

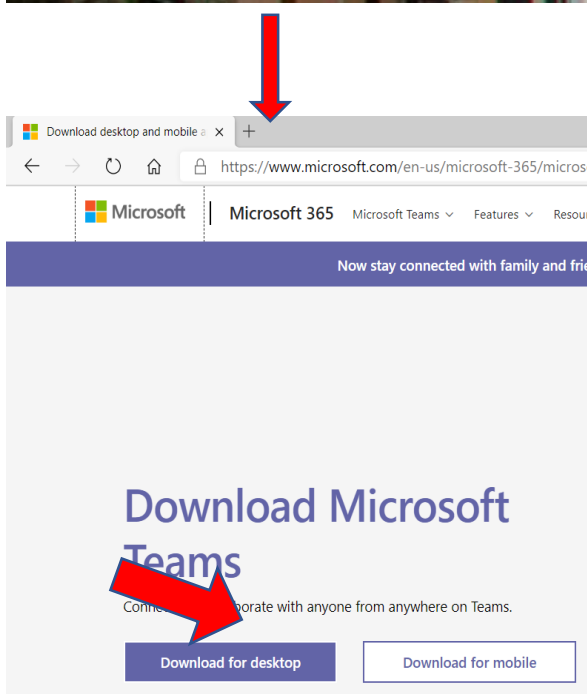
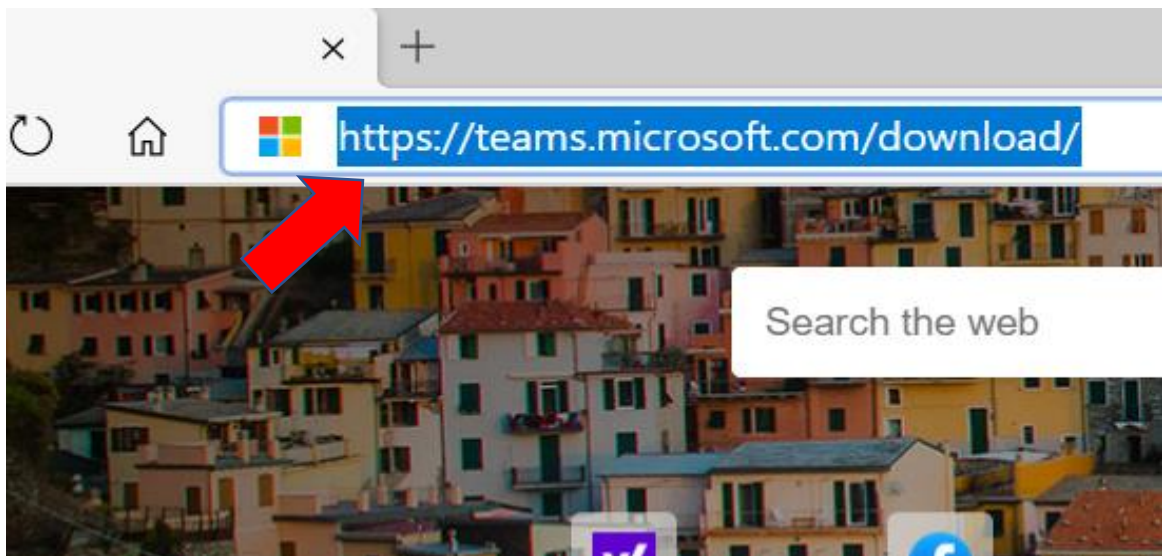
Kathmandu Model Secondary School, Bagbazar

Guidelines, Rules and Regulations for Online class

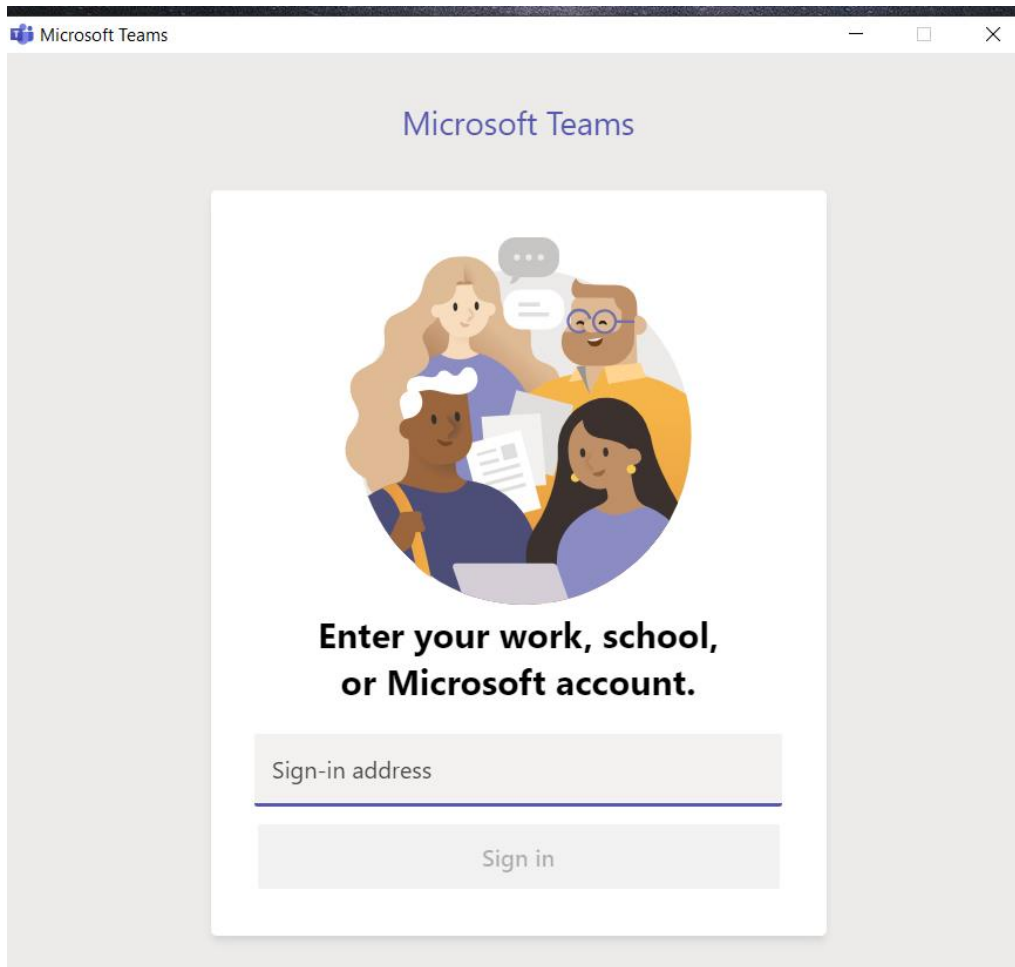
KMC+2, Bagbazar is going to conduct online class through Microsoft Teams. We have included some guidelines for how to install Microsoft Teams and get logged in, join the online class. Along with mentioned processes, important rules and regulations to be followed during the online class are described below.

Installing Microsoft Teams:

1. Install Microsoft Teams app in your mobile/tablet via Play store/Apps store. You can also download and install the Microsoft Teams app in your laptop or desktop from <https://teams.microsoft.com/download/>



2. Open the Microsoft teams and sign in with your login ID and Password.



Login ID and Password for students:

1. KMC will provide you a school domain email ID and Password to each admitted student. This email ID is needed to attend the class. This ID includes your name, your KMC batch number. For example: XYZ21@ktmmmodelcollege.edu.np where XYZ is your name, 21 is your batch of KMC.
2. This email ID is a property of our college. It will be deactivated after completing your 12th class or termination from KMC.
3. You shouldn't share your Password to other and you should be solely responsible for any mis-use of ID.

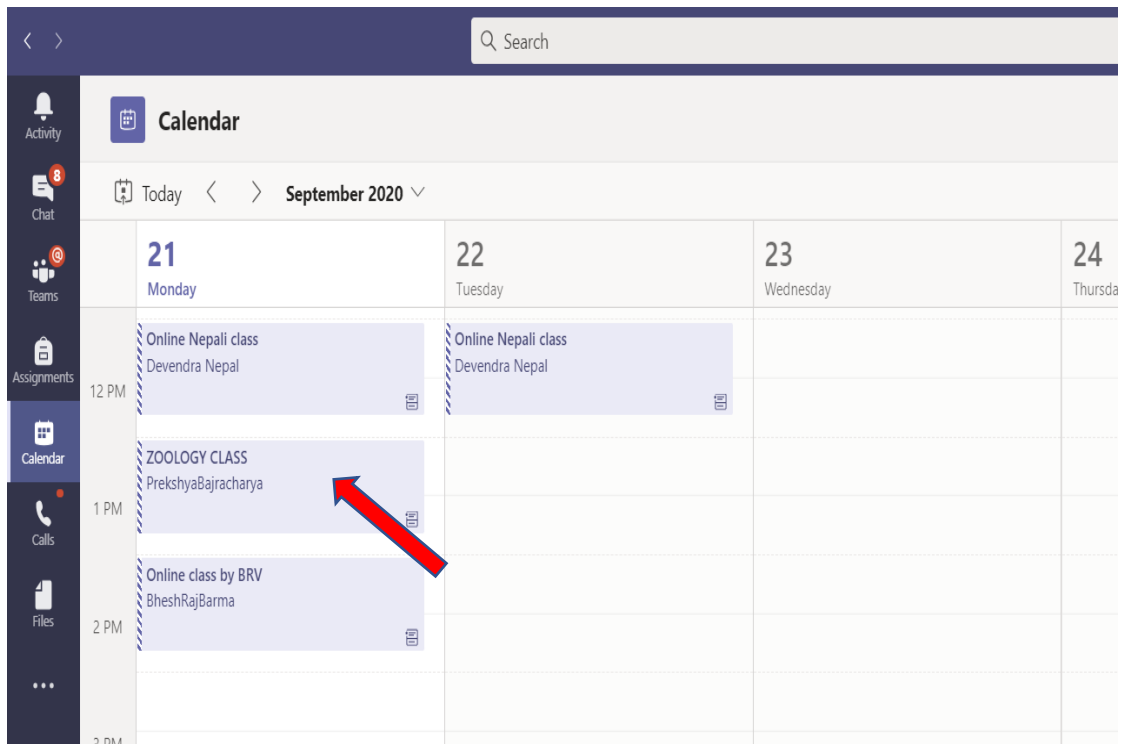
How to get Login ID and Password?

1. School will send you a message for your Microsoft ID and password Type.
2. Sign in with the given ID and given Password.
3. Reset given Password with your own **New Password**.

4. Login with your given ID and **New Password** for further use.
5. If you have forgotten your password, contact our IT department at 9841697075.

How to join online class?

1. Teacher will schedule the class routine through calendar and you will be notified by default. Such notification will be found in Activity icon of teams.
2. After log in, select Teams to see which class teams you're in.
3. Go to the calendar. You will see your full calendar details and all meeting schedule on the respective dates.



4. Click on the scheduled class and then select 'Join Teams meeting' to enter the class.

< > Search

ZOOLOGY CLASS Chat **Details**

← RSVP ▾

September 21, 2020 12:30 PM - 1:20 PM

XIISD16D17D18 > General

[Join Microsoft Teams Meeting](#)

Learn more about Teams | Meeting options

< > Search

Close

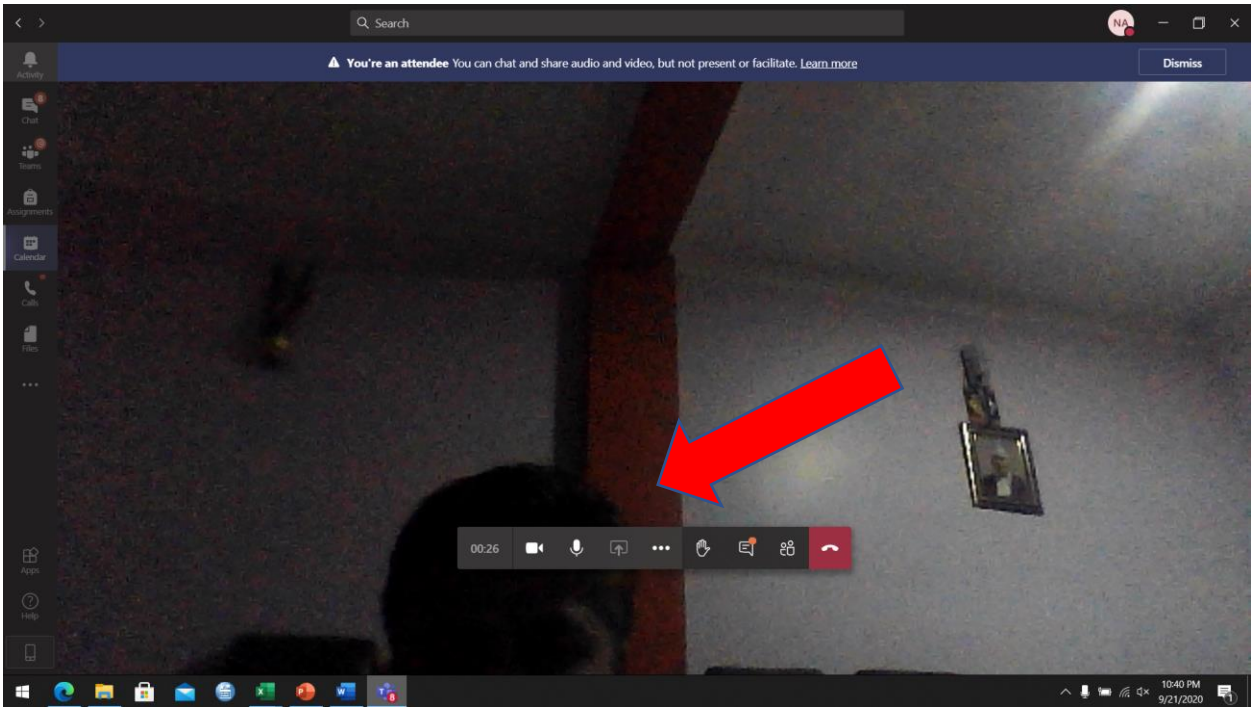
Choose your audio and video settings for
ZOOLOGY CLASS

Join now

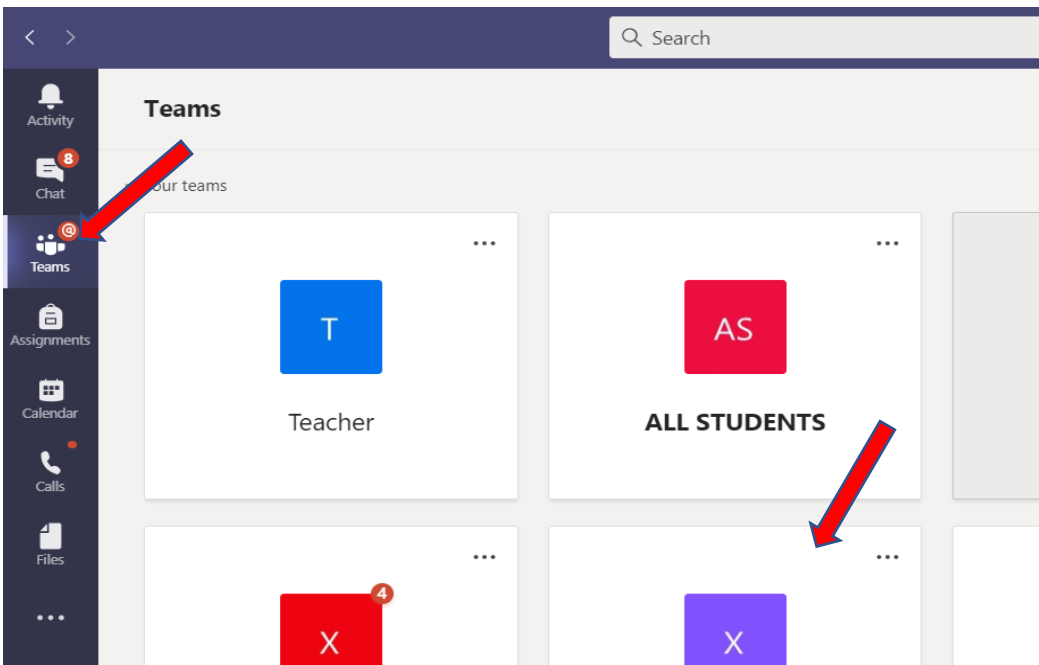
Other join options

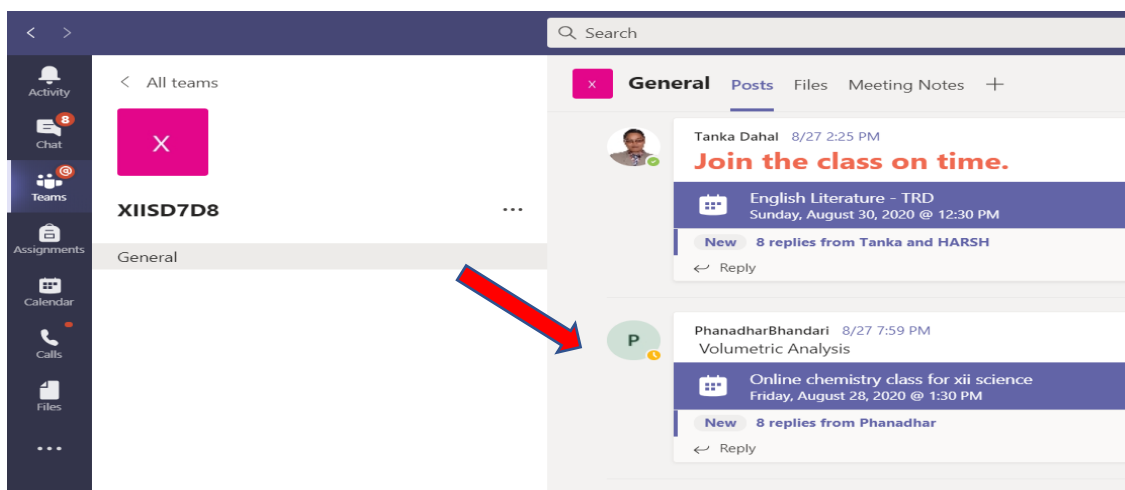
Audio off Phone audio Add a room

10:39 PM
9/21/2020



5. To see other notice, posts, activities , files, materials etc, go to your Teams.





6. Besides the calendar, there are other apps linked with Microsoft teams like Outlook, One drive etc. Outlook is an email of Microsoft and you can use it for communication with teacher. You can also store your study materials in One drive.

Rules and Regulations during online class:

1. Make sure that you are in a quiet, safe environment, free from distractions for your lesson.
2. Make sure that you are dressed appropriately for your session in clothes that would be suitable for a school nonuniform day – please ensure that you are not wearing anything which would cause others embarrassment.
3. Be ready with necessary materials like notebook, pen, pencil, calculator etc for taking class.
4. Don't leave the class without permission of teacher as your attendance will be recorded anytime during the class.
5. If found absent in the class, school authorities will call your parents for verification purpose and finding the reason behind your absence.
6. Make sure that there is nothing in the background which might cause embarrassment.
7. Just like in the classroom, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question or say something. When you have got permission to speak, say what you want to say, and then mute your microphone again. However, teacher can ask few students to unmute their audio during the class to help by reporting him about the class activities.
8. Any questions of the student will be entertained in the chat box too and will be addressed by the teacher at the end of the session or in the next online class.
9. You have to turn your camera..
10. You must behave online as you would in a classroom setting. Interact with your teacher and other students respectfully and sensibly. Always use appropriate language.

11. Although Teams Chat can be used to chat among students, it is recommended only to send messages to your teachers. Chat logs of all sessions will be recorded and can be inspected after every session by the teachers.
12. Do not share any content on the screen without permission of teacher.
13. Do not record or take photos of teachers or students during video conferencing sessions, and you must not share lessons publicly. Legal actions can be taken if you do so.
14. If you can't make the "live" session then you should email your teacher ahead of the scheduled session and explain why.
15. Be aware that anything posted on Teams can be accessed by school. You should not share personal information or make personal comments about other people.
16. If you do not follow these simple rules which have been designed to keep you safe online, we will contact your parents.
17. Failure to abide by these simple rules, repeatedly, will result in the expulsion of the student from the online class.
18. We will monitor the sources of all activities related to our online classes. If found involved in prohibited activities, you will be terminated from KMC.

Thank You!

KMC+2, Bagbazar