Roles and Responsibilities of Academic Staff

General Responsibilities

1. Following the communication channels and school accounts regularly,

2. Following the Technology Standards for the Academic Staff,

3. Complying with the Information Strategies Policy

4. Complying with the Digital Citizenship, Ethics, and Awareness rules

5. Complying with Artificial Intelligence Education Policies

6. Complying with Cyber Security Policy

7. Complying with PDPL rules

8. Using the applications, programs and platforms specified through the Technology Road Map Application List,

9. Acting responsibly regarding the Google Drive Sharing and Security Settings as required,

10. Entering the course hours in line with the instructions through Google Calendar at the beginning of every academic year,

11. Sharing the process to be followed before, during and after the lesson on Google Classroom with students / parents in a transparent and clear way,

      a. Course content (presentations, videos, documents and other resources)

      b. Synchronous and asynchronous studies (homework, projects, and other resources)

      c. Assessment and evaluation studies (rubrics, control charts, and other resources)

12. Providing regular feedback to students on their studies submitted through Google Classroom.

Online Courses and Interviews

1. Using Google Meet for online courses,

*It is important to use the Google Meet platform, which is institutionally determined by the school, to get quick support for security, tracking, analysis and usage.

2. Starting the online course sessions using the school account,

3. Informing the students in advance so that they can make all technical preparations and checks,

4. Watching videos during the online course can cause problems due to Internet connection (both your connection and the students' connection), therefore, sharing the video link instead,

5. The image and sound quality depends on the performance of the internet connection; if the lesson is held outside the school and the connection is not good enough, the connection should be improved

Table 4: Roles and Responsibilities of Academic Staff