

The Minimum Standards for a Learning Management System (LMS)

In private, international, and foreign schools

E-learning Department

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Preface:

In light of the adoption of e-learning in private schools during the period of school closures and recognizing the importance of ensuring the quality of the implemented e-learning systems, the minimum e-learning standards that must be available in private and international schools will be assessed and reviewed.

Basic Standards for E-Learning:

The fundamental (minimum) standards in e-learning that must be adhered to when implementing e-learning to maintain the continuity of education and achieve the targeted education outcomes are outlined as follows:

١. E-learning tools: They are defined as the tools offered by the e-learning system to facilitate communication and interaction between teachers and students in order to achieve the success of the teacher's teaching and the student's learning.
٢. Training: It refers to the training workshops and digital guides that were provided to the beneficiaries with the aim of mastering the basic e-learning system tools, e-teaching methods, and evaluating student learning.
٣. Electronic content: It means the content of the electronic lesson and what it includes in terms of basic and enrichment skills.
٤. Performance measurement: It is the process of utilizing indicators to assess and monitor the efficacy of performance.
٥. Justice and equality: It refers to the standards and indicators that ensure the achievement of equal access opportunities in providing education to beneficiaries and their access to it.
٦. Beneficiary satisfaction: It serves as an indicator to measure and assess the level of the user's satisfaction with this system with the aim of improvement and development.
٧. Technical support: refers to the provision of services through multiple channels to address user inquiries about the system, usually through various channels to ensure the delivery of high-quality assistance.

٨. Usage policies: encompass regulations pertaining to the use of the e-learning system, with the aim of safeguarding privacy and intellectual property rights concerning educational content and data in a way that ensures optimal use of e-learning system materials and resources by beneficiaries.

The minimum level of the proposed standards for the learning management system in private and foreign schools

| Standard | Performance indicators |
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| <p>١. Technical tools</p> | <p>١,١. The provision of learning management systems, virtual classes, and electronic tests.</p> <p>١,٢. Facilitating asynchronous teaching tools (instructional activities, tests, panel discussions, and assignments, and how to deliver and correct them) .</p> <p>١,٣. Facilitating the use of synchronous learning tools (virtual classrooms).</p> <p>١,٤. Offering registered virtual classes as an alternative for students who encounter difficulties in accessing scheduled virtual classes or referring students to available lessons and classes on YouTube or other platforms.</p> <p>١,٥. Clarifying the method of communication with the teacher or the school administration for addressing inquiries.</p> <p>١,٦. Providing a unified entry system for students in the learning management system</p> <p>١,٧. Providing an alert system to ensure efficient communication channels among teachers and students, as well as between the school administration and parents.</p> <p>١,٨. Ensuring the provision of tools that guarantee interaction between teachers and students, as well as among students with each other simultaneously to reduce social isolation and foster digital well-being while applying the principles of digital behavior.</p> |
| <p>٢. Content</p> | <p>٢,١. The existence of specific policies and standards at the school to ensure the minimum amount of electronic content for each course by knowing the content planning and enriching it with synchronous and asynchronous activities to succeed in the distance education experience.</p> |

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| | <p>٢,٢. Preparing or providing electronic content and developing a plan to review and maintain its quality and ensure that the content is free from scientific and linguistic errors with the application of property rights and the rules of digital behavior and its compatibility with the curriculum.</p> |
| ٣. Training | <p>٣,١. Providing and implementing training courses for the beneficiaries within the school and providing digital training guides on the use of the basic tools of the e-learning system at the school.</p> |
| ٤. Performance measurement | <p>٤,١. ٤,١. The school must know how to monitor and address students' absenteeism and attendance.</p> <p>٤,٢. The presence of a policy aimed at ensuring the regular attendance of teachers to their classes and preparing lessons in advance of the class.</p> <p>٤,٣. The existence of performance indicators and an integrated reporting system of reports that measures the performance of beneficiaries including teachers, school leaders, students, and supervisors.</p> |
| ٥. Justice and Equality | <p>Ensure that all students possess the digital capabilities required to operate the learning management system, and provide alternative solutions from the school in the event that the necessary capabilities are not available.</p> |
| ٦. User Satisfaction | <p>Providing a mechanism to measure the level of satisfaction among e-learning beneficiaries and the degree to which educational goals are achieved.</p> |
| ٧. Technical Support | <p>Offering technical support in the case of equipment malfunction or user inquiries</p> |
| ٨. Usage policies | <p>٨,١. Existence of a privacy policy regarding the utilization of the Learning Management System and Data by teachers to safeguard information the confidentiality.</p> <p>٨,٢. Establishing well-defined and clear policies for digital behavior.</p> <p>٨,٣. The commitment of the school administration to communicate the regulations governing behavior along with their implementation and subsequent monitoring.</p> <p>٨,٤. The presence of well-defined and clear protocols governing virtual classes, including the specific policy about camera usage, with a particular emphasis on female students</p> <p>٨,٥. The existence of a well-defined and clear policy aimed at mitigating instances of fraud and impersonation</p> |

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| | <p>٨,٦. Provision of Learning Management System support for diverse devices with varying operating systems.</p> <p>٨,٧. In the event that external applications are used for virtual classes, such as Zoom, information security policies must be emphasized, disseminated, and circulated to students, teachers, and parents.</p> <p>٨,٨. The commitment of the school administration to apply the cybersecurity measures and requirements.</p> |
| <p>٩. Work Continuity Plans and Crisis Management</p> | <p>The presence of alternative plans in the event of a failure of the learning management system (What are the procedures that the school will follow to maintain the continuity of work, and have these been circulated to teachers to facilitate their preparedness in case of a crisis?)</p> |

Important Notes:

- Emphasizing that every private school provides services to its beneficiaries in accordance with the school's capacity, which includes maintaining separate accounts for students, teachers, school leaders, and educational supervisors (if applicable). It is also recommended that parents possess their own accounts.
- In conclusion, it is imperative to adhere to the fundamental criteria outlined in the enclosed national standards for e-learning in the context of general education. If any of the requirements are not fulfilled, the school administration is dedicated to establishing a schedule for attaining them.

Digital Etiquette

- Follow the teachings and etiquette of the true Islamic religion as well as the prevalent national customs and traditions.
- Not to violate the laws of the relevant state.
- Use of standard Arabic language and spelling rules in electronic sharing
- Accuracy in the transmission and use of the holy Quranic verses and the noble sayings of the Prophet, and not to use them except after verifying the authenticity of the transmission and referring to the source from the Holy Quran and the books of authenticated Hadith.
- Dedication to the fundamental principles of sharing and digital publishing, including:
 - Avoiding racism, sectarianism, hateful tribalism, slander, defamation, abuse, and disparagement of others and their efforts.
 - Respecting the other party, and choosing the most appreciated, respectful words, and phrases for the addressee.
 - Be kind, accept other opinions, and be open to constructive criticism from others.
 - Serious and direct relationship to the topic of discussion, objectivity, clarity, and brevity.
 - Not photographing students, teachers, educational supervisors, or the contents of the Madrasati platform and sharing them on social media applications or platforms, whether by students or teachers, to avoid legal accountability.
 - Beware of some behaviors that may pose a threat to the security and confidentiality of information, including:
 - Clicking on unknown or unfamiliar links because they may be phishing links.
 - Do not connect to the public Internet, because it facilitates the hacking of the device connected to it.
 - When working or studying in a public setting, refrain from leaving your computer

unattended, and avoid granting anyone unsupervised access to it.

- Upon the completion of all daily classes, It is imperative to secure the complete closure of the educational platform for the preservation of one's privacy.
- Users are advised from engaging in any activities that would compromise the functionality, security, efficiency, or uninterrupted operation of the Ministry's electronic systems, or impede others from utilizing them.
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- When exposed to cyberbullying, the parent or student must inform the teacher or student counselor in particular and document the incident in order to take the necessary legal actions.

- **Commitment to electronic communication etiquette, which includes:**

- Use authorized electronic communication official electronic means of communication approved by the Ministry for communicating with teachers, school administration, and students. It is prohibited to use any other social media applications or platforms. When sending messages, make sure to send them at the right time and be concise and precise.
- Teachers must respond to e-mails and student inquiries via official means of communication approved by the Ministry within ٢٤ hours during official working days.
- Review electronic communications, such as e-mails, e-posts, and e-activities, prior to their transmission.
- Refrain from sending images, expressive posters, and abbreviated forms of communication during electronic participation during official school hours.
- Respecting the laws and rights of intellectual property and copying, clarifying the references and sources used, and avoiding scientific theft of electronic works and activities that are submitted
- Never post any incomplete, false, or inaccurate information about yourself or others.
- Never publish personal data such as names, contact information, and addresses, and never market to any party whatsoever.
- Refrain from participating in any form of electronic fraudulent activity, wherein a person other than the student completes the assigned tasks, activities, assessments, or examinations. It

should be noted that any such fraudulent actions would lead to the immediate removal of the score and the imposition of penalties in accordance with the prescribed regulations.

- Users should review the Anti-Information Crimes Law issued by Cabinet Resolution No. ٧٩ dated ٢/٧/١٤٢٨ AH, which was approved by Royal Decree No. M/١٧ dated ٢/٨/١٤٢٨ AH. By doing so, they can have a comprehensive understanding of the penalties related to information crimes or digital violations.
- In case a digital violation is identified, the student is referred to the student advisor to take the necessary official actions as mandated by the official regulations.
- It is everyone's right to know that participation in all the ministry's platforms grants the ministry the authority to keep and refer to these records of participation.
- Teachers have the right to obtain a signed acknowledgment from the students, affirming their reading and understanding of the principles governing digital etiquette.

Usage and Privacy Policy

E-learning management system

(The educational platform): Ministry of Education

First: Ownership

All copyrights are reserved to the Ministry of Education. The copyright in the pages and in the display screens (the educational platform), as well as the information and materials contained in these pages and screens, including texts, graphics, images, data compilations, address lists, and computer programs, fall under the ownership of the Ministry of Education unless otherwise specified.

Second: Liability Limits

The Ministry of Education makes every effort to achieve a high level of quality and accuracy in the contents of the platform. It is not in any way responsible for any damages, including, for example, any direct, special, emergency, or consequential damages. In addition, it is not liable for any losses or expenses that may result from the Platform or from any party's use or inability to use, or from failures of performance, errors or omissions, interruption of transmission, any delay in operation or transmission, viruses or line connection failures, or the occurrence of any system failure.

Third: Privacy Policy and Confidentiality of Information

The Ministry of Education makes every effort at all times to protect the privacy and confidentiality of all collected personal information. Such information may be disclosed only in cases of necessity and requirement under the law, when there is good faith and we believe that such action is necessary or desirable in compliance with the law, or to protect or defend the rights and property of the Ministry, this site, and its users.

The platform does not collect personal information about you unless you specifically choose and, with your knowledge, provide this information. If you choose to provide your information, we will only use it

to complete your request to obtain information or services in accordance with what is stated in these policies. We have set up our website on the Internet not to collect any personal information from your computer when you browse this site, but will only use that information you provide voluntarily and knowingly.

When we ask you for information, we will ask you to provide it to us voluntarily. Such information will help us contact you, communicate with you, and then process your requests where required.

By using the platform, you agree to the terms of this privacy policy and the confidentiality of information, and that our use of your personal information is governed by the privacy policy and the confidentiality of information that form part of the provisions of this text.

Fourth: Password and User Information

You will be requested as part of your registration to provide the platform with certain information about you, which includes, without exception, your official e-mail. Your name, address, e-mail address, or phone number will not be disclosed without getting your permission first.

You are personally responsible for protecting the privacy of your data and password, as well as for all uses and activities that take place as a result of password use, whether or not you allow them. If your password or registration is used in an unauthorized manner, you must get in touch with technical support immediately. The Ministry of Education is not liable for what happens as a result.

Fifth: safety

In order to comply with the relevant privacy and usage policy, the Ministry of Education is keen to achieve the highest levels of security and to adhere to the best security practices to protect user data and provide privacy and confidentiality for their transactions. Among the most crucial measures in place are:

- Strict procedures and measures to protect the security of information and technology that we use to prevent fraud and unauthorized access.
- Regular and periodic updates of security procedures and controls that meet or exceed standard standards.
- The members of our staff are qualified and trained to respect and protect the privacy of our visitors' personal information.

Sixth: Benefit from Some Data

When browsing the platform, some non-personal data may be saved and collected by importing it directly (whether your connection is via a computer or mobile device), which may include the Internet Protocol (IP) address, the type and language of your browser, the pages visited, the time spent on a specific page, and the time and date of the visit.

Your data may be used to prepare questionnaires or reports to conduct some research and studies, in addition to periodic correspondence with you if necessary. The Ministry of Education reserves the right to share your data with the relevant authorities according to the state's approach to building a knowledge society and has the right to modify the user's data privacy policy whenever appropriate.

Seventh: Conditions for using the e-learning management system and its contents:

Please, read the e-learning management system's terms of use and its contents carefully as they describe your rights and our obligations regarding your personal data and information. In addition, they outline the extent to which we can share this information with third parties without violating your privacy and rights, and the terms and conditions that apply to your access to and use of the platform. By entering, browsing, and using the website, you accept, without restriction, the terms and conditions of use contained herein.

- Commitment to digital etiquette
- By posting, any content on the platform, including educational enrichments, discussion boards, electronic tests, virtual classes, question banks, or success stories, you will grant the platform and its affiliates a waiver. This includes the full and exclusive right to own, use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute to the public, display all or part of the content internationally, and/or combine it with other works in any way, whether in the media or by using any technological means now known or another that will be developed.
- By posting any content on the platform, you declare your full responsibility for all the information it contains and that it is your own production. Any dispute or legal claim resulting from the posting of this work will be your entire responsibility, and neither you nor any other parties engaged in its creation or execution have the right to assert any claims against the Ministry of Education.
- The educational platform may contain links to other websites on the Internet or advertisements from other websites. We disclaim any responsibility for the methods by which those websites gather their data. You can review the privacy policies and contents of those sites that are accessed through any link within this website. The Ministry of Education is not responsible for viruses that may infiltrate through those sites, and you will be responsible for your decision to access other sites through those links.

- According to the beneficiaries' classification, the platform permits viewing and use of the materials posted on the website only for your own personal use in your field of work and not for commercial purposes. The educational platform's availability is not regarded as a sale of any of the owner's rights.
- You are only permitted to use the platform on your own side, and you cannot rent, lease, or lend any of the data or any of your rights stipulated in this agreement to any other party.
- You are not allowed to change any part of the data that is on the platform or that is being circulated through it, and you are not entitled to store it except after obtaining written permission.
- You must preserve all copyright, trademark, and proprietary notices included in the original material posted on the Platform or posted by you through the Platform.
- You are not entitled to sell, modify, reproduce, display, distribute, transfer, publish, license, or create derivative works from any material or content contained on the platform.
- The platform's beneficiaries are not authorized to use any of the materials that have been published on any other website or in a computer environment shared by another network.
- It is forbidden to use the website in order to commit a crime or encourage others to engage in any conduct that may be considered a crime or entail civil liability.
- It is prohibited to insert or publish any illegal content that includes discrimination, defamation, abuse, or inappropriate materials.
- It is forbidden to use the platform to impersonate other people or parties.
- It is forbidden to use the platform to upload any content that contains viruses or other computer code, files, or programs that could alter, harm, or impair the operation of the website or any device or program owned by a visitor who accesses the website.
- It is against the law for you to upload, post, transmit, or otherwise send material that you are not authorized to send by any agreement, law, or rule.
- Modifying, erasing, or deleting any content from the platform is not permitted.
- Disrupting normal communication channels in any way is prohibited.
- It is against the law to associate yourself with or represent any organization, group, or enterprise without first obtaining permission to do so.

- It is prohibited to publish or broadcast any advertisement, promotional material, or any form of promotion.
- It is forbidden to publish any material that is inconsistent with the intellectual property rights of others or to collect or store personal information about others.
- It is against the law to provide any fraudulent, misleading, or incomplete information about yourself in your CV.
- It is forbidden to impersonate any other user of the platform.
- Do not falsely distort a person or entity that you work or deal with.
- It is against the law to post or broadcast any content that you do not have the right to republish, display, or broadcast under any law or contractual or trust-based relationships (such as undisclosed contracts).
- It is forbidden to post or broadcast any advertising, promotional materials, electronic messages, or any other unsolicited material or any information not related to the curriculum, such as opinions, notices, and other materials.
- It is prohibited to delete or review any material published by any other user unless you have the power to do so within the framework of the powers granted to you.
- It is not allowed to use any tool or software to interfere with or attempt to interfere with the operation of the platform or any activity that is being carried on it.
- It is forbidden to take any action that exposes the platform's infrastructure to an unnecessary load that increases its stress significantly.
- It is not allowed for you to share the account and the password given to you with another party through which you allow him to manage your account, use it on your behalf, or increase the number of points granted to you in illegal and immoral ways in order to gain unjustly for yourself an appreciation, reward, or self-benefit.
- Any attempt to decrypt, disassemble, or recompile any of the programs that make up the site or part of it is strictly prohibited.
- It is prohibited to broadcast, post, or distribute any content that is illegal, harmful, abusive, obscene, morally objectionable, or offensive to another person or entity.

- It is forbidden to post or broadcast any harmful content that includes malicious software such as viruses or other tools designated to damage any system or information in order to get around security measures to take possession of it.
- It is not permitted to attach, post, or broadcast any content or use the website to violate another party's personal or property rights by stealing their trade secrets, trademarks, or any other property rights.
- It is not allowed to resell or transfer your duties or your rights under these terms and restrictions to any other party, whether it is a user of the Madrasati platform or from outside it.
- It is not allowed to bypass any applicable laws in this agreement, whether local, national, or international.

In Conclusion: Privacy Policy Changes

Please keep in mind that we may make modifications to this Privacy Policy as we evaluate it periodically. When we make any changes, the link to the Privacy Policy will show a "recent revision (with date)" mark to let you know that you should evaluate the updated clauses since they take effect as soon as the revised policy is placed on this page with a new effective date. After changes are made, the note will stay next to the Privacy Policy link for at least ten (10) days. Your access to the website after making any changes is considered your prior approval of the amended Privacy Policy and any changes therein. If you receive a notice of any of the above-mentioned amendments, be careful to check this page frequently to make sure you are familiar with the most recent version of the Privacy Policy.

Everything contained in this document is subject to the executive regulations for electronic publishing activity issued by the Ministry of Information in the Kingdom of Saudi Arabia and the copyright protection system issued by Royal Decree No. (M/٤١) dated ٢ Rajab ١٤٢٤, as amended by Cabinet Resolution No. (٥٣٦) dated ١٠/١٩/١٤٣٩.