

# **BAL BHARATI PUBLIC SCHOOL SOLAN**

**(A unit of Child Education Society (Regd.) Delhi)**

Glady Dhank, Post Office-Oachghat, Mauja Badlech, Tehsil Sadar, District - Solan (H.P.) Pin – 173223

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**Circular no.06/2021-22**

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## **ON LINE CLASSROOM ETIQUETTES**

When switching to online classes, you have many adjustments to make including learning how to navigate a virtual classroom. The duration of each class will be for 40 minutes. Following these etiquettes can help you to adapt smoothly to online classes.

- Courtesy goes a long way in any setting , including virtual classroom . your good manners should carry over to online meetings, too.
- Minimize background noise by turning off the TV and radio and isolate your self if possible. Try to avoid every distractions that may divert your attention away from learning.
- Do not accept calls during class .
- Do not multitask during class.
- Follow Time Table sincerely and sit before 5 to 7 minutes with all required things.
- Please mute your microphones unless you are speaking.
- It is important that virtual students be prepared before class. Please download the necessary software and connect devices like microphones or Laptops before the lesson begins .
- Opt for a quality headset to avoid the background noise.
- Ask relevant questions to clarify the material covered or assignments given.
- While participating in online discussions, keep your answers short and specific to the Topic.
- Focus on the classroom conversation and activities .
- Take notes on the information presented.
- Submit your activities and assignments on Time.
- All must attend classes with proper postures, sitting on Table and Chair in study place and with proper mindset.
- Take proper approval in case of inability of attending online classes.
- All students must acknowledge the message by responding yes madam/sir, Right sir etc.
- All students must attend online classes, Events with full enthusiasm and Zeal in proactive manner.
- All the electronic devices must be charged before hand.
- Saturday can be utilized for different online events, activities, review, assessments etc.
- Do not join sideline chats with classmates when the teacher is speaking
- Do not eat anything while the discussion is going on in the class..

These tips will help you to sail through the digital classroom.

HAPPY LEARNING