HINDUSTAN
INTERNATIONAL
SCHOOL - PADUR
(A Unit Of Hindustan Group Of Institutions)
Affiliated to CBSE, Affiliation No.:1931031

GUIDELINES FOR DIGITAL / ONLINE EDUCATION FOR HINDUSTAN INTERNATIONAL SCHOOLS

Guidelines for Parents & Students

The COVID – 19 has brought with it many new challenges in the learning spectrum for parents, families and especially children. Parents' role will now be amplified to keep their children engaged in learning and at the same time to look after their emotional well – being as well as physical health. As the child feel a range of emotions during this time, the role of the parent may include providing encouragement and support. Especially young children do not have so much vocabulary to express/describe their emotions and thus parents and family members need to be very careful to watch over the digital behaviors. Keeping in mind the detrimental effects of the internet and gadgets, judicious use of the internet may be monitored by the parents. Following are some of the suggestions made in this guidance that parents can follow.

1. Physical, Mental Health and Well-Being

- Parents may interact with children on a regular basis to know their physical and mental well being.
- Watch out for signs of anxiety, depression / anger during digital learning.
- Check if your child is becoming very secretive about his or her online activities. For example, not talking to you, deleting history of the internet browser, using encryption software, or quickly flicking the screen display when he/she sees you. It's better to talk openly about your own internet use and encourage your child to do the same.
- Explain and talk about basic hygiene and healthy lifestyle practices for protection during COVID-19 using digital resources. There are plenty of digital resources (videos, animations, booklets etc) available in the web.
- Combine online time with fun fine offline play games and other activities, so that there is a balance between the screen time and the concentrate play time.

- Parents may ensure the involvement of their wards in physical activities such as yoga, exercises etc. during breaks from digital learning.

2. Safety Measures

- Keep TV / laptops / computers etc in a common area and definitely out of bedrooms. This will help in restricting usage time and you can easily keep an eye on the child's overall usage of digital devices.
- Develop digital rules in consultation with children, and follow it. The plan could cover things like screen-free areas in home, internet safety rules, duration of watching TV, surfing the web etc. Talk with children regularly to help them understand the importance of responsible use of the internet rather than scolding.
- Discuss with children about netiquettes like not to post hurtful messages about others, not to post photos, videos and other information without permission of that person online; think before posting one's photos, videos or other data in social media and other places.
- Discuss and enquire if the child is spending too much time on the Internet or mobile, predominantly in instant messengers, forums, texting messages etc.
- If aware, may use parental controls in devices and enable safe search in browsers while children are surfing the web.

3. Teaching and Learning

- Have a regular communication channel with the school (counselor, teacher, other staff) to better monitor and help children in their progress.
- Try to create and maintain a routine for your children, particularly the younger ones with respect to all daily activities. This includes digital learning activities suggested by teachers and educational institutions as well.
- Consult with teacher, parents of other children and create simple yet effective learning plans by reflecting on following questions:
  - ➢ What would the children learn this week?
  - ➢ What digital resources, instructions and support children need to achieve the learning outcomes / lesson / unit?

- ➢ How will children receive these digital resources, instructions and support?
- ➢ How will I know that my children are learning?
- Ensure that your children use assistive aids (glasses, hearing aids, etc.) during online sessions.
- Do not force the child to sit continuously in front of the TV, laptop, mobile and never stress or pressurize the child to continuously do online activities when the child is not ready for it.

Guidelines for Students

The most important stakeholder and primary beneficiary of school education are students. The following are guidelines for students to maintain health and mental wellbeing while ensuring continuity in learning.

4. Balanced Online / Offline Activities

- Maintain a schedule for sleep, food, noting time spent on the internet for learning and time spent on the internet for socializing etc.
- Besides online learning, every day read from textbooks and read other books as well
- As a follow up to online class, explore further through activities, experiments, creative expressions etc.
- Access the digital resources provided through the various national ICT initiatives. Take notes during the online class and review them offline
- Restrict time for surfing and regulate screen time for scrolling/reading information on every issue (not more than 2 hours for secondary level students)
  - ➢ During online activities take small breaks to stand up and move away from the screen. During this break, take a quick walk indoors, do a few stretch exercises, practice deep breathing, catch up with family members etc. Do not continue to sit and surf or chat online.
  - ➢ Avoid using mobile/internet surfing 40 minutes prior to going to bed because engaging in passive communication just before sleeping makes the brain active and makes it difficult for the brain and body to relax

5. Safety and Ethics Related Precautions

- Seek parents' permission before sharing any personal information on the Internet.
- Be careful about cyber bullying and also stop yourself from bullying others. (See Annexure 1)
- Follow netiquette and behave responsibly while online.

6. Guidelines for Physical Health and Mental Wellness during Digital Education

Adequate physical and mental health practices need to be adopted while pursuing digital education. Poor ergonomic practices, prolonged exposure to digital devices and lack of physical activities can have a negative impact on the physical and mental wellbeing of a person.

7. Ergonomic Aspects

The postures and practices a person adopts throughout the day while using digital devices can have a significant impact on one's health and well being. Staying in the same posture for prolonged periods is undesirable. Besides, prolonged exposure to digital devices can have negative impacts on other aspects of health and wellbeing also.

How to sit on a table for learning by laptop or mobile is very important. Figures shown in Annexure - 2

8. Physical Exercises

- Practicing small physical exercises on a regular basis can help in strengthening the immune system as well as strengthening muscles, bones and joints.

- A short break from Computer/ Television/ Mobile phone after every 30-60 minutes will help in reducing strain on eyes, exhaustion, improve circulation of blood and reduce stiffness in joints. One can walk around for a few minutes during such breaks. Switching one's eyes off the screen for 20 seconds after every 20 minutes is soothing for the eyes.

- While sitting in front of a digital device, one can stand up periodically and do some stretching exercises.

9. Mental Wellness

- Malpractices on the internet and other safety, security and ethical issues may be reported to adults/ teachers by the students. If teachers are also facing such issues they may report it to authorities and subsequently to the police.
- Students may be oriented to the responsible uses of the internet and how its misuse can cause harm to one's academic, personal, social and mental wellbeing.
- Teachers and adults may be vigilant enough to pick up clues for unusual behavior of any student and connect them to counselors for help. Examples of such behavior are negative emotional states such as

A. Depression manifested as dysphoria, hopelessness, devaluation of life, self-deprecation, lack of interest or involvement and intertia,

B. Anxiety manifested as restlessness, fatigue, trouble concentrating, irritability, muscle tension, trouble sleeping (insomnia) and

C. Stress or tension manifested as difficulty relaxing, nervous arousal, and being easily upset or agitated, irritable or over reactive and impatient.

10. Learning Environment

The learning environment needs to have proper lighting, ventilation. One cannot participate in a video call when there is too much external noise. Audio-video content should not be played in the middle of an online session. An earphone may be used if available.

11. Attendance in Online Classes

1. Attendance may be taken on the electronic only for flagging remediation requirement of the absentness and not for any punitive or financial purposes. Such attendance shall not be counted mandatory for performance evaluation purposes.
2. The teachers may take the responsibility and ensure that all students who were absent for online sessions are suitably coached and brought on par with the other students who attended the online classes, when the school reopens.
3. While assessments and assignments can be done online, none of the assignments or assessments conveyed remotely to the child over electronic modes and through an electronic device may be made mandatory or be counted towards final grading/ making/performance evaluation.