

**NAVY CHILDREN SCHOOL, KOCHI**  
**GUIDELINES FOR ONLINE CLASSES**  
**STUDENTS**

Dear students,

Warm Greetings!

I am happy to note that the students of the school have adapted to the virtual learning environment quickly as per the demands of the situation. The teachers are indeed taking that extra mile to make learning effective in the present scenario.

I am sure that the students of NCS, Kochi will rise up to the occasion and be responsible in the discharge of duties. Also do invest your time to pursue your hobbies and interests in a fruitful way which will add up to your holistic development.

Wishing a fruitful and happy time ahead:

Enclosed below are the guidelines issued by NES with reference to online classes

1. Students must ensure that the device used for online classes is adequately charged and plugged in. No other program should be open on the screen. Students must use their full names as displayed names on the screen. Use of nicknames is prohibited.
2. Students should attend the class appropriately and must wear school uniform while attending online classes.
3. Students are required to keep the subject notebook, textbook and pen or pencil next to them for taking notes while attending the classes.
4. Students should not be seated in an area where there is regular household movement taking place. Preferably, they must sit with a chair and table, in a secluded place.
5. Students should not consume eatables / drinks other than water while classes are in progress.
6. Teachers shall permit students to login / enter the class upto 5 minutes from the scheduled commencement time of the online class. The classes shall be locked thereafter by the teacher.
7. Students are required to follow instructions given by the teacher and should not switch on their microphones until permitted / allowed by the teacher.
8. Students must not indulge in sharing of any inappropriate content, document, multimedia file, doodle or screen during the class.
9. There shall be mandatory bio-break of at least 10 min between two classes. Students are advised not to leave in between the on-going class.

PRINCIPAL-NCS

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