

ARMY PUBLIC SCHOOL, AHMEDNAGAR

Do's and Don'ts for students:

While attending classes -

1. You should be in school uniform during online classes.
2. Profile picture in MS team must be of you in school uniform.
3. It is mandatory for all students to sit properly in an upright posture on a chair with your Desktop/Laptop/mobile phones placed on a desk in front of your eyes.
4. During classes you must sit with all necessary study material required for each class and a bottle of water.
5. You should join the class only when your teacher starts the meeting, not before. Do not enter the meeting before the teacher.
6. You can leave the meeting only after taking the teacher's permission.
7. The devices being used for online classes must be fully charged at all times.
8. Please ensure that you have proper network connectivity and adequate bandwidth so as to seamlessly continue with your classes.
9. Keep your MS Team user id and password readily accessible on your desk so whenever needed you can find it easily.
10. Be proactive during classes and whenever asked a question, respond promptly to your teacher with the correct answer
11. You must be punctual during online classes. It is mandatory that you follow all disciplinary rules outlined in the school's code of conduct.
12. Activity classes are mandatory and your performance in these classes will reflect in your respective report cards. Activity classes are equally important like your subject classes.
13. Submit homework, assignment, worksheet, etc given by the teacher on time.
14. Any message that needs to be sent to the teacher must be sent in the school working hours. Do not flood or spam any teacher's personal WhatsApp with unnecessary messages sent at odd hours.
15. Do not panic in case of any crisis, keep calm and contact your teacher for necessary clarification.
16. During class whenever your teacher asks you to turn on your video then please ensure that the angle of your webcam is properly set and the camera stays stable.

During Examination:

17. Ensure you are well prepared and that you start your examination on time. Follow all instructions outlined by your teachers religiously.
18. No excuses of any nature will be accepted during or after the examination.
19. Attempt all questions given in the paper until there is a clear choice given, only in that case attempt only one.
20. Recheck your answers before submitting the paper.
21. If you encounter any problem then irrespective of the situation, take a screenshot of that error and forward it to the teacher.

22. Attendance during examinations is mandatory. If you happen to be absent for any reason, it will not be considered and you will be marked absent for that particular exam.
23. Do not use unfair means in exams as that is unacceptable. Examinations are merely a mode to take a sincere feedback of your own learning.
24. Do not use multiple devices and try to find the answers by any unethical means in the examination.
25. Re-examination will not be permitted under any circumstances.
26. Ensure that the students sit in a quiet room where he/she can concentrate.
27. The device used by the children must be solely and ensure that the unwanted calls must be avoided.

Cyber Security:

28. Do not share password with anybody if found guilty strict action would be taken.
29. If you share your password and it is misused, you will be solely responsible for that.
30. Don't visit unsecured sites.
31. Don't use multiple IDs of MS team MS team must be used on a single, proper appropriate device.
32. Do not pass unwanted messages in the chat box.

Health Precautions:

33. Do exercise daily to refresh your mind and keep yourselves alert.
34. Practice yoga to release all your stress.
35. Wash eyes and hands frequently.

Do's and Don'ts for parents:

1. Don't leave your child with a device alone. Parents should be vigilant during online classes.
2. Conducive environment should be given to the student.
3. Ensure that your child uses proper study material.
4. Please be informed that under the POCSO act, stringent action is taken if the child visits any unethical site. It is the responsibility of the parent to ensure that the device used or the wi-fi used are secure and the ID and password are not shared with anyone.
5. Any parent who is keen on monitoring their child's internet usage may download 'google family link', a free app available in google play store.
6. Students must be given a proper diet so that they should remain healthy.

Note:

In case of any issues related to online classes, children/parents need to contact the IT supervisor or the class teacher.