STANDARD OPERATING PROCEDURES (SOPS)

FOR STUDENTS IN ONLINE CLASSES

1. General Etiquette:
   a) Join the online class on time.
   b) Dress appropriately as if you were attending an in-person class.
   c) Use a professional username for video conferencing.
   d) Maintain a respectful and attentive attitude during the class.

2. Audio and Video Guidelines:
   a) Keep your microphone muted unless you need to speak or participate in discussions.
   b) Ensure your camera is turned on during the class to promote engagement and interaction.
   c) Avoid using virtual backgrounds that could be distracting or inappropriate.
   d) Do not share or broadcast any offensive or inappropriate visuals during the class.
   e) Login using only one device and not through multiple devices.

3. Cybersecurity Awareness:
   a) Do not engage in any form of cybercrime, including but not limited to:
   ➤ Hacking or attempting to access unauthorized information or accounts.
   ➤ Unauthorized sharing, distribution, or reproduction of copyrighted materials.
   b) Respect the privacy of other participants; do not attempt to record the class or take screen shots of other students, without taking permission.
   c) Do not impersonate or misrepresent yourself as someone else during the class.

4. Class Participation:
   a) Actively participate in discussions, activities, and assignments.
   b) Raise your hand or use the designated virtual tools to indicate that you have a question or comment.
   c) Be patient and respectful when others are speaking or presenting.

5. Technical Requirements:
   a) Test your internet connection and ensure it is stable before the class.
   b) Familiarize yourself with the online platform and its features.
   c) Keep necessary materials such as textbooks, notebooks, and pens ready for the class.

6. Communication with the Instructor:
   a) Use appropriate language and tone when communicating with the instructor.
   b) Address the instructor with respect and use their preferred title (e.g., Mr., Ms., Dr.).
   c) Reach out to the instructor via email or the designated communication channels for any class-related concerns.
   d) Parents should not unmute and interrupt the live class to discuss any issues; rather they must mail it to the concerned subject teacher.

7. **Academic Integrity:**
   a) Adhere to the school's academic integrity policy and avoid cheating or plagiarism.
   b) Properly cite any sources used in assignments or presentations.
   c) No communication to be done by parents on behalf of management, under any circumstances. Strict action to be taken if private communication groups are created and school issues are been discussed without taking permission from school management.

8. **Distractions and Focus:**
   a) Find a quiet and comfortable place for attending classes, away from distractions.
   b) Turn off notifications on your devices to stay focused during the class.

9. **Recording of Lectures:**
   a) Unless explicitly allowed by the instructor, do not record the class sessions.
   b) Never share or distribute any recorded material without proper authorization.

NOTE:

Remember, online classes provide a valuable learning opportunity, and by following these SOPs, you contribute to a positive and productive virtual learning environment. Any violation of these guidelines may result in disciplinary actions as per the school's policies.