17 April 2020

CIRCULAR TO THE PARENTS OF CLASSES III TO VIII (GUIDELINES FOR ATTENDING LIVE CLASSES)

Dear Parent,

Greetings from Indian School Muscat!

The guidelines for online live classes are listed below. Please ensure that these are followed by your wards strictly. We request to you to monitor your ward while they attend the classes. When students are not monitored, they tend to get distracted from their classes.

I am sure that your ward has already received invitation from the new group created for live classes. Hereafter, all study materials, and assignments will also be posted in this new group. **Please ensure that the following guidelines are adhered to while attending the classes.**

- Those of you have ADSL connection, be seated near your router for better connectivity
- Ensure that there is no disturbance during the session.
- Please get connected 10 mins before the session starts.
- Test your hardware and internet connection beforehand
- Students should logon to their school Gmail account.
- After logging in, go to Classroom and click on the link given on the Stream page to join the class.
- Students are requested to continue in the classroom until all the sessions get over.
- *Please make sure that all the other applications are closed on your ward's device as it affects the speed and relay of transmission and causes distraction for the ward.*

- **ALWAYS KEEP YOUR AUDIO IN MUTE AND VIDEO IN OFF MODE**
- Use the Chat room only for asking questions. This space is only for asking relevant questions on the topic being taught
- **Do not record the live sessions as your teacher will be uploading the recorded video in your group.**
- **Do not share your screen during the live classes.**
- **Avoid personal private chats during the session. Please do not post messages like 'good morning', 'thanks', 'hi' etc**
- Ensure that you are decently dressed. Parents who are with the children are also requested to be modestly dressed during the session.

As you are aware of the hacking activities happening on the internet, you are requested to use a strong password (Please refer to the characteristics of strong password given below) for your ward's email account for the security.

Characteristics of strong passwords

- At least 8 characters—the more characters, the better.
- A mixture of both uppercase and lowercase letters.
- A mixture of letters and numbers.
- Inclusion of at least one special character, e.g., ! @ # ?]

With warm regards,

Dr Rajeev Kumar Chauhan

Principal