



SOUTH POINT SCHOOL

Classes I to V

Online Class Guidelines for Students / Parents

1. Zoom does not allow children below 18 years of age to create their own accounts. Therefore, students must use their 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 a student logs in to the online classes. The link will be the same for all classes of that group.
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.
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. Students' 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 help to make you 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 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. It is advisable that your ward uses the earphones / head phones for listening.
10. Once admitted into the classroom, use the "rename" function to change the username to the actual name of the student. This should be done without fail.
11. The student is expected to maintain online etiquettes and follow instructions issued by the teacher.
12. The student must be regular and on time for attending these classes. Attendance will be checked and recorded
13. They 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. **They can be barred by the teacher from attending that class if they fail to abide by the instructions given to them.**

Thank you,

Principal

19.04.2020