CAMBRIDGE SCHOOL
Indirapuram

GUIDELINES FOR PARENTS & STUDENTS FOR ONLINE CLASSES

1) Set a clear/close up image of the student as the profile picture on Teams.
2) Do not use Microsoft Teams credentials provided by the School for personaluse or any other purpose except for attending the School's online classes.
3) **Kindly login with the allotted login credentials only.**
4) Keep your identity safe and do not share your login credentials with anybody else.
5) It is advisable to login from a desktop/laptop for a better view and understanding of the topic being taught.
6) The meetings are scheduled at least half an hour in advance by the teachers. It has come to our notice that some students join the class quite early. Keeping in mind the safety of the students, we reiterate that **students must join the class only five minutes before the scheduled time of the class.**
7) Through our Administrative Team, we have **observed that there are some students who have indulged in chatting on the private chat window. We strictly prohibit such behaviour. We request the parents to explain the guidelines given by the School to their wards, once again.**
8) Keep the camera switched **ON** during the entire duration of the class.
9) If you leave/exit the session by mistake, you can re-join.
10) Please ensure the following for the smooth conduct of the online sessions:
    - ✓ Your ward is neatly dressed and sitting comfortably on a chair and table.
    - ✓ To avoid disturbance there should be no movement of people around and no background sounds.
    - ✓ Please do not feed your ward during the online sessions.
    - ✓ Since the children are young, parents may assist them, but should avoid interrupting the session, unless essential.
    - ✓ Since the cameras are on during the online classes, family members of the students are requested to be suitably and decently attired, as they are visible to the teacher and other parents.
11) The child should be regular and punctual in attending the classes.
12) Follow up material/worksheets/ assignments are uploaded on the Parent Portal. Kindly make your ward complete the same regularly.
13) Only authorised users of the official domain of Cambridge School, Indirapuram (cambridgeschool2020) can smoothly attend the online classes.
14) If you are unable to join the online classes due to any technical reason or have any issue regarding MS Teams, or in case of any issue with the Parent Portal (School Eye), please mail your query to techsupport.csi@cambridgeschool.edu.in

PRINCIPAL