

Protocol for Parents

1. Help students to **download and sign-up** the prescribed software for online classes and update it from time to time.
2. **Access good quality device** (laptop/desktop preferred), internet provider, microphone, camera etc. for an uninterrupted class.
3. **Teach children the netiquettes to avoid any misuse of the internet.**
4. **Keep a watch on the notification/message/mail** from the school for online classes and inform your ward accordingly.
5. **Parents must monitor the student** while attending the class. However, they should not interfere a conversation or raise a question of their own.
6. Allow the student to **attend the class punctually** with decent dress.
7. **Do not share the meeting ID/Password with anyone else.**
8. **Provide a silent room** with good light for the class.
9. Allow student to **rename themselves as per school record** only. Not to be changed thereafter.
10. **Do not allow the student to eat, drink or attend a phone call etc. during a session.**
11. **Do not allow the student to hide the video throughout the session.**
12. **Do not allow students to have a virtual background.**
13. **Do not allow the student move away from the online class unless it is very urgent.**
14. Students must keep themselves muted all the time if not speaking/asking a question.
15. Leaving the session in the middle is not allowed unless very urgent
16. **Attendance will be given only to those who attend the whole session.**
17. Please note that Recording of the session/Screen sharing by participants is not allowed.
18. Explain student that chatting individually is not allowed.
19. Queries can be addressed by the host when students raise hand in the interface/at the end of the session.
20. **Ensure students take down notes/assessments given by the teacher.**