we expect the same from our parents. **Presentations, videos, worksheets, documents, tests, and any other course-related material must not be shared with third parties due to Intellectual Property Rights.**

We expect that you, as an important stakeholder of the educational process, will stay in touch with us, as it is crucial for us to have your cooperation, support and feedback on our students' education.

Remote Class Attendance and Follow-up

We will act in line with decisions that will be announced by the Hisar School Executive Board according to the statements of Ministry of National Education (MEB).



Our parents' roles and responsibilities are given in detail in the following table.

Table 10: Parents' Roles and Responsibilities

Parents' Roles and Responsibilities	
<p>1. Regularly check all communication channels,</p> <p>2. Follow the school's notifications for parents,</p> <p>3. Help your child on time management,</p> <p>4. While it is primarily our students' responsibility to complete their assignments, provide the support your child may need if your child is in a younger age group or when it is otherwise necessary,</p> <p>5. Provide the necessary technology support to maintain Hyflex: Hybrid & Flexible Learning process in a healthy way (devices recommended by school/proper internet connection speed)</p> <p>Considering your child's attention span, as well as application of efficient study methods and lasting learning techniques, it is important that you take heed of the following issues for when your child is attending online lessons or asynchronous studies:</p> <p>6. Create an age-appropriate study environment for your child where they can easily concentrate,</p> <p>7. Provide an environment free from distracting objects and people,</p> <p>8. Provide a desk with only lesson-related materials on it,</p> <p>9. Make sure to have sufficient light in the study environment (not dark or dim-lit),</p> <p>10. Ensure that your child has his/her devices updated and charged before the lesson starts,</p> <p>11. During online lessons, pay strict attention to the student/teacher confidentiality (do not engage with the lesson process, do not compare your child's development with those of other students' in his/her class, etc.) and show sensitivity on this matter,</p> <p>12. Do not record/take photos of the online lessons in any way</p> <p>Online teacher & parent meeting hours,</p> <p>13. Attending online teacher & parent meeting hours,</p> <p>14. Exercise due care with time management, considering the time of the next scheduled meeting,</p> <p>15. Use your own e-mail account to ensure any correspondence is kept confidential and secure,</p> <p>Online meetings and activities,</p> <p>16. Ensure participation in activities and meetings organized by the school,</p> <p>Feedback forms,</p> <p>17. Fill out the parent feedback forms/surveys within the requested time period.</p>	
Subject	Contact Person/Unit
Lesson, subject, assignment, resource	Relevant teacher
Technical support need	destek.hisarschool.k12.tr
Need for personal, academic or social, emotional support	Relevant guidance counselor
Other subjects	Vice Principals/Principal

06

Definitions

Blended Learning is an instructional design approach that teachers have known and applied in their classes in varying manners from past to present. Its potential, however, has been revealed with technology. Although there is no sole definition regarding the application of this instructional design approach, blended learning is the use of face-to-face learning and distance learning technologies in varying combinations within the framework of the requirements of the learning environment to conduct learning more efficiently and effectively (Dağ, 2011:

The Flipped Classroom model: Blended learning has 7 different models and the Flipped Classroom model is one of them. It is a model that flips the traditional relationship between class time and homework. Students complete the class preparation process at home through online courses, videos and classes, and teachers use the class time for teacher-led practice or projects. This model allows teachers to use the classroom time for more than just teaching traditional lectures.

The **HyFlex Course Design Model:** Offering a flexible structure that is adaptable to changing conditions, HyFlex refers to a dynamic process that allows for switching between models and scenarios (face-to-face, distance, hybrid). The name itself comes from a combination of the words Hybrid and Flexible. Within the scope of HyFlex, technology is considered a natural part of the learning process. This approach enables flexibility and allows students to follow their lessons without interruption regardless of where, how, or when they attend the class.

Distance Learning is an approach that is created due to emergency conditions to move physical education from school into online and offline environments/homes. It is the case when schools are closed, students and/or teachers are at home, teaching continues remotely, and all of the academic processes are conducted remotely (online & offline/ synchronous & asynchronous), out of school, for all students.

Online Learning means learning that is completely facilitated by the use of digital tools.

Synchronous (simultaneous) Learning: Academic processes are carried out in-person in the classroom or remotely online, with synchronized/simultaneous participation of students and teachers.

The **Asynchronous (non-simultaneous) Learning:** Academic processes are carried out in such a way that students can access and interact with the content which their teachers direct them to, at different times/asynchronously, and progress at their own pace.

Hybrid Learning is a mixed approach based on the success of backwards design, blended learning, distance education, distance learning, and online learning models and aims to provide student-centered experiences.

Keep in touch

You can access the fundamental policies and information of our school's IT strategies, as well as, educational technology materials and videos, frequently asked questions and their respective answers on <https://destek.hisarschool.k12.tr> The support website is regularly updated following the new needs, thus we recommend that you check it periodically. Remember to log in using your e-mail address for Hisar Schools to access all shared resources.

For technical support and questions, kindly contact destek@hisarschool.k12.tr



07 Sources

[Education Reimagined: The Future of Learning](#)

[What Students Learn Matters](#)

[The Hisar School Comprehensive Report And Recommendations](#)

[New Vision for Education: Fostering Social and Emotional Learning through Technology Framework for 21st Century Learning](#)

[MEB's Assessment and Evaluation in the Digital Age](#)

[Back to school: A framework for remote and hybrid learning amid COVID-19](#)

[A Guide to Hybrid and Blended Learning in Higher Education](#)

[Course Models At-a-Glance](#)

[Getting Started with Designing a Hybrid Learning Course](#)

[Hybrid/HyFlex Teaching & Learning](#)

[The Building Blocks of an Online Lesson - Catlin Tucker](#)

[UNESCO Distance Education Solutions](#)

[Google Distance Education Suggestions](#)





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