## Important Notice to All Students

We would like to remind all students that each computer class session is 1 hour long. It has been observed that some students are leaving before the class ends. Please note that if a student leaves the class early, the computer teacher and the institute are not responsible for any incidents or issues that may arise outside of class hours.

We urge all students to adhere to the scheduled class times. This policy is in place to ensure the safety and success of all participants. Furthermore, we have noticed that some students are discontinuing their classes before completing the course. To address this, the following policies will be strictly enforced:

## Leave Policy

* Students must inform the computer teacher or an institute staff member if they need to take a leave of absence.
* For emergency leaves, notification should be provided as soon as possible and must be supported by appropriate documentation (e.g., medical certificates).

## Uninformed Absence

* If a student is absent for a week or more without prior notice, it will be assumed that they have chosen to discontinue the course permanently.
* Such students who wish to rejoin will be required to restart their course from the beginning.

## Re-enrollment Policy

* Students who discontinue their course without informing the institute and later wish to rejoin must re-enroll and pay the course fees again. Previous progress will not be credited.

## Punctuality

* Students are expected to arrive on time for every class. Consistent lateness will be recorded, and repeated instances may lead to disciplinary action, including possible suspension from the course.

## Class Participation

* Active participation in classes is mandatory. Students are expected to engage in discussions, complete assignments, and participate in all activities.

### To prevent misunderstandings, students must notify the computer teacher or an institute staff member if they plan to take a leave. Failure to do so will be considered as permanent withdrawal from the institute.

## Mobile Phone and Media Restrictions

### To maintain a focused learning environment, the following guidelines are to be strictly followed regarding the use of mobile phones and access to media:

* **Mobile Phones:** Mobile phones must be kept on silent mode and stored away during class. Usage during class hours is strictly prohibited.
* **YouTube and Social Media:** Accessing YouTube, Reels, or other social media on institute computers is prohibited unless explicitly approved by the teacher for educational purposes. Non-educational content is not allowed.
* **Focus on Studies:** Students are encouraged to fully utilize class time by concentrating on their studies and participating in class activities.
* **Disciplinary Actions:** Violations of these guidelines will result in disciplinary actions. Repeated violations may lead to further consequences as per the institute’s disciplinary policies.

## Homework and Assignments

* All homework and assignments must be submitted on time. Late submissions will incur penalties, unless due to documented emergencies.
* Assignments submitted late, without prior approval, may result in a reduction of marks or other consequences.

## Respect and Conduct

* All students must treat their peers and staff with respect and courtesy at all times.
* Any form of bullying, harassment, or disrespectful behavior will not be tolerated and will result in disciplinary action, including possible suspension or expulsion from the institute.

## Use of Institute Resources

* Institute resources, including computers, software, and study materials, should be used responsibly and solely for educational purposes.
* Any damage to institute property must be reported immediately. Students responsible for such damage may be required to cover the costs of repairs or replacement.

## Data Privacy and Security

* Students must respect the privacy and security of the institute’s data and networks. Unauthorized access or sharing of sensitive information is strictly prohibited.
* Any breach of data security, intentional or otherwise, will result in disciplinary action, potentially including suspension or legal action.

## Health and Safety

* Students must adhere to all health and safety guidelines provided by the institute, including those related to hygiene and, if applicable, COVID-19 protocols.
* Health concerns should be reported to the computer teacher or institute staff immediately.
* Students are encouraged to maintain a healthy balance between study and rest.

## Attendance

* Attendance is mandatory for all scheduled classes. A minimum attendance of 75% is required to be eligible for course completion certificates.
* Absences must be reported in advance. Chronic absenteeism without valid reasons may result in the student being dropped from the course.

## Technology Use

* Students are encouraged to use technology to enhance their learning experience. However, misuse of technology, including hacking, unauthorized software installation, or accessing inappropriate content, is strictly prohibited.
* Students must use their own login credentials to access institute resources and should not share them with others. Misuse of login credentials will result in immediate disciplinary action.

## Feedback and Grievance Redressal

* Students are encouraged to provide feedback on their learning experience. Feedback forms will be provided at the end of each course.
* Students with grievances or complaints should approach the computer teacher or the institute’s management. All grievances will be addressed promptly and fairly.

## Mobile App Usage Policy

Thank you for choosing our mobile app. To ensure the best experience for all users, we have established the following policies. Please read them carefully and adhere to them at all times. Your continued use of this app constitutes acceptance of these policies.

### 1. Non-Shareable Content

All content and features available in this app are intended for the use of the authorized user only. Sharing, copying, or distributing any part of this app's content, including but not limited to text, images, and media, is strictly prohibited.

### 2. Unauthorized Access

This app is designed to be accessed and used only by authorized users. If any unauthorized access is detected, the account associated with such access will be permanently deleted without prior notice. Additionally, any illegal or unauthorized use of the app will be reported to the relevant authorities.

### 3. Data Privacy

We take your privacy seriously. All personal data collected by this app is securely stored and used only for the purposes of improving your experience and functionality. We will never share your data with third parties without your explicit consent.

### 4. User Responsibility

Users are responsible for maintaining the confidentiality of their account information, including their login credentials. Any activities performed using your account will be deemed to have been authorized by you. In the event of any suspicious activity, please notify us immediately.

### 5. Updates and Changes

We reserve the right to update or modify these policies at any time. Users will be notified of any significant changes, and it is the user's responsibility to review these updates. Continued use of the app following any changes to the policy will be considered as acceptance of the revised terms.

### 6. Account Termination

We reserve the right to terminate any account that violates these policies, engages in suspicious activity, or is found to be inactive for an extended period. Termination will result in the loss of all data and content associated with the account.

### 7. Prohibited Activities

Users are prohibited from using the app for any illegal or unauthorized purposes, including but not limited to fraud, hacking, or distributing harmful software. Any such activities will lead to immediate account termination and possible legal action.

### 8. Intellectual Property

All content, trademarks, and data provided within the app are the intellectual property of the app developers and are protected by copyright laws. Unauthorized use, reproduction, or distribution of any material is strictly prohibited and will be met with legal consequences.

### 9. Limited Liability

We are committed to providing a reliable and secure service; however, we do not guarantee that the app will always be available or free of errors. Users agree that the app developers are not liable for any direct or indirect damages that may arise from the use of the app.

### 10. Compliance with Laws

Users must comply with all applicable local, national, and international laws while using the app. Any violation of these laws may result in legal action and permanent account deletion.

### 11. User Feedback and Suggestions

We welcome feedback and suggestions from our users to improve the app. However, any feedback or suggestions submitted become the property of the app developers, and we may use them without any obligation to compensate the user.

### 12. Dispute Resolution

In the event of a dispute arising from the use of the app, users agree to resolve the issue through amicable negotiations. If a resolution cannot be reached, the dispute will be settled through binding arbitration in accordance with the laws of the jurisdiction in which the app developers are based.

### 13. Support and Contact

If you have any questions or need assistance regarding these policies or your account, please contact our support team at [your support email or contact information]. We are here to help ensure a safe and enjoyable experience for all users.

### 14. User Conduct

Users are expected to use the app in a respectful and responsible manner. Any behavior that is deemed harmful, abusive, or disruptive to other users or to the app's operation will result in immediate account suspension or termination.

### 15. Third-Party Integrations

This app may integrate with third-party services or applications. Users are responsible for understanding and agreeing to the terms of these third-party services. We are not responsible for the content, functionality, or privacy practices of these third-party services.

### 16. Payment and Refund Policy

Any payments made through the app are final and non-refundable unless otherwise specified. If you encounter any issues with your payment, please contact our support team immediately. We reserve the right to change our pricing or payment structure at any time.

### 17. Content Accuracy

We strive to provide accurate and up-to-date information within the app. However, we do not guarantee the completeness or accuracy of any content, and we are not liable for any errors or omissions that may occur.

### 18. Service Availability

While we aim to provide continuous access to the app, we cannot guarantee that the service will be available at all times. Scheduled maintenance, updates, or unforeseen technical issues may result in temporary downtime. We appreciate your understanding and patience during such times.

### 19. User-Generated Content

Users may have the ability to submit content, such as comments, reviews, or other material. By submitting content, you grant us a non-exclusive, royalty-free, perpetual license to use, reproduce, modify, and distribute your content. We reserve the right to remove any user-generated content that violates our policies.

### 20. Governing Law

These policies are governed by and construed in accordance with the laws of [Your Country/State]. Any legal actions or proceedings related to the use of the app will be brought exclusively in the courts of [Your Country/State].

Your adherence to these policies is greatly appreciated. Thank you for being a part of our community.

## Website Usage Policy

Welcome to our website. We are committed to providing a safe and positive experience for all users. To ensure the proper use of our website, please review and adhere to the following policies. By accessing and using this website, you agree to comply with these terms and conditions.

### 1. User Conduct

Users are expected to engage with our website in a respectful and lawful manner. Any behavior that is disruptive, offensive, or harmful to other users or the website's operation is strictly prohibited. This includes, but is not limited to, spamming, harassment, or uploading malicious content.

### 2. Intellectual Property

All content on this website, including text, images, graphics, and software, is the intellectual property of the website owner unless otherwise stated. Unauthorized use, reproduction, or distribution of this content is prohibited and may result in legal action.

### 3. Privacy and Data Protection

We are committed to protecting your privacy. Any personal information you provide through this website will be handled in accordance with our Privacy Policy. We will not share your information with third parties without your consent, except as required by law.

### 4. Account Security

If you create an account on our website, you are responsible for maintaining the confidentiality of your login credentials. You agree to notify us immediately of any unauthorized use of your account. We are not liable for any losses or damages resulting from unauthorized access to your account.

### 5. Third-Party Links

This website may contain links to third-party websites or services. We do not endorse or assume responsibility for the content, privacy policies, or practices of any third-party websites. Visiting these links is at your own risk, and we encourage you to review the terms and conditions of any third-party site you visit.

### 6. User-Generated Content

Users may have the ability to submit content, such as comments, reviews, or other material. By submitting content, you grant us a non-exclusive, royalty-free, perpetual license to use, reproduce, modify, and distribute your content. We reserve the right to remove any user-generated content that violates our policies or is deemed inappropriate.

### 7. Content Accuracy

We strive to provide accurate and up-to-date information on our website. However, we do not guarantee the completeness or accuracy of any content, and we are not liable for any errors or omissions that may occur. Users should independently verify any information before relying on it.

### 8. Limitation of Liability

While we aim to provide a reliable and secure website, we do not guarantee that the website will always be available or free of errors. We are not liable for any direct or indirect damages arising from the use of our website, including loss of data, financial loss, or other harm.

### 9. Website Modifications

We reserve the right to modify, update, or discontinue any part of the website at any time without prior notice. This includes changes to content, features, or policies. Continued use of the website after any modifications constitutes acceptance of the changes.

### 10. Governing Law

These policies are governed by and construed in accordance with the laws of [Your Country/State]. Any legal actions or proceedings related to the use of the website will be brought exclusively in the courts of [Your Country/State].

### 11. Termination of Access

We reserve the right to terminate or suspend your access to the website at our sole discretion, without notice, for conduct that violates these policies or is otherwise harmful to other users or the website.

### 12. Contact Information

If you have any questions or concerns regarding these policies or your use of the website, please contact us at [your support email or contact information]. We are here to assist you and ensure a positive experience on our website.

Thank you for your understanding and cooperation in following these policies.