



Dawood Public School
Pre Primary (both shifts to A level)

Ref.No:STD/AC/20/213

Subject: Guidelines for Distance Learning

In order to make digital learning accessible and effective, following guidelines have been set to develop and establish a standard of online conduct.

A. General Guidelines

1. Students are expected to work on digital learning tasks in keeping with the specified timings and planned schedule. Working for long periods of time or at late hours is also not advisable for children.
2. Students are encouraged to work with focus and concentration.
3. Students working in Google Classrooms are to avoid chatting with friends while working.
4. Students are advised to take all assigned work seriously with a clear understanding that online learning will contribute towards their assessment.

B. Prevention of Eye Strain and Physical Strain

1. Ensure that the environment is well lit and free from glare or reflection.
2. Remember to blink frequently in order to keep eyes lubricated.
3. Increase the font size and position the screen at a comfortable viewing distance.
4. Small screens, incorrect monitor position, glare or reflection from lighting sources may cause headaches.

C. Digital Citizenship

1. Students are expected to exhibit responsible behavior while accessing online collaborative tools, at all times.
2. Internet-based activities (on recommended online platforms) are to be used strictly for educational purposes only.

3. The online educational forum is to be used with the permission of the teacher or the authorized person, and for school assigned work only.
4. Students are expected to use appropriate language in all digital communications.
5. Learning material shared by the teachers is for students' use and domain – it should not be shared or placed in the public domain or on social media.

D. Cyber-Bullying Awareness

1. Students are strongly advised never to respond to rude or abusive messages. These messages need to be saved and reported immediately to the class/concerned subject teacher.
2. Students should not delete anything until it has been shown to the class/concerned subject teacher, no matter what the content is. The content of the message is important evidence proof of cyber-bullying which may be needed later for follow-up action.
3. Students should not give out personal details or contact information without the permission of a parent/guardian.
4. Students must never reply to someone who they do not know.

E. Student's DPS Account

1. DPS has the ownership of all the data transmitted or received on the DPS email ID. This data can be monitored or revealed to authorized personnel whenever necessary.
2. All online activities are monitored by DPS.
3. DPS has the authority to block any website or terminate the user's access at any time if it is considered inappropriate.
4. Use of the DPS email for activities not related to school is strictly not allowed. Students are not permitted to send or receive emails to students of other sections of DPS.
5. Students/Parents are responsible for the appropriate usage of their DPS email accounts.
6. For support & maintenance and trouble-shooting, please contact via class/section Whatsapp group

F. Confidentiality

1. Students must not share their DPS email ID and password with others, and are advised to change the password frequently.
2. They are responsible for all the action and communication through their DPS accounts.

3. Students must always log off/sign out from the computer once done with the work.
4. They are advised to put privacy filters on to the sites being used for research work.

G. The DPS Email Account may not be used for the following:

1. Hiding identity as a sender.
2. Acquiring or attempting to acquire passwords of others
3. Using or attempting to use accounts of others
4. Alteration of the content of a message originating from another person or computer with intent to deceive
5. The unauthorized deletion of another person's views or group postings
6. Sending an attachment that contains virus
7. Sending inappropriate, explicit images, cartoons, jokes or movies.

H. Consequences of misusing of a DPS Account

1. Inappropriate use of technology and cyber-bullying is not tolerated at DPS and may lead to blocking of the account.

I. Academic guidelines

1. School notebooks will be used to do assignments. Students are required to send the images of the assignments on Google Classroom following the tutorial on the website.
2. Students must write their full name, Grade/Section, date and GR number on top of all sheets of every assignment.
3. If two similar assignments are received (copied) both would be marked zero. If they are not marked assignments then both students would be asked to redo the assignment.
4. During any test, students are required to keep their mics and cameras on. If these

equipments of the devices are not functional, students must get them repaired.

5. To avoid disruption of learning time due to power failure or any other unprecedented situation at the teacher's end, reading material and worksheet in every class related to the topic and PPT of that particular lesson will be uploaded on Google Classroom. Students are required to read the material, go through the lesson, do the worksheet till the teacher reconnects to the classroom.
6. Back up arrangements have been advised to be made in advance. If any student misses a test/ exam due to power failure, she will be marked zero.
7. If a student misses a class for any reason, she can login to the respective Google Classroom and refer to the PPT of the day's lesson as well materials uploaded for the work done in class.
8. Students will have to mark their attendance for every class as per the teacher's directions. Failure to mark attendance will count as absent. In case of a problem, students shall inform the concerned subject teacher via email and on class WhatsApp groups as soon as possible.
9. Email addresses of the management and teachers for respective Grade levels are available on the School website.
10. In case parents submit an application regarding any valid reason, the student will be marked on leave. However, if the student is absent on an assessment day, she will be given exemption on valid reasons only such as death in immediate family or if the child/ immediate family members are affected by COVID-19. .

J. Meetings

1. To request for an individual meeting, parents should send an email to the respective teacher and Section Head. Parents will be called to the school where a virtual meeting will be setup.
2. Term-wise Parent-Teacher Meetings will be held online.