



Zoom Classroom Guidelines for Parents & Students

- **APPROPRIATE CLASSROOM BEHAVIOUR IS EXPECTED AT ALL TIMES. REMEMBER! SCHOOL RULES APPLY FOR ALL STUDENTS ATTENDING ZOOM CLASSES.**
- **STUDENTS MUST MAINTAIN RESPECT IN SPEAKING AND WRITING.**
- **CELLPHONES OR OTHER ELECTRONIC DEVICES OTHER THAN YOUR PRIMARY ZOOM DEVICE (DESKTOP/MOBILE/IPAD etc.) DURING THE CLASS HOURS ARE STRICTLY NOT ALLOWED.**
- **ZOOM PROFILE NAME SHOULD BE RENAMED WITH THE FULL NAME AND CLASS/SEC.**
For e.g. Eric S. Yuan 8 D or Sheryl Kara Sandberg 12 A
- **STUDENTS MUST COMMUNICATE IN AN APPROPRIATE MANNER.**
 - Students **MUST DRESS MODESTLY** as their image appears to all the meeting participants. (For girls: long hair - tied properly, short hair – brushed properly. No make-up or fancy jewellery/accessories.)
 - Log into Zoom prior to meeting time.
- **YOU MUST NOT BE LOGGED IN WITH MULTIPLE DEVICES DURING THE ZOOM CLASSES.**
- **BE ON TIME!** The teacher will admit you in the class **ONLY ON THE SCHEDULED TIME**, (until then you may have to wait in the waiting room).
- **DON'T BE LATE! THE CLASSROOM WILL BE LOCKED AFTER 7 MINUTES.**
- In case you are unable to attend the class (**ONLY DUE TO TECHNICAL ISSUES**), in that case, send a message immediately at the beginning of the class and inform your teacher.
- In order to be marked as 'Present', the teacher needs to see your image on the screen. The **CAMERA MUST BE ON AT ALL TIMES.**
- **FIND A QUIET SPACE FREE OF DISTRACTIONS TO ATTEND THE ZOOM CLASSES (NO PETS, SIBLINGS, PARENTS, GRANDPARENTS, RELATIVES, FRIENDS, NEIGHBOURS ETC.).**
- **REFRAIN FROM FIDGETING, CHEWING GUM, EATING, OR DRINKING DURING THE CLASS.**

- There should be **NO BACKGROUND NOISE!** (T.V. On, music playing, family members talking, children crying/fighting, running appliances etc.) during the class hours. (You need to make sure that when the classes are in-progress, there is no potential exposure of private conversations amongst family members which can be heard by the teacher and other students). **PICK A QUIET SPACE TO ATTEND THE ZOOM CLASS.**
 - You **MUST MAKE SURE THAT THE BACKGROUND IS APPROPRIATE. IF POSSIBLE, BE SEATED IN FRONT OF A WALL OR A CURTAIN.**
- If you are using a virtual background, **DO NOT** play with the feature during the class. (**Use a simple virtual background ONLY!**)
- Make sure you are **SEATED IN A PROPER MANNER WITH YOUR DEVICE** (preferably at a table of some sort).
 - **CHECK YOUR SEATING POSITION AND YOUR CAMERA ANGLE.** (**Worst Angle: from below – shows your neck and chin. Best Angle: slightly above eye level**). A lot of your background will be visible if your camera is placed at a higher angle (**always check and adjust your seating position and camera before the class**).
 - **CHECK THE HEADSET, CAMERA AND MICROPHONE TO ENSURE THAT THEY ARE WORKING PROPERLY BEFORE THE CLASS.**
 - **ALWAYS USE HEADPHONES OR EARPHONES.**
 - **MAKE SURE THAT YOUR DEVICE IS FULLY CHARGED BEFORE THE CLASS BEGINS SO THAT YOU DON'T HAVE TO LOG ON FROM A DIFFERENT DEVICE WHEN THE CLASS IS IN-SESSION.**
 - **CHECK THE LIGHTING OF YOUR ROOM.**
 - Make sure you have with you the required stationery and study material. **AVOID LEAVING YOUR SEAT DURING THE CLASS.** (In case it is urgent, you must take permission from your teacher before leaving your seat.)
 - **STAY FOCUSED AT ALL TIMES.** (The video needs to remain ON to promote focus).
 - **YOUR AUDIO/MIC SHOULD BE ON MUTE WHILE LOGGING IN** to eliminate background noise (unless you are answering a question) so that the teacher (host) and the students (participants) are not disturbed.
 - Have your questions and concerns written down ahead of time so you can make sure you get your questions answered.
 - You can request an opportunity to speak or ask a question by using the “Raise Hand” feature. **UNMUTE YOUR MIC ONLY IF REQUIRED.**

- You can also submit a question via chat box (only if the teacher allows).
 - Do not underestimate the strain on your internet connection if multiple family members are online. Try to properly schedule with your family so you eliminate any connection struggles.
 - **SENDING MESSAGES OR CALLING TEACHERS DURING THE CLASS HOURS IS STRICTLY NOT ALLOWED.**
- STUDENTS ARE NOT ALLOWED TO CALL OR SEND PERSONAL WHATSAPP MESSAGES TO THE TEACHERS.**
- **ALL RELEVANT QUERIES SHOULD BE SENT ONLY BY THE PARENT VIA E-MAIL OR WHATSAPP.**
 - **FOR THE SMOOTH FUNCTIONING OF THE VIRTUAL CLASSES, PARENTS ARE REQUESTED TO CALL ONLY DURING THE TIME ALLOTTED BY THEIR RESPECTIVE TEACHERS.**

