

MOUNT LITERA ZEE SCHOOL JOKA

Session : 2020-2021

Circular: JOKA/Acad/20/025

26 June, 2020

Dear Parents,

Greetings from MLZS, Joka !

As you all are aware that due to COVID-19 pandemic situation, the school started with online classes from April 2020, which would not have been a success without your wholehearted support and cooperation. However, for conducting smooth and hassle-free online classes, all students have to adhere to some *sine qua non*, failing which, we apprehend , the whole exercise will be futile and the very purpose of conducting online classes will be defeated. We are listing the dos and don'ts below that are to be strictly followed:

- Students must attend online classes in school uniform only.
- Students must use headphones/earphones while attending the online classes.
- It should be ensured that the device has internet connectivity for successful implementation of online classes.
- The webcam/phone camera must be on at all times during online class.
- A formal background must be maintained at all times during an online class.
- Students must be on mute mode while attending the classes , so that other students or teachers do not face any disturbance. The students may use the 'raise hand' option if he /she has any query and can un-mute themselves on getting instruction from the teacher.
- Leave letters must be sent to info@mountlitera.in explaining the valid reason for absence from online class.
- Student photograph, if uploaded in MS TEAMS, should be in formal dress or school uniform only.
- Use of chat box for personal chat/chat with peers is not allowed during or after online class.
- Students must be ready at least 3-5minutes before joining an online class. They should have a notebook, pen/pencil etc. readily available with them during an online class.
- Consumption of food is not allowed during the class.
- Posting any irrelevant links, pictures, comments & thoughts are prohibited. Students should refrain from making any personal comment. Highest level of discipline should be maintained by all students.

- Parents are requested not to appear near the webcam while an online class is under progress. In case of any query , they can contact school through proper channel. For IT support, parents may contact [03361666166](tel:03361666166).

In light of the above, we expect, parents will ensure that their wards comply with the above stated norms and render their complete cooperation and support.

Regards,

MLZS, JOKA.