

Ref. No. IES/MES/240/2021-22

Date 23.8.2021

**Subject: Securing the student ID and Password on "MICROSOFT TEAMS" Platform**

Madam / Sir,

It has been brought to our notice that the student ID and Password given to each student is not being used in a secured manner.

At times, it is observed that the student ID and Password is being shared, resulting in inappropriate use of the MICROSOFT TEAMS Platform.

We would like to bring to the attention of parents that it is their responsibility to ensure that the student ID and Password being used by each student is not shared with any other student / parent under any circumstances.

Such inappropriate sharing of student ID and Password would lead to misuse of the system for which the School will not be responsible.

Parents are also required to ensure that the password is changed at regular intervals as a measure of abundant precaution and security.

Kindly treat this matter as urgent and important.

*Pragme*  
Headmistress  
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