

BAL BHARATI PUBLIC SCHOOL

SECTOR-12, DWARKA, NEW DELHI - 110078

Ref: BBPS/DW/20/

Dated: 07 /05/2020

**GUIDELINES FOR ONLINE SAFETY DURING
VIRTUAL CLASSES**

Dear Parents and Students,

We hope that the new online learning platform of Microsoft Teams is proving to be beneficial to all.

While virtual classes help to connect and have enabled us to incorporate learning practices seamlessly into our lives during quarantine, yet they are fraught with dangers of misuse and abuse .

The Microsoft Teams platform is to be used only for the purpose of online classes and communication with the teacher, intended for the singular pursuit of learning. This platform should not be used for publicity propaganda or personal operations and interactions.

Please ensure that your ward follows the following **DOs & DON'Ts** for smooth functioning of online classes:

DOs

1. Do change your password because someone else can login on your behalf and can harm others. You can go to Office.com >settings> change password . (for MS Teams)
2. Do keep both video and audio OFF on your App on computer/smartphone.

3. Do pay attention in the class, and unmute, i.e. switch ON your audio, only when asked by your teacher to speak up. After answering, do mute yourself again.
4. Do join the class by clicking on 'JOIN NOW' and NOT on 'MEET NOW'.
5. Do exit the class at the end session when your teacher tells you to do so, and DO NOT join back.

DON'Ts

1. Don't login to other students' account even if you know the password at any time. This is a serious offence and you can be punished for misusing some one else's identity .
2. Don't start your own meeting(s) in Microsoft Teams by clicking on 'MEET NOW'. Instead, you should join the session by clicking on JOIN NOW .
3. Don't ever record the session. Please note that all your actions on the app are visible to Vice Principal/ Headmistress and support teachers and you can be warned or even removed from class in the interest of your fellow students.
4. Don't ever take over or remotely tamper with the PowerPoint Presentation. This is the teacher's prerogative only.
5. Don't share objectionable or abusive words, pictures , songs or gestures . These are punishable offenses under CyberLaw.

Best wishes

Suruchi Gandhi

PRINCIPAL

BBPS Dwarka

