

## Netiquette during E- learning for students and parents

Creating a conducive learning environment for all students is vital for achieving a good learning outcome. At GMS, we are catering to the future netizens who will be taking forward their academic journey through online means as they advance. Hence it is important that this journey begins with the right steps on how to follow netiquettes while attending an online classroom.

Given below are a few guidelines that should be followed when attending online sessions:

### A) Students roles and responsibilities

#### 1. Creating a learning environment

- Setting up a study space with minimal distraction and use of headphones is recommended.
- Try to have a neutral background during the session
- Avoid sofa and beds during the session for seating. Use a comfortable chair or sit at a table.

#### 2. Looks matter

- Wear neat clean clothes and look professional and presentable.
- Avoid wearing nightdresses

#### 3. Stay organized

- Keep all stationery ready and within reach
- Be punctual and time bound for the sessions
- Try to have the timetable printed to avoid confusion.

#### 4. Participation

- Teachers are aware that all students need to participate for the session. They will try to accommodate each student needs during the session.
- Student mic should be muted during session unless the teacher permits it.
- Avoid creating disruptions as sessions are well planned and timed.
- Students are not allowed to record or take screenshots of other participants
- Please refrain from eating and drinking during the session
- Please refrain from playing music or other games during the session.

#### 5. Language

- Be respectful when addressing teachers as well as peers.
- Strong or foul language will not be tolerated and can lead to consequences.
- Use clear and concise language
- Be cautious when using humor or sarcasm as tone is sometimes lost in discussion and your message might be taken seriously or sound offensive.

#### 6. Login and logout of session

- Be available promptly for the beginning of each session
- Log out as soon as the session is over
- Please refrain from using the platform for online chatting. If students are found to be misusing the platform it may lead to suspension from the online session.

## **B) Parental involvement during e-learning**

- It is expected that parents will be involved initially during the session. It is highly recommended that parents be available to the students especially in the primary phase.
- Provide a quiet setting while session is going on
- Parents should be a passive participant rather than an active one. Encourage your child to be responsible and independent
- Please avoid talking to the teacher directly when session is going on. This may disrupt the learning environment for the whole class.
- Constructive Feedback & queries are always welcome and can be sent directly to the teacher through messages or emails after the session is over.
- Please check for emails and other information regularly on school website.
- Please keep a watch on the online activities of your child.
- Maintain normal school routine as much as possible.
- Please provide the necessary devices and headsets with internet facility
- It is advisable to limit the device usage to daytime so that the child's sleep remains unaffected.

## **C) Absence from online session**

In case of absence due to illness or any other valid reason please notify the class teacher via email.

Lastly please be kind to the teachers who are working relentlessly to keep you moving ahead on your academic journey. They are doing their best and we need to be patient, support each other for creating a brighter future.

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