

## Netiquette - Students & Parents - KG-Grade 12

Greetings from GMS!!!

As we are commencing the new academic year, the familiarity of e-learning has begun to set in. Being a member of the digital classroom, one needs to understand the rules that need to be followed while attending online classes. After all we are the future netizens of the world. It is vital that this pathway begins with the right steps as this sets the tone for a conducive learning environment.

The below mentioned guidelines are for creating the best learning and teaching experience for all. Please try to adhere to them

### Student expectations

1. Students are required to show responsible behavior during class time. It is not permitted to make unnecessary noise and play with the mic during the class. Kindly refrain from using bad language in class or in chat box. Be respectful to peers and teachers. Do not play games and music during class time.
2. Students need to be prompt and punctual while attending classes. Login and logout sessions are monitored. In case of a valid reason for absence, the teacher in charge should be notified via email or message.
3. Students need to be presentable in class. Avoid eating and drinking during class time. Ample well-being breaks are given for rest and refreshing oneself. Use of virtual background for privacy is encouraged.
4. It is mandatory for students to switch on cameras during class. In case of any technical issues an email should be sent to the teacher regarding the same. The email should mention the time frame by which the camera would be available. The teacher reserves the right to remove children from online classes and marking them absent if cameras are not switched on.

## Consequences

In case of any student not adhering to the guidelines and disrupts the learning environment, the following strict actions will be taken

**Memo 1 (blue):** Immediate removal from classroom with first warning email which will be sent to parent citing the reason for action taken.

**Memo 2 ( green ):** Immediate removal from classroom with Second warning email which will be sent to parent citing the reason for action taken.

**Memo 3 (red):** Immediate removal from classroom with third warning email which will be sent to parent mentioning reason for action taken.

On receiving 3 warning emails the student may face suspension or any disciplinary action as per the directives of the Principal / Academic Director.

## Expectations from parents

Parents play a key role in creating the environment suitable for e-learning at home. Here are a few guidelines to follow:

1. The study area should be free of distractions. Kindly provide stationery and materials before classes begin. Provide headphones if possible.
2. Be a passive participant. Kindly do not interact with the teacher while classes are on. Do encourage independent work and also to submit assignments on time.
3. Reach out to the teacher or supervisor via email. Kindly contact the teacher only after class hours i.e., after 1p.m.
4. Do monitor your child's online activities.
5. To avoid disruption of attendance to classes we humbly request you to pay the fees on time.

Kindly be apprised that the teachers are working tirelessly to provide the best experiences for your ward but they welcome constructive and objective feedback, as do the leaders. Do convey your concerns courteously and politely through an e-mail or a personal visit to school. We are here to support you.

We look forward to a fruitful and memorable academic year ahead.

With every good wish  
Gulf Model School

