

SCHOOL POLICY REGARDING USE OF CELL PHONES AND OTHER ICT DEVICES

- The school doesn't permit any student carrying any electronic article to the school without a written permission from the concerned teacher. **Non compliance of the rules would be considered as an offence.**
- Electronic articles like cell phone, pen drives, hard discs, PSP's, CD's etc. are strictly not allowed and if a student is found in possession of one then the mobile phone or device would be confiscated and it becomes the school property.
- The device would only be returned to the parents after submission of parental undertaking, stating that the offence would not be repeated.

The school looks forward to providing a cyber safe environment for promoting educational use of technology

Monitoring Mechanisms:

The school shall constitute a Monitoring Committee whose primary responsibility shall be prevention of cyber bullying as well as the implementation of safe cyber-use guidelines within the school. Any violation of the Cyber Policy by the students must be dealt strictly and appropriately. On the other hand, any incident of Cyber stalking, Cyber bullying, etc. must be dealt with sensitively and the response to individual incidents must be recorded and followed-up.

The committee shall meet once every month and ensure confidentiality of cases discussed each time.

GUIDELINES FOR STUDENTS

1. Students must use the ICT devices of the school with utmost care.
2. Students must use the ICT devices only for school related work under the supervision of the concerned teachers.
3. Students must not cause damage to any equipment. If they spot any damage, they must inform the teacher immediately.
4. Students must not eat/drink near the ICT devices.
5. Viewing social media sites/Registering on any website/Downloading any material for use must be under the strict supervision of the teacher.
6. Students must not claim to represent the school in an official capacity when using the Internet.
7. Students are not allowed to bring equipment such as iPad, iPod, PSP, mobile phones etc. to the school. Any such equipment confiscated from the students will be kept with the school.
8. The use of USB drives must be restricted for copying and transferring school related data only.
9. Students must report incidents of Cyber Bullying and Cyber Stalking to the school counselor/parents immediately.
10. Learn to use the **internet safely** :

▶ Don't give out personal information such as your address or phone number.

▶ Do not share passwords, user names, accounts Ids or PINs with anyone besides your parents.

▶ Do not share other people's personal information or say things that might violate the safety or rights of others, even if you mean it as a 'joke'.

▶ Do not leave the ICT devices unattended.

▶ Don't become online 'friends' with people you don't know.

▶ Never arrange to meet someone in person who you've met online.

▶ If anything you see or read online worries you, tell your parents/teachers about it.

▶ What you do not do in real life, don't do on the Internet. This includes all kinds of cyber bullying using

text, photos and videos.

GUIDELINES FOR THE PARENTS

1. Place the computer in an open area in your home-not in your children's room.
2. Set clear expectations for your children, based on age and maturity.
3. Write down the rules and place them next to the computer.
4. Install parental control (content filtering) software.
5. Learn Internet basics, be approachable and lead by example
6. Talk to your child about cyber bullying before it happens. Work out strategies to address cyber bullying. Your children should know what to expect if they do report their concerns to you.
7. Keep the lines of communication open so your children will be comfortable talking about what is worrying them. Guide their online activities and help them learn to communicate appropriately with friends and family
8. Monitor what your child is doing online and explore it with him/her. Discuss the kinds of sites that are safe to explore and those that are not.
9. Help your child to block anyone who sends offensive content. Most social networking services allow users to block and report someone who is behaving badly.

WHAT TO DO IF YOU THINK YOUR CHILD IS BEING CYBER BULLIED -- POSSIBLE SIGNS:

1. Discuss any changes in mood or behaviour with them. If you are concerned, help your child to stay connected to friends and family they trust.
2. Notify the police immediately if you have serious concerns for your child's safety.
3. Work with your child to save some evidence of cyber bullying behaviour-it may need to be followed up by the school, internet service provider (ISP), mobile phone carrier or the police.
4. Cyber bullying won't stop if it's ignored-you can help by listening to your children and working with them to take control of the situation.