



Online Learning Guidelines - 2026

For Students & Parents of Habitat School - KG1 to Grade 12

Circular No: HB/AC/26.27/09

Dated: 02/04/2026

Dear Parents,
Greetings!

Kindly go through the below Online Learning Guidelines For Students & Parents of Habitat School - KG1 to Grade 12.

SECTION 1: HOW TO JOIN ONLINE CLASS

❖ Refer to the link and follow the steps: [How to access online class link](#)

Step 1: Login to LMS

👉 Use your username & password

Step 2: Go to “Online Class”

👉 Click on *Online Class* menu

Step 3: Join the Class

👉 Click the **JOIN** button

SECTION 2: DEVICE & LOGIN READINESS

- School email must be registered in LMS profile
- Login in advance before 6th April 2026
- Change password after first login
- Ensure stable internet connection
- Device (laptop/tablet) should be fully charged
- Keep required apps/browser updated

SECTION 3: ATTENDANCE & TIMING (DETAILED)

- Students must join the class on time
- Attendance will be recorded based on login time and participation
- Students joining after class starts will be marked as Late (L)
- Continuous late attendance may be treated as absence
- Students must remain present throughout the session to be marked Present (P)
- Leaving the session midway without permission may affect attendance
- In case of genuine issues (technical/medical), inform the teacher immediately
- Repeated absence without prior information may be marked as Unauthorized Absence (UA)

SECTION 4: CLASSROOM DISCIPLINE

- Keep microphone muted at all times unless instructed
- Speak only when teacher permits
- Camera should be kept ON during the class
- Maintain respectful behaviour and communication
- Taking screenshots, recording the class and sharing the content are not allowed.

SECTION 5: DRESS & ENVIRONMENT

- All students are expected to wear the school uniform
- Sit in a quiet and well-lit place
- Avoid background noise and distractions
- Do not move around during the class

SECTION 6: PARENT RESPONSIBILITIES

- Ensure child logs in on time
- Support younger students (KG1 to Grade 3)
- Provide a proper study environment
- Avoid interruptions during live classes
- Monitor attendance and participation

SECTION 7: ASSIGNMENTS

- Check LMS regularly for updates
- Complete and submit assignments on time
- Follow teacher instructions carefully
- Avoid late submissions

SECTION 8: TECHNICAL SUPPORT

- Use updated browser or application
- Ensure device compatibility
- Keep backup internet (if possible)
- For any technical issues, kindly contact the IT team immediately itsupport@ajm.habitschool.org

FINAL NOTE: BE READY • BE DISCIPLINED • BE RESPONSIBLE



**Principal
Bala Reddy Ambati**