

# Guidelines for Digital Education 2020

## ✚ For students



### ❖ General conduct

1. Be punctual. Log in at least 5 minutes before the start of the class.
2. Present yourself in a way that you will present for the live classes – be well groomed
3. Wear the expected dress code, which is the school uniform
4. Do not share the mail ID, password, class code or any other online class related information with a third person.
5. In case of requirement for leave, a mail regarding the same must be sent in advance to the class teacher.

### ❖ Workspace ambience

1. Sit in a comfortable space with strong internet signal
2. Ensure that the lighting comes from the sides
3. The screen should be at least two feet away from the eyes.
4. Avoid very small screens.
5. Sit straight with your feet firm on the floor.
6. Sit in a place congenial for learning. Turn off the television and be away from noisy surroundings.

### ❖ Eye care and physical activity

1. Blink at least 10 to 15 times in a minute
2. Follow the 20 – 20 – 20 rule [Look away from the screen every 20 minutes. Look at some object that is 20 feet [6 m] away. Look for at least 20 seconds ]
3. Stand, stretch or walk during the break time. Don't continue to sit during intervals.
4. Make yoga or aerobics a habitual activity. Spend at least 30 minutes for the same.

5. Engage yourself in regular household work as much as possible – dusting , cleaning, ironing , watering the plants , simple cooking etc

❖ **Health and wellness**

1. Drink at least 8 to 10 glasses of liquid – water / buttermilk /milk / fruit juice / lemon juice
2. Have a balanced diet everyday.
3. Avoid oily food / munching fried items.
4. Set your food timing and stick to the schedule on all the days.
5. Smile as much as possible and keep yourself in a positive state of mind.
6. Restrict the usage of screen gadgets only for academic purpose.
7. Admire nature. Grow a plant and seek joy in its growth.

❖ **General etiquettes**

1. Keep the microphone on mute unless instructed by the teacher.
2. Speak when asked for.
3. Show yourself on the video, so that the teacher is able to establish a connect with you.
4. Be respectful to your peers and avoid any kind of cyber bullying

❖ **Regularity in academic work**

1. Be aware of the fact that the online classes are meant for your own academic welfare.
2. The concepts and topics that you learn during the current academic year act as the base for the concepts of your next year. Every topic goes through a gradation. So , it's important for you to be strong with this year's concepts , to be able to catch up with the following year's portions.
3. Read the text books every day.
4. Submit assignments on time.
5. Participate in the class transactions enthusiastically
6. Uphold honesty during the online tests.
7. Spend at least 15 minutes every day to write. [ The online classes have affected the practice of writing , so you must make it up for your own good ]
8. Be willing to seek extra academic help from your teachers if required. Don't hesitate to get your doubts clarified.