

## **NETIQUETTE GUIDE FOR ONLINE CLASSES**

To help raise general awareness among your students, and assist you in enhancing the learning experience it is important to recognize that the online classroom is in fact a classroom, and certain behaviours are expected when you communicate with both your peers and your teachers.

It is important in online classes because it causes communication to be more professional, clear and polite, enabling students to exchange ideas freely and offer input on assignments on online forums and via e-mail.

### **Facilitated Virtual Learning Programme**

The intention of this document is to provide you with an overview of the strategic steps and the proactive approach that The Army Public School Wellington, has put into action to mitigate the effects of this unprecedented situation of school closure due to the global pandemic of COVID - 19. This outreach initiative, will ensure that our students continue to receive an effective and outstanding education through our Facilitated Virtual Learning Programme (FVLP).

Most importantly, the support of parents and family members is required to make this alternative mode of instruction a success in the home environment. Dear parents please be mindful towards the student's social, physical, mental and emotional well-being.

We are hopeful that our students will exhibit exceptional commitment and will rise to any occasion set before them.

### **Roles and Responsibilities of the School:**

- Develop, monitor and adjust Class, Section and Subject plans for the Online Teaching Program.
- Share this with the student and parent community.
- Communicate with faculty, staff, students and parents regularly.
- Ensure effective implementation of FVLP and accountability so as to enable student learning to take placesmoothly.
- Monitor staff and student attendance through the support of the educational leadership and the teachers and act upon absentees
- Provide support regarding any technical issues that may arise with the online platform being used through the IT Support Team.
- Respond to emails in compliance in no more than 24 hours.

## Facilitation of the Programme

The table below gives an overview in the terms of the methods used for facilitated virtual learning and the expectations of staff, students and parents:

Platform	Google Meet and Google Classroom in laptops.
Registration I am	E-Learning Classes – Enter your Username & Password The school will use this to record the official attendance and this will be used to track absence.
Personal or social-emotional concerns	I. Class teachers, Counsellors and Subject Teachers are always available to support students with academic, social, or emotional needs
For queries about Classroom learning or resource	Contact respective class teacher/subject teacher
A technology-related problem or issue	Contact Mr. Shiva Kumar CLT +919500588533 Contact Mrs. B.R.Lalitha Computer Teacher 9047539047

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### Expectations for Teachers:

- Teachers to conduct their teaching using Google Meet and Google classroom using their laptops.
- They should consider this as a normal class and practice all etiquettes as per the same.
- They should be dressed appropriately, ready to conduct class.
- There should be sufficient lighting on the teacher's face.
- The background should have a blank wall, bookshelves or it can be blurred.
- Clear step by step instructions for the students should be given.
- They may use the following functions during their lessons:
  - Private Chat for one-to-one conversation between students and teachers
  - Video Chat Function Available in each google meet and google classroom allows for a live lesson.
- Deliver lessons as per CBSE Board expectations.
- Provide Assessments/Feedback/Interactions to support students' learning.
- Track students' daily attendance, achievement and progress.
- Teachers may also ask students to submit work assignments in a variety of formats such as Word Documents, Excel Sheets, Power Point and Video.
- Document parent outreach regularly.
- Any abnormality noticed in the child's behaviour should be immediately reported to the Principal.
- The Principal should be intimated 24 hours in advance if the teacher wants to be on leave for a certain period so that the online flow of classes is not disturbed.

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**Parent's Role:** Parents need to ensure that routines are followed for the success of their children and this FVLP. The guidelines provided below are intended to help parents think about what they can do to help their children succeed:

- Establish daily routines and expectations.
- Set aside a conducive space for your child's study. Provide all hardware like desk top/ lap top/ tablet/ android phone, microphone, headset, camera and network for smooth functioning.
- Monitor communications from your children's teacher(s).
- Begin and end each day with a check in.
- Take an active role in helping your children in their learning.
- Establish times for independent research, quiet reflection and introspection.
- Encourage good habits, healthy eating, physical activity and/or exercise.
- Remain mindful of your child's stress or worry.
- Monitor how much time your child is spending online.
- Keep your children social, but set rules around their social media interactions.

Make sure the child is not disturbed during online classes.

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**Students' Role and Responsibility:**\*(Parents ensure that your ward understands these expectations)

- In this FVLP students are expected to demonstrate ethical behaviour and practices
- The child needs to be in his/her school uniform while attending the classes.
- Keep a notebook book and pencil handy to note down the key points. Also keep some drinking water for the breaks to keep you hydrated and do not move around during the class.
- Use resources and tools provided; listen actively.
- Be prepared with a laptop/desktop equipped with a mic and camera /tablet.
- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Be on the Google Meet and Google Classroom platform from 8.30 AM to 2.00 PM Monday through Friday/ Saturday working with your teachers.
- Daily attendance is mandatory.
- You need to attend both synchronous (where the teacher will take an interactive and live lesson with you) and asynchronous (where the teacher may provide you with a recorded lesson or a task to complete) lessons.
- You will be expected to keep yourself physically fit through Yoga, and P.T.
- Complete assignments with integrity, academic honesty and do your best.
- Students are expected to meet regular timelines, commitments, and due dates.
- Cyber security has to be in place to avoid stalkers and cyberspace lurk.
- Remember that your password is the only thing protecting you from pranks or more serious harm.
- Don't share your password with anyone.
- Always log out when you are finished using the system.
- Do Not Abuse the Chat Box: Chat boxes are incorporated into online classes as a place for students to share ideas and ask questions related to the lesson. It can be a helpful resource *or* a major distraction—it all depends on how well students know their classroom netiquette.
- The class chat box isn't an instant messenger like you'd use with friends.
- Discipline during online classes will help everyone understand the concept better.
- Remember, like you children, even teachers are working very hard and we can make the best use of this time by working together without disruption.