



## **Online Class Guidelines for Students / Parents**

1. Zoom does not allow children below 18 years of age to create their own accounts. Therefore, you must use your parents' account to join the class or may join by clicking on the link provided without having an account.
2. The School has made various groups of students numbering about 100 for each group. Periodic time table for online classes will be provided for each group which needs to be followed by each student in that group.
3. You will be provided a link in the school app to join your classes. A password will also be provided which is required to be entered every time you log in to the online classes. The link will be the same for all classes of that group. Pupils of Classes XI and XII may get more than one link and their corresponding passwords, based on the combination of subjects.
4. You should not share your meeting link with anyone else nor should login with the link provided to any other student. Any violation of this may debar a student or a group from online classes for good.
5. Guardians may keep a vigil on the students while they take online classes. But they should not under any circumstances interfere with the conduct of the class.
6. Guardians must ensure that their ward is wearing the School uniform while attending these online classes. This is being done to maintain the formal settings of the classroom. Those in Classes VI, IX and XI who could not procure their new uniforms may sport the uniforms of their previous classes. In case any special situation prevents students from attending the virtual classes in their school uniform, they can attend in their home dress. However parents must inform the school by sending an email to [sphs@southpoint.org.in](mailto:sphs@southpoint.org.in)
7. You will join a live classroom session via a waiting room. The teacher will admit you to the classroom as soon as possible, once you have entered the waiting room. Students joining in more than 10 minutes after a class has begun may not be admitted to that class by the teacher.
8. Your audio and video feeds will remain muted by default. The teacher will decide if and when the audio and video of a student is required to be turned on. This should not be done without instructions.
9. Once you are in the classroom, make sure that you are able to hear the teacher. If not, check your audio connection defaults etc. The teacher cannot assist you to hear the proceedings in the classroom. It depends solely on your device. If by mistake or due to network trouble, you are logged out of a classroom, please rejoin the same using the same process as mentioned earlier. The teacher or any other student cannot help you in rejoining the class and should not be disturbed.
10. Once admitted into the classroom, use the "rename" function to change the username to your actual name as is registered in school. This should be done without fail.



SOUTH POINT HIGH SCHOOL  
**An OHSAS 18001:2007 Certified Institution**  
Affiliated to Central Board of Secondary Education

11. You are expected to maintain online etiquettes and follow instructions issued by the teacher
12. You must be regular and on time for attending these classes. Attendance will be checked and recorded
13. You will be instructed by the teacher as to when and how to ask questions during a class. Questions may be asked by using the 'Chat' feature or 'Raise hand' feature as instructed by the teacher.
14. You can be **barred** by the teacher from attending a class if you fail to abide by the instructions given to you.

By Order/-  
Principal  
19.04.2020