

## Bhavan's R K Sarda Vidya Mandir, Raipur

### Protocol for the Students (JKG to V)

- 1) Students must login 05 mins before.
- 2) Check your QS app for online class schedule and be punctual.
- 3) The meeting will be locked after 10minutes of commencement for participants, if they are not punctual and not on time.
- 4) Attendance will be given to students who are live throughout the Period.
- 5) Download and sign-up the latest version of the **ZOOM software** prescribed.
- 6) Keep your device, laptop/desktop, in good condition. Battery, speakers, microphone, internet data etc. must be tested well in advance.
- 7) The meeting ID/Password will be shared for respective classes as well as subjects **in advance for one week**. Save it properly for uninterrupted session.
- 8) Avoid sharing the meeting ID/Password to any other person.
- 9) Wear **decent dress for online class**.
- 10) Yoga/sports classes to be dressed accordingly.
- 11) Rename yourself as you are registered name in the school. The same names must be used in all live classes/sessions.
- 12) Eating, drinking, attending phone calls or any other activities which disturbs others is not allowed during the class.
- 13) Break between the classes can be used for going to washroom or any other activities.
- 14) **Video must not be switched off** at any time during the session/classes.
- 15) **Do not leave meeting** in the middle until it is very urgent or the student will be marked absent.
- 16) Virtual background, recording and chatting with classmates is not allowed during the session.
- 17) **Raise hand**, if you have a doubt in the middle of a class. Doubts will be cleared after completion of explanation/discussion on the topic.
- 18) Conversations must be done in English, except in Hindi class.
- 19) Keep books/ notebooks/pen/pencil ready to take down notes, if any. (for children of classes 3 to 5)
- 20) Avoid unnecessary use of keyboard of your device, laptop/desktop during the session.