



# DAV PUBLIC SCHOOL, RATWAR

**Kaimur, Bihar**

*A Sr. Secondary School Affiliated to CBSE Delhi*



**ETIQUETTES FOR ONLINE CLASSES**

**(NETIQUETTES)**

**(SESSION: 2021 – 2022)**

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**PRINCIPAL**

## INTRODUCTION

*DAV Public school, Ratwar believes in the principle that Students, Parents, Teachers and community are the important pillars of educational edifice. We are committed to maintaining a sustainable and equitable teaching learning ecosystem for offline / online / blended teaching and learning. During the Covid19 pandemic 1.0, the school like other educational institutions, had taken up all the modes of teaching learning in the right direction. With a recurrence surge of COVID 19 at the very outset of academic session 2021-22, students are compelled to stay home. With the experience gained during 2020-21, the school acted upon promptly and has started online teaching from 08.4.2021.*

*Traditionally, we are accustomed with the offline, face to face teaching and learning in the school. Still we firmly believe that Learning is an on-going process and must continue despite natural and manmade hindrances. The previous years' experience has taught us a lot many ways and means of effective implementation of Virtual teaching which would certainly be a supplement for a better adaptability, response and effectiveness.*

*We are committed to upholding the spirit of innovative teaching techniques and will leave no stone unturned to adapt to the online classroom teaching with a strong determination of academic excellence, supportive virtual classroom and ensuring a joyous learning by our students.*

*Netiquette (net + etiquette) is the "code of conduct" r "discipline" expected from the stake holders in a virtual communication platform. In the context of school education in virtual mode, the Teacher, Student, Parent and School authority should follow these etiquettes which are as important as the discipline expected in the physical teaching and learning.*

*Purpose: Netiquettes are socio-legal requirements in a virtual space to be adhered to for a non-threatening, safe, comfortable, and efficient teaching learning ecosystem for online communication through synchronous and asynchronous media directed to the learners and sometimes parents and peers in the process.*

## ONLINE ETIQUETTE FOR PARENTS

*Parents and guardians are requested to -*

- Encourage and support your child to attend online classes with the same spirit as he/she attends school during normal situation.
- Ensure to maintain the personal hygiene of your child attending online class.
- Provide him/her breakfast timely and make him/she is ready for online classes in proper attire (dress code).Suggestively the students should be in school uniform while in online class.
- Provide textbooks, activity materials that are suggested by the subject teacher well in advance.
- Parents must send a text /Whatsapp Message /email regarding the leave of absence of their ward on any period or whole day.
- Ensure that a printout of the time table of the child is put up for their reference somewhere in the room. The hyperlinked time table planner of the class should be saved in the computer or mobile set to join the online class.
- Pre-primary and primary section students should be given a balance lunch box daily during lunch break.
- Provide technical support by parents to KG and lower primary kids.
- Ensure that your ward sits in a well-lit, well ventilated room with correct posture in front of study table/device.
- The backdrop of the sitting area must be free from untidiness and objectionable displays.
- Provide a dedicated place for the child to attend to his/her online classes without any disturbance and distraction as the whole class is observing it. (Free from Noise of TV, Pets or Younger siblings etc.).
- Poor internet connectivity would hinder the teaching-learning session. Therefore, find out a hotspot in the room where internet strength is the strongest.
- Provide an android mobile set /PC /laptop.
- Monitor the screen time of your ward .No other usage than study be ensured.
- Keep 'Do Not Disturb' Feature on while the class is going on.
- Both audio and video may not be required ON always .Audio may be unmuted while interacting and asking questions.
- Parents should not intervene while the teacher is conducting the online class.
- Parents are also supposed to be dressed up decently if they appear on the screen.

- The timetable and user Id and password etc. shared by the school must not be shared to outsiders in public domain or in social media which may attract penal charges.
- Support the teachers in guiding your child because they too are trying hard as you do during these hard times.
- Explain to the child the importance of online classes and the positive use of mobile phone.
- Parents need to monitor the screen time during the online classes to ensure the child is using the device for classes only and remains focused on studies.
- Keep in touch with the school, class teacher, subject teacher, mobile numbers are there in the study groups.

## **ONLINE ETIQUETTE FOR STUDENTS**

### ***The students are expected to-***

- Be in appropriate attire while attending online classes.
- Sit in a well-lit room and be online, on time to join the classes with the device fully charged and a requisite data pack.
- Ensure to have - pen, textbooks and water bottle by your side before starting the online session.
- Not chat/pass remarks on- screen until and unless instructed by the class teacher/ subject teacher.
- Have at least an average 75% of attendance in each subject.
- Give prior information to the class teacher/ subject teacher in case he/she is not able to attend class. (Leave Application) on official Email ID/Whatsapp no. of class teacher or subject teacher. Loss of study in case of informed leave shall be made up by the subject teacher
- • Keep the cameras mic. OFF (unless required to speak). Keep the mobile on do not disturb (DND) mode.
- Engage yourself fully in online work without any background distractions. Log-Out from all social media, so that you are not distracted during the lesson.
- Raise hands or use the chat box to post their questions and queries. Before posting your questions just check if anyone has already asked it and received a reply.
- Be precise while asking questions or replying to a question.
- Not to post irrelevant links, comments, thoughts or pictures.

- Say a 'PLEASE' and a 'THANK YOU' while taking help from your teachers or classmates.
- Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points. Let others have their own perspective on the issue.
- Recognize and respect diversity. It's alright to ask questions to clarify doubts. If you feel embarrassed to put any point during class hours then ask the teacher separately for more information and concept clarity.
- Stay focused on learning points and note down relevant notes in CW copy.
- Complete and submit all learning tasks and homework assigned by your teachers on a scheduled date (online or submitting HW copy in school by parent).
- Strictly avoid filming, recording or sharing content in public domain (you must not take screenshots or record staff members presenting information to you).
- No eating/ munching/chewing are allowed during the session. However you are allowed to drink water.

## **ONLINE ETIQUETTE FOR TEACHERS**

- The teachers should be punctual and dressed up formally while taking online classes.
- The teacher must not be engaged in domestic chores while teaching online from home.
- Set a work table in a vintage location of house to be free from disturbances. Do not be travelling /walking while teaching.
- Must use an email profile picture that is appropriate for an education environment.
- Must set a protocol and decorum in the classroom of what is expected of a teacher as to their conduct and classroom discipline.
- The teacher should keep his/her work environment free from distractions like noise of television, incoming calls etc.
- The attendance of students must be taken and maintained for each period by the teacher and submit it in the end of month to class teacher .The class teacher shall prepare the overall attendance based on pre decided criteria.
- The teaching-learning time should be used judiciously to make the class effective. Lesson plans must be prepared for each online class similar to that is done for physical class.

- Learning outcomes must be well defined by each teacher in the beginning of a lesson.
- The teacher should be well-prepared and well-versed with the topic knowing all the nitty-gritty details as she is being listened to by the parents too and the students tend to put up more queries and the teacher should be able to answer them.
- Age and subject appropriate teaching aids must be kept ready beforehand to avoid wastage of time during the class.
- Any teaching aid (in the form of written matter or some objects) should have clarity (legible handwriting for written matter) and should be shown properly.
- The teacher should strictly refrain himself from speaking in Hindi. However, in KG and lower primary classes bilingual teaching may be adopted.
- If the connection gets interrupted during the middle of a lesson due to delay in starting classes or any other reason, the teacher must send the text notes /diagrams or PPT in the study Whatsapp group.
- The teacher should leave the meeting only after the children are signed out.
- Teachers as far as possible should use laptop for teaching. However, if they use their mobile phone use of earphones are advisable to keep their hands free so as to show any action or any teaching aid during lesson transaction .Place mobile phones in a stable platform, so that the field of View is not compromised.
- During the entire teaching period the teacher should keep her video on and should be visible to the learners.
- Alternatively, the screen can only be used if there is any screen sharing or any teaching aid to be shown. All other times the teacher should be in face to face interaction.
- The teacher may plan the teaching periods in such a way that she divides them into synchronous and asynchronous learning. During online teaching any written work or learning assignment should be given in asynchronous teaching-learning time in order to reduce the screen time for the learners as well as the teachers.
- The teacher must have a recapitulation activity - to allow students to reflect on the content taught.
- Every teacher should advise the learners to do eye exercises every day after attending the online classes.



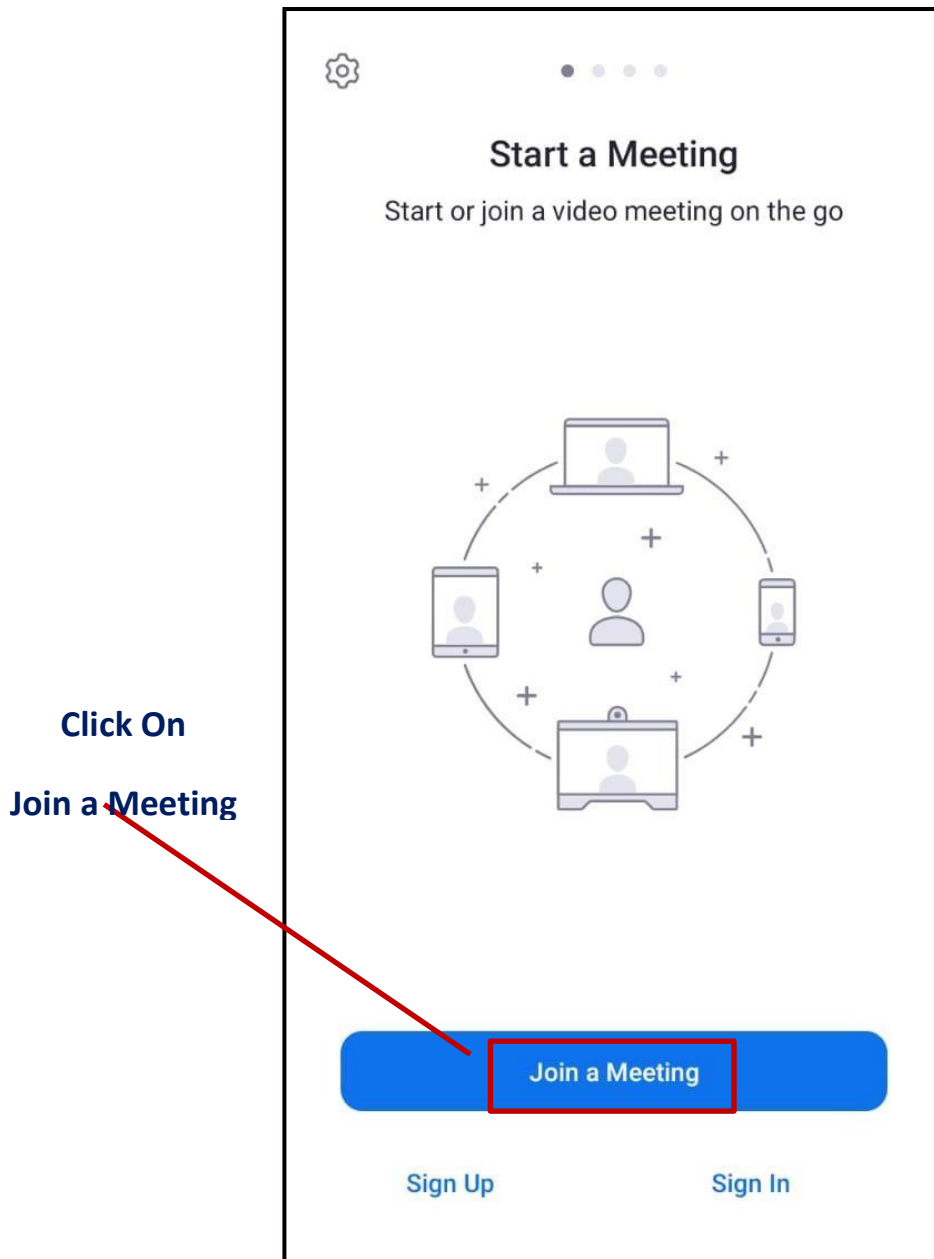
- The assignments (Homework/ Projects) must be mostly activity based and accomplishable for the learning outcomes (Date and Time of submission must be clear).
- In case Real time support during class is not fully possible, teacher may help out I her leisure hours by sending study notes.
- All the subject teachers must ensure 90% to 100% attendance of students on daily basis. He has to devise ways and means to increase the attendance percentage.
- Leave of absence of teacher must be pre informed to school and to all the assigned classes for the day. The teacher must share the lesson in the asynchronous mode –PPT, notes, audio tapes prepared by her.
- YouTube video lecturers from authenticated sites like NCERT, DIKSHA, IGNOU, NIOS etc. from CBSE and government approved sites be used
- Teacher must take periodic tests/class tests from time by using testing tools like MCQs, Quiz, Recitation, Role-plays, written tests, Subject enrichment activities online with meticulous planning well in advance and prior information to students about such schedule.
- Teachers are expected to keep the communication channel between teacher and student/parent always open.

STUDENTS MAY FOLLOW THE GIVEN STEPS TO JOIN ONLINE CLASS ON ZOOM

**STEP 1:** Download the Zoom Application from Play Store or by clicking on link below.

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

**STEP 2:** Open the zoom application





**STEP 3:** After clicking on Join a Meeting the given screen will appear. Here you have to enter **MEETING ID of TEACHER** which class you have to join according to **TIME-TABLE** and also type your name with Class, Roll Number and Name as – **IX-C 34 Aman Kumar**, Here **IX-C** is class, **34** is Roll Number and **Aman Kumar** is name of student. And then click on Join

Cancel Join a Meeting

Meeting ID

Join with a personal link name

Your Name

**1. Enter Teacher's Zoom ID which you have to Join**

Join

If you received an invitation link, tap on the link to join the meeting

**2. Enter Your Name along with Class and Roll No.**

JOIN OPTIONS

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Cancel Join a Meeting

310 276 3640

Join with a personal link name

IX-C 34 Aman Kumar

**3. Click on Join**

Join

If you received an invitation link, tap on the link to join the meeting

JOIN OPTIONS

Kumari Kumar Kimat Kumaragupt ▼

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q w e r t y u i o p

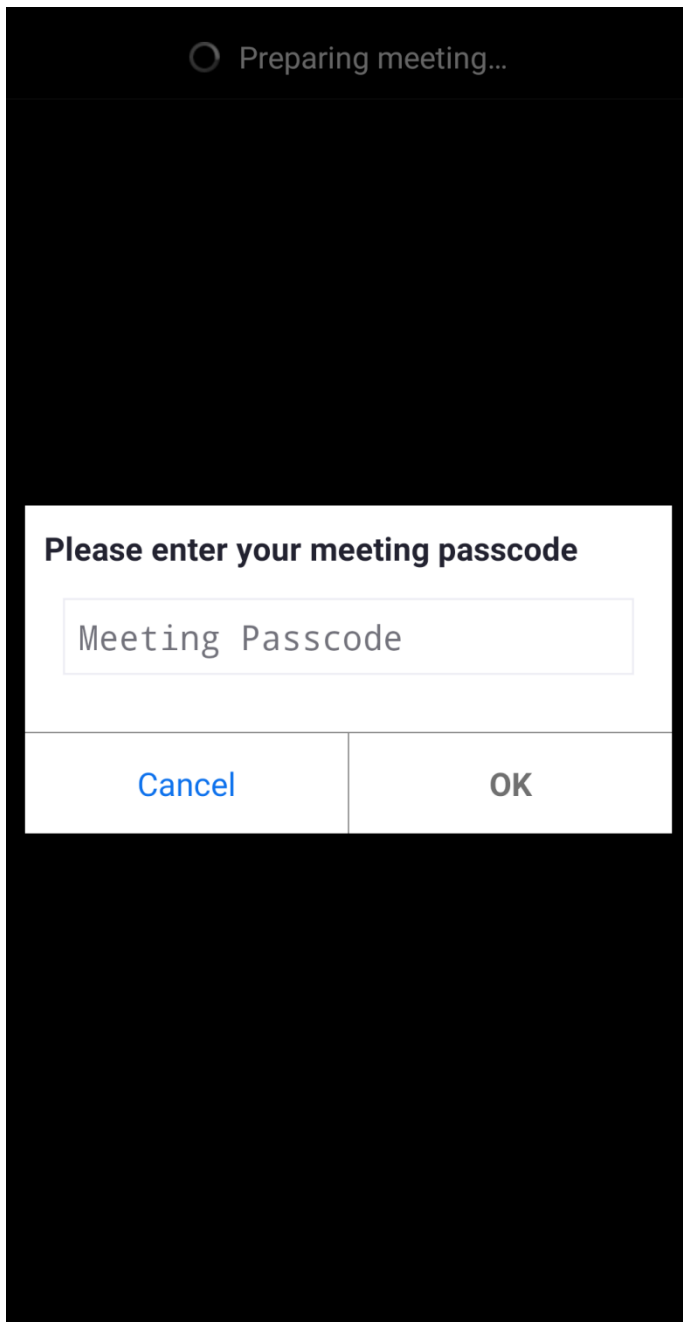
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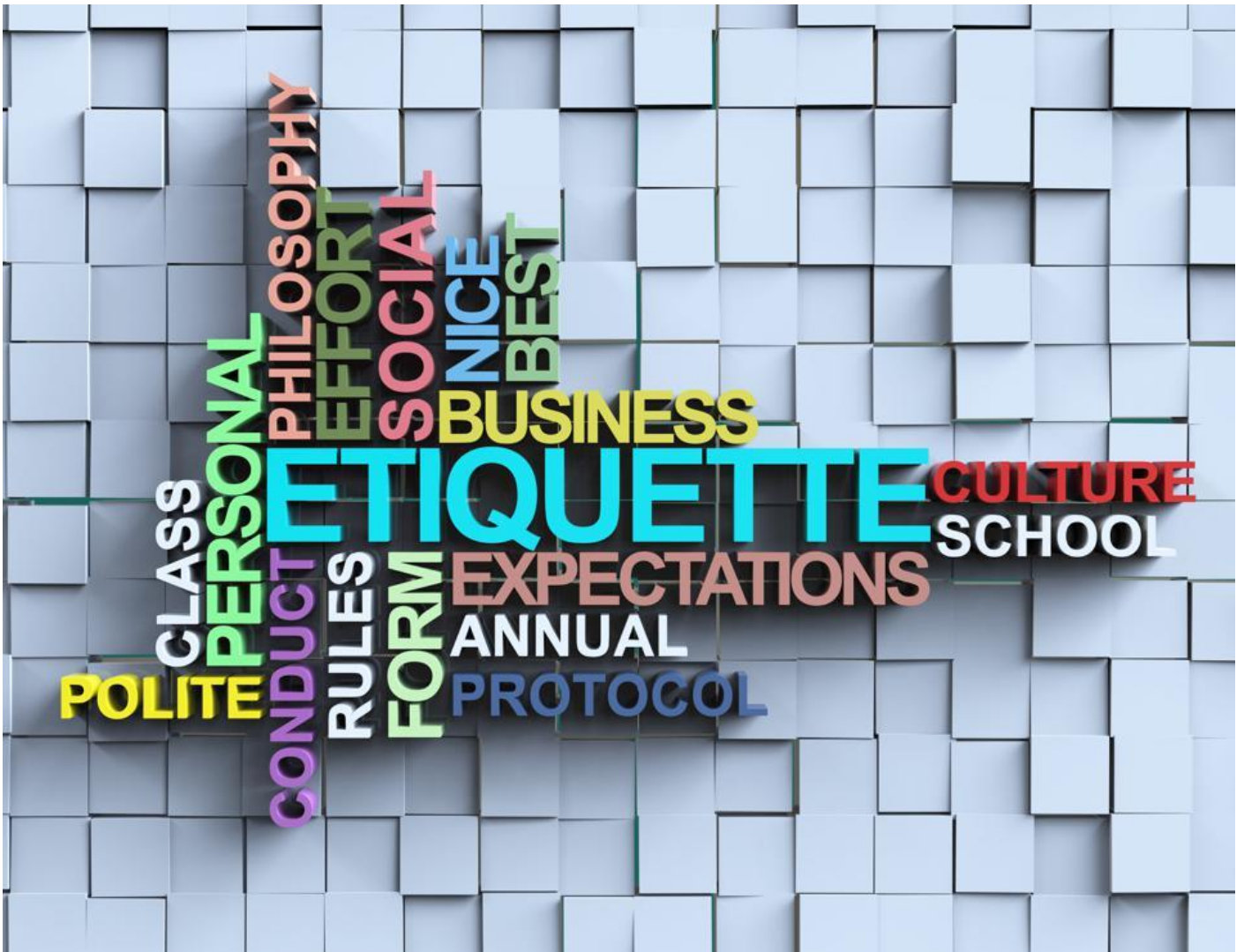
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**STEP 4:** After that you have to enter passcode of meeting which is common for all 112233.

After that you have to click on OK.

A screenshot of a mobile application interface. At the top, there is a status bar with a circular progress indicator and the text "Preparing meeting...". Below this, a white dialog box is centered on a black background. The dialog box has a title "Please enter your meeting passcode". Inside the dialog, there is a text input field with the placeholder text "Meeting Passcode". At the bottom of the dialog, there are two buttons: "Cancel" on the left and "OK" on the right.

***Students may directly join the Online-Classes by clicking on shared linked Time-Table.***



Thank  
you