

27<sup>th</sup> June, 2020

## **Guidelines and Safety Measures for Online classes**

Dear Parents/ Guardians,

In order to avoid intrusion by outsiders into online classes, we would want your ward to follow the below mentioned guidelines:

1. Do not share the link / class code with anyone outside the class.
2. Each child must enter with the email ID created with their name. No nicknames will be allowed into the class.
3. Video must be on while entering the class, else your ward will be denied entry into the online class. Video may be turned off after teachers' instruction sometime later to save data for other classes.
4. Teacher and one student will monitor the entry of students in class.
5. All students must upload their updated profile picture in school uniform (except for new admissions).
6. Attendance will be marked and recorded every day before the class begins.
7. Students are not allowed to present or share screens until they obtain permission from their teachers.
8. Students will not send any personal messages through Google Classroom post and Google Meet chat.
9. For any online activities organized by the school, students must be in uniform (unless instructed differently by the teacher in charge)
10. In order to ensure that your Email ID is not hacked, please change your password frequently.

Thank you,

Principal

**Ashok Hall Girls' Residential School**