



30 June 2020

## **GUIDELINES FOR ONLINE CLASSES**

The following are the guidelines that students must keep in their mind when attending the online classes.

- Always use the official G suite id provided by school to join the online classes.
- Keep your mike and camera off when you join the class
- Be punctual. Join the meet 5 minutes before the start of classes.
- Once test and ensure that your mike and camera are working. You may be required to answer or show your screen.
- Keep all your material ready including textbooks, notebooks, stationery items etc.
- Be polite and respectful in all your communications to your teachers as well as peer.
- Don't indulge in writing unkind or unconnected remarks in the chat box.
- Ensure that no loud noise or music is being played near your place of study.
- Ensure that all assignments are submitted on time. Follow all the instructions given by the teacher.
- Use calendar to track all assignment deadlines and updates.
- Keep a water bottle along with you and keep sipping in between.
- In between the classes, keep stretching yourself, rolling your head left to right, rolling your wrists etc. This will break the monotony and refresh your body as well as attention.
- In case the network cracks up, be patient. Reconnect and inform your teacher through chat box.

### **SPECIAL TIPS FOR EYE CARE**

- Prefer bigger screens like laptops, ipads as they strain eyes much lesser than smart phone.
- Place laptop on a table (instead of lap) and the distance between you and screen should be 1 ½ to 2 feet. Parents to ensure this distance is maintained.
- Screen should be 10 to 30 degrees below eye level to avoid neck strain.
- Make conscious effort to blink your eyes frequently. (Normal Blink rate- 12 to 15 blinks a minute)
- Adjust the screen brightness to medium.

Regards  
BBPS, ROHINI