

**ONLINE CLASSES PROTOCOL**

**All concerned are hereby informed of the following protocol to be strictly implemented for online classes in the interests of the students and teachers.**

- a. All Online classes are to be conducted through the platform of GOOGLE MEET only.**
- b. Students attending online classes through mobile devices such as mobile phones / tabs are required to install GOOGLE MEET app in their devices.**
- c. Google Meet joining links shall be generated daily afresh by the concerned Nodal teacher and sent to the email IDs of students AT ONE GO about 30 minutes before the scheduled commencement of the class.**
- d. Students / guardians are advised to check their INBOX folders such as UPDATE, SPAM, etc. since such links are often lodged by Google in such folders.**
- e. Guardians are advised to keep their email IDs and passwords used to attend the class in good care since the change of email IDs shall be made only after submission of a necessary Notary affidavit with a prescribed format to the School office. All such changes shall be made at least 3 working days after submission of the Notary affidavit. Guardians requiring changes in email IDs should contact the School office who would guide them and they are requested NOT to send email change requests via email.**
- f. Students are directed NOT to use the message box / chat box of GOOGLE MEET unless asked by the teacher and under no circumstance should greetings, good morning messages, emojis, etc. be put in the message box / chat box. Violation of this code shall result in expulsion from the day's class and denial of joining permission for subsequent days.**
- g. Students should keep their VOICE muted, unless asked by the teacher.**
- h. For identification purposes, a student may be asked by a teacher to switch ON the VIDEO.**
- i. Entry to the GOOGLE MEET class shall be restricted after resumption of classes.**
- j. Students are reminded that network issues during the class may affect voice / video, etc. over which the School has no control. However, to ensure least disruption, guardians are advised to use a network provider with a strong internet coverage in their respective areas.**

**k. GOOGLE ACCOUNTS SHOULD CARRY TO THE BEST EXTENT POSSIBLE THE NAMES OF THE STUDENTS OR MINOR VARIATIONS THEREIN FOR EASY IDENTIFICATION. UNDER NO CIRCUMSTANCES SHALL GOOGLE ACCOUNTS WITH RANDOM NAMES, GAMING NAMES, ETC. OR WITH FANCY IMAGES BE ALLOWED ENTRY TO THE CLASS.**

**l. Other instructions may be made periodically through email communication, class announcement, website uploads, etc.**

**By Order**

