

DON BOSCO HIGH SCHOOL & Jr. COLLEGE, NAIGAON (E)

Dear parents,

Following will be the guidelines and disciplinary policies for attending Online Classes :

- 1. To maintain safety and privacy, students are expected to change the password immediately. This password must not be shared with anyone for any reason whatsoever. (Please create a strong password)**
- 2. The student will be solely responsible for indiscipline or indecent content posted through his/her username. No explanations or excuses will be accepted in such situations and strict action will be taken against defaulters.**
- 3. If you suspect that your username and password is hacked, you should report the same to the principal or class teacher immediately.**
- 4. Every student must have a clear and decent 'Profile Picture', i.e, the student's photograph for identification purpose. This picture must compulsorily be clicked in the school uniform. No fancy pictures should be uploaded.**
- 5. During Online Classes , students are expected to turn on the camera. Mikes will be turned on only when instructed by the teacher.**
- 6. Students are expected to be present for the whole session of each class conducted. If it is noticed that a student leaves the session in between on a regular basis, he/she will be marked absent for that class.**
- 7. Similarly, students who attend only one or two classes, on a regular basis, out of the classes scheduled for the day, will be marked absent for the other classes as well, unless a very genuine reason is submitted to the teacher.**
- 8. Students should be given a regular place / room at home for attending class, without any noise, disturbance or distractions.**
- 9. Do not allow your ward to sit in a closed room without parent's presence. Parents must try to keep a constant watch and assist their ward while classes are on.**
- 10. A student should be well dressed and well groomed during the online classes.**

- 11. A student must be punctual and login on time. He/She must be ready with necessary books, note books, pen, pencil, and other requirements before class begins.**
- 12. Make sure the device is sufficiently charged before the class begins.**
- 13. Follow the time table, assignments and instructions shared by the teacher.**
- 14. Do not allow your child to skip the online class and do not demotivate the child by criticizing or mocking the online classes in any manner. Please remember that the school is taking great effort to ensure that our students are not denied education even during these troubled times.**
- 15. Finally, Online Classes are possible only with the whole-hearted cooperation of parents.**

Principal

Date : 21st November,2020