

Dear Parents,

THIS IS AN IMPORTANT CIRCULAR REGARDING RULES AND REGULATIONS FOR ONLINE CLASSES. PARENTS AND STUDENTS ARE REQUESTED/ADVISED TO READ THE WHOLE CIRCULAR CAREFULLY.

Unicent Schools have implemented the Online Learning Platform through Google Meet and Google Classroom to continue providing quality education to all our students despite the closure of schools. We understand that shifting from physical classrooms to a blend of offline and online classes, and navigating through the virtual classroom can be challenging for parents and children. Our teachers have trained themselves up and worked hard to recreate the school experience virtually. It is, thus, imperative that students and parents adhere to certain standards and practices in using the online learning platform for the benefit of everyone's learning.

We believe in the power of online education and virtual classrooms and would like to reiterate the importance and need for all students to act ethically, and mindfully to create a conducive environment for fruitful learning. We also need to understand the limitations and behave responsibly.

Unicent believes that learning can happen everywhere, and education cannot be constrained by the physical boundaries of a school or classroom. Much like in a physical classroom, we would like students and parents to follow the certain rules and regulations so that everyone can benefit suitably from the learning ecosystem and mishaps are arrested. All online classes are created with carefully designed lesson objectives, concept plans, activities and written work.

Students can achieve their full potential when they are safe, secure, and supported even in the online classes as well. Unicent is committed towards the holistic development of students and emphasises on maintaining a respectful, safe and nurturing environment for optimal physical and emotional well-being of students and teachers. Any incidents of aggression, bullying and non-cooperation towards maintaining a congenial environment in the virtual class by a Unicent student will be dealt with strictly. Bullying can leave huge emotional and physical scars on young minds as it affects their self-esteem, confidence, academic performance, health, and overall personality for a significant period of time. Much like in physical school, Unicent's Zero Tolerance policy for bullying and harassment extends to the virtual school as well.

The school email ID that has been provided to each child gives access to the Google Meet, Google Classroom and all the related tools. Students/Parents should change the common password of the email ID to a personal one and the same should not be shared with any classmates or friends and acquaintances by students and parents. It will be considered as breach of security.

The meeting links that are provided through the Google Classrooms are confidential and should not be shared with anyone. If there is any breach of security and it is traced to a student ID, appropriate action will be taken.

Much like in a physical classroom, the students are expected to follow certain rules and regulations so that everyone can benefit from the learning ecosystem. Please find below the guidelines, which explains what is expected of students and parents during the online classes and for the digital world.

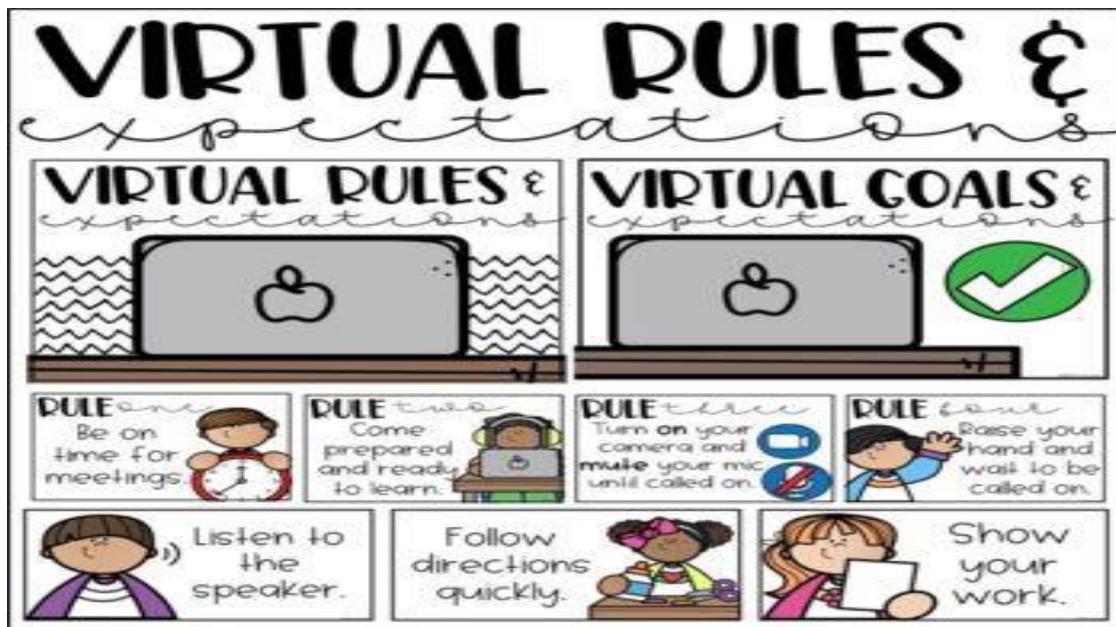
- Parents are requested to be aware of their child's online activities, monitor the same and share the information of the networking platforms they frequently visit or support if required.
- Parents are requested not to ask teachers any questions during the class time/interrupt the class. In case of concerns, please email/make a phone call to the class teacher or level incharge before or after the class.

- Students should attend online classes in a quiet environment with no distractions around. The room/place should be well lit and ventilated. Arrangements should be made so that there is seating arrangements for the right posture and does not lead to any health issues.
- There should be adequate arrangement for a stable internet connection and devices for students to attend the classes without interruption.
- The web-camera of the students should be switched on during the class time.
- Students should be punctual to the class and attend the classes fully, failing which attendance may not be marked.
- When a student joins a class meeting on Google Meet, it is necessary to keep the microphone on mute. Please ensure background noises such as televisions, phone calls, household conversation etc. are not audible in the class.
- The teacher who hosts the class will set rules on when and how students will be able to ask questions during the live discussions and students are expected to follow those rules for smooth conduct of the class.
- There are breaks and exercise schedules built into the time table. Students and teachers must follow the schedules, to ensure screen time and physical activities are managed well to ensure learning agility.
- When the teachers ask questions to a particular student, the students are expected to answer the questions. It is rude and disrespectful to leave the class without answering the questions of the teacher.
- When the teachers ask for display of work onscreen, students must show their work on the camera.
- It is not permitted to mute others, add or remove participants from any groups or meetings.
- It is not permitted to create any private teams without the presence of a teacher. Any meetings without the presence of a teacher are strictly prohibited.
- Students are expected to be independent thinkers and participate in online class discussions. Parents are requested to refrain from helping/prompting their children with responses during the classes especially in the junior school.
- Students are expected to complete assignments on their own, without the help of external resources, classmates or parents.
- Students and parents are expected to respect and use all content provided by Unicent School through the Google Classrooms responsibly.
- Google Meet and Google Classroom of the Unicent domain is only to be used for educational purposes by the students. Parents are requested not to use this as a communication tool for other purposes.
- Misusing Google Meet and Classroom or any other tool from the Unicent domain for any purpose other than student learning is strictly prohibited.
- Parents of Pre-Primary students are requested to log into Google Classroom and Google Meet for their children and help them participate in the class activities while following the other guidelines mentioned above.
- Students should be regular in submitting their work in the Google Classroom. Tasks based on video-watching, online worksheets, handwritten work etc should be submitted as per the Home Work/Class Work requirement. All note-book/written work should be preserved for the entire academic year.
- Separate instructions will be issued for the tests and exams and students are expected to follow them, failing which disciplinary action may be taken.
- Any information from Unicent in the form of videos, lessons, resources or assignments is considered confidential and sharing this information with anyone who is not a part of Unicent School is strictly prohibited.

- Students are not permitted to chat privately with classmates during class. The chat feature is present for the benefit of students' learning. It should only be used by students to communicate with their classmates or teachers for school-related discussions, and should not be used by siblings, parents or other members for any other purposes.
- When using emails for communication, please ensure, subject of the email is filled, is addressed suitably, language is appropriate, and the net etiquettes for writing emails are followed.
- Inappropriate messages, teasing, bullying among students or directed towards any teachers on the chat are strictly prohibited. The chats will be monitored by the teachers and action will be taken against any student caught in an incident of misconduct.

Non responsive and irregular students may be called to school for special classes in smaller groups so that closer monitoring of their work can done. Parents are requested to cooperate in such instances to ensure that academic achievement levels are maintained by the students.

Some important rules to be followed in the virtual classes



If students violate any of the above-mentioned rules, or behave in a manner inappropriate to suit a learning environment, strict action for that particular student may be taken.

Thank you for your cooperation, as always!
 Stay indoors, stay safe!
 Warm Regards,
 Principal.