

**MAHARAJA AGRASEN MODEL SCHOOL CD-BLOCK,  
PITAMPURA, DELHI**

Circular No. MAMS/2021-22/03

Date: April 16, 2021

**CIRCULAR (For Classes PS to XII)**

**“STAY SAFE ONLINE”**

Dear students and parents,

This is to reiterate that the school has been conducting online classes for students of Classes PS to XII and the students have been given their Office 365 ID. Compliance with ethics when the students are online is mandatory.

**The school requests parental supervision when students are online, whether for a class on Teams or for any other purpose.**

The school will be compelled to take action against any student who misuses the Microsoft Teams platform.

**Please ensure Office 365 id provided by the school is used for school related academic work only.**

Here are some suggestions that you should follow to keep yourself digitally safe and secure -

DO's

- Make sure you change your Office 365 password (assigned by the school) to keep yourself safe. Passwords should be more than eight characters and also make them unique by using alphabets, numbers and special characters. Please note that you need to remember your passwords for future use.
  
- It is mandatory to keep your microphone off while the

class is going on and switch on the microphone when your teacher asks for it. Please use the 'raise hand' option in case you wish to talk to the teacher during the class.

- Please write your queries in the chatbox on the right of your screen. The teacher will answer the queries during the class. The last ten minutes of the class can be used for a question-answer session.
- Log out every time the session and class are over.

## DONT'S

- Stealing /accessing information from other users/ using other's passwords and login is a cybercrime.
- Teasing/Bullying/Threatening, using rude or inappropriate language, making hateful/ inciting comments while the teaching-learning process going on will be viewed seriously.
- Logging in with someone else's id to read their emails or mess with their online profiles, sending pictures without consent are some of the activities that are considered unlawful.
- Make sure you do not share your password with anyone. If your friend's login is not working and he/ she asks for your id to login, do not share your login id and password with him/her. The safety of your passwords is your prime responsibility while you are online. Stay digitally safe.
- Please be mindful of the fact that too many sign-ins at one time, any odd sign-in times, or sign-ins from non-standard locations is strictly prohibited.
- Do not engage yourself in any kind of non-academic related chats while the online session is being conducted.
- Do not record any session without prior permission of the teacher.

**FORMATION OF ANY PRIVATE GROUPS BY STUDENTS ON TEAMS IS STRICTLY PROHIBITED.**

In case you need any further help, please speak to the Class-teacher or send her a message and she will surely get in touch with you. It is important you realize that you leave digital footprints when you are online. Be mindful of your digital reputation; think twice before you post something as your post defines you. Earn a good reputation and be a safe user of technology.

**STUDENTS ARE ADVISED NOT TO FORM ANY PRIVATE WHATSAPP GROUPS.**

We look forward to strengthening our partnership in education during the present challenging times and commit ourselves to bridge the gap in learning and educating our children through safe Online School.

**“Wear Mask, Follow Physical Distancing, Maintain Hand Hygiene”**

Keep calm and stay safe at home!

With regards and best wishes

Dr Pratibha Kohli

(Principal)