



Date: 05/04/2020  
Cir. No. 2020-21/1

Dear Parents,

I hope to find you and your family safe and in good spirits. The new Academic Year is set to begin on 6<sup>th</sup> April. Since the lockdown continues, we will start with online classes so that we do not lose on academic work.

Our teachers have been working from home, conducting online classes for std X and XII using the ZOOM App and Microsoft Teams for the past two weeks. Using these platforms, we will now conduct online classes for Std II to IX also.

The schedule for classes and the online platform to be used will be shared with you by the respective Section In charge shortly.

It is important to understand that the online classroom is in fact a classroom, and certain behaviours are expected of students. We request you to help your ward follow guidelines given below for online behaviour and interaction.

#### **VIRTUAL CLASSROOM NETIQUETTE**

1. The invitation to the virtual classroom cannot be extended to anyone other than the student it is intended for.
2. Students are not permitted to invite anyone without the permission of the host teacher.
3. Students are not permitted to share the link of our code for the meeting with anyone.
4. Students are not permitted to continue the Meet after the class is over. Each student is required to sign off before the teacher closes the meeting.
5. You must ensure that your ward attends the classes regularly and for the entire duration of each class.
6. Please encourage your child to complete all follow up tasks assigned by the teachers.
7. Parents must not sit in these classes with their children unless specified.
8. No student will disturb the class in any way. We shall take a very serious view of any transgression.

#### **Pl take note of the sanctions for breaking Netiquette guidelines:**

**First instance** - the child would be admonished and warned.

**Second instance**- the child would be suspended for a week from that class.

**Third instance** - the child would be suspended from all classes for a week.

I hope to receive wholehearted cooperation from all our parents.

Looking forward to connecting with our dear students,

Warm regards,

Suprabha Menon  
Principal