

Guidelines for SXJ Online Classes 2020

For Teachers

1. Teachers should get prepared for online classes and host the classes via Zoom according to the class timetable provided by the office with effect from **Monday, May 4, 2020**. Further details on Zoom classes will be provided by the office through school app.
2. Teachers should conduct the classes in an academic online environment (dress, hairstyle) and should address the students with their first names.
3. Any unwanted behavior by the attending students should immediately be reported to the Principal.
4. Only the students that tally with the name list provided by the office should be allowed to take the class. Thus the attendance of the students should be maintained as and when the classes are conducted. Teachers could appoint one boy and one girl as assistants to facilitate in teaching and learning.
5. Teachers should use strong passwords to host the classes and inform the students only through school app.
6. If the ongoing classes get disconnected/disrupted due to various reasons, the teachers should duly inform **Mr. Niraj Thapa** through a phone call (9841278022). Mr. Niraj will duly inform the students concerned through the school app about the inconvenience caused.
7. Teachers should mute the mics and stop the videos of all the students, disallow annotation for the participants, lock the meeting after 10 minutes and formally begin the classes.
8. Teachers should keep the mobile in silence mode when the classes are going on, avoid all distractions from the family members and keep a secure place for the Zoom classes without disturbance.
9. Teachers could enable the mics of the students for Q&A sessions in the last 5-10 minutes of the class. However, students could be asked to send their relevant queries through message box or later through emails. The teachers should make sure that only one student speak at a time. (Students should raise their hands before they speak.)
10. Teachers should keep track of the time table and begin and end the classes on time. Make sure that the classes don't end early. Keep a watch of the live notification from the Zoom apps.
11. Teachers should make sure that the home assignment is given only for the day as and when you have the class, and not stretched for the following day.
12. Teachers should follow the cyber laws and maintain the privacy and confidentiality of each other.
13. Teachers must record the classes taken and keep them safe for future reference.
14. Teachers using the Facebook for online assignments should make sure that they customize the FB page in such a way that only the intended participants could view the posts.
15. Submitted assignments should be evaluated, graded and marks recorded as much as possible in order to reduce the burden of correction, once the school reopens.

For Students

1. The attending students must use correct display names along with their profile pictures. Unwanted intruders should not be allowed to join the class.
2. Students should attend the online classes with neat appearance. They should log in with the meeting ID and password 10 minutes before the scheduled classes.
3. Students should directly submit the assignments to the teachers at their individual emails on Day 6 of every Cycle or within the deadlines fixed by the teachers.
4. Students should get ready for the online classes with the materials ready, including a pen and a copy, 10 minutes before the scheduled classes.
5. If a student cannot attend the class due to any technical problems, s/he should inform the teachers concerned through an SMS.
6. Students should follow the cyber laws and maintain the privacy and confidentiality of each other.