

## **Guidelines for Students to Attend the Online Classes**

Dear Parents/Guardians,

We would like to inform you that from Sunday, May 24, 2020 we will begin online classes via Zoom for grades 2 to 12. We, therefore, request you to download Zoom app at the earliest. Manual to Download and use Zoom app is in the “Download-Online Class” section of school apps and school website <https://ingrains.com/school/assets/downloads/fVs0jjK521iwT52m.pdf>, please go through it. We will send you routine, Meeting IDs and passwords through school app prior to Zoom classes.

1. The attending students must use correct display names (Full Name/Class-Section).
2. If any student without full name/class section will be taken as unwanted intruders and will not be allowed to join the class.
3. Students should attend the online classes with neat appearance with decent dress code, School dress is preferred.
4. Student should log in with the meeting ID and password 5 minutes before the scheduled classes.
5. Students should directly submit the assignments to the teachers at their individual emails within the deadlines fixed by the teachers.
6. Students should get ready for the online classes with the materials ready, including a pen and a copy, 10 minutes before the scheduled classes.
7. If a student cannot attend the class due to any technical problems, s/he should inform the teachers concerned through an SMS.
8. Students should follow the cyber laws and maintain the privacy and confidentiality of each other.
9. All the student must follow school rules and regulations even in the online classes.
10. If any student violates the code of conduct, depending on the nature of offences the action will be taken as per the rules of the school.

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