

Policies & Committees



2021

THE SHIKSHIYAN SCHOOL

POLICIES

1. ENVIRONMENT POLICIES

The environment is an important aspect of human life. We are interdependent on environment for our survival. We should protect our environment just as we protect our lives. The Shikshiyani School has always had a cautious approach to the environment. We continuously try our best to work for the environment and protect it. The focus of Eco-Club has always been the schemes by which we can work best and in systematical manner for environment. Green day is celebrated to create awareness among the students towards their environment.

Environmental Policy of the school

To create "*a clean and green consciousness*" among students through various innovative methods.

To create awareness of biodiversity conservation and local environmental issues among school children.

Making efficient use of Natural Resources by conserving energy and water.

Minimization of all type of wastes and promotion of economic utilization of different types of waste that are generated in premises.

School is striving continuously to promote awareness about e-waste and we also believe in curtailing plastic bags/Polythene bags.

2. CHILD PROTECTION POLICY

The Constitution of India guarantees several rights to children and enables the State to make provisions to ensure that the tender age of children is not abused. Child Abuse was and continues to be, one of the most heinous crimes designed and perpetuated by human beings against some of the most vulnerable and defenseless sections of the community. Globally, it has been recognized and seen as a particularly burdensome challenge. According to the World Health Organization, “Child maltreatment, sometimes referred to as child abuse and neglect, includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child’s health, development or dignity. Within this broad definition, five subtypes can be distinguished — physical abuse; sexual abuse; neglect and negligent treatment; emotional abuse; and exploitation”.

TYPES OF ABUSE

1. Physical Abuse: Includes hitting, kicking, punching, biting, burning, shaking, drowning, smothering, and giving drugs or alcohol (includes corporal punishment)

- Possible Symptoms:
- Frequent injuries or unexplained bruises, fractures, welts, burns or cuts
- Depression and anxiety and/or aggression and violence.
- Problems with relationships and socializing / distant and withdrawn.
- Wears inappropriate clothing to cover up injuries, such as a coat on warm days.
- Running away
- Sleeps in Class /appears drowsy

2. Emotional Abuse: Includes threats, humiliation, sarcasm, degrading punishments, and undermining confidence.

- Possible Symptoms:
- Possible delayed physical, emotional and mental development.
- Being unable to play or socialize well with others
- Fearful of making mistakes
- Self-harm

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- Sudden speech disorders or neurotic behaviour such as rocking
 - Low self-esteem / confidence
 - Crying inconsolably

3. **Sexual Abuse:** Includes kissing, touching genitals or breasts, vaginal or anal intercourse, oral sex, and encouraging to look at pornography, trading grades for sexual favors.

- Possible Symptoms:
- Aggressive behaviour, risk taking and missing school or running away.
- Sleep problems and bed-wetting or soiling.
- Negative thoughts / not looking after themselves / low self esteem
- Displaying sexually inappropriate behaviour
- Anal or vaginal soreness
- Unexplained bleeding from private parts.

4. **Substance Abuse:** Includes intake of Psychoactive /alcoholic /narcotic substance /tobacco or engage in buying or selling of any above-mentioned substance.

- Possible Symptoms:
- Aggressive behaviour, risk taking, missing school. Stealing
- Low self-esteem/ confidence
- Unable to socialize well with others
- Day dreaming lethargic

5. **Neglect:** Includes lack of food, medical attention, supervision, clothing etc.

- Possible Symptoms:
- Delayed development
- Poor hygiene, unwashed clothes or inadequate clothes
- Untreated medical conditions
- Being hungry or tired all the time
- Missing school or difficulties with school work
- Poor self esteem
- Withdrawn and difficulty making friends and/or anti-social behaviour

GUIDING PRINCIPLES OF THE POLICY

1. **Protection:** Safety and security of all children is integral to their well-being and children are to be protected from all forms of harm, abuse, neglect, violence, maltreatment and exploitation in all settings including care institutions, schools, hospitals, creches, families and communities.
2. **Best Interest of the Child :** Best interest of the child is the primary concern in all decisions and actions affecting children, whether taken by legislative bodies, court of law, administrative authorities, public, private, social, religious or cultural institutions to ensure their personality development.
3. **Confidentiality :** Children's right to privacy and confidentiality should be protected in cases of abuse.
4. **Non-Stigmatisation and Non-Discrimination :** Each child irrespective of circumstances, as well as socio-economic, cultural, religious and ethnic backgrounds should be treated equally and in a dignified manner.

TEACHER'S ROLE

Be familiar with your school's child protection policy, procedure and know who is the child protection lead in with your department. Ensure the students are also aware about reporting the abuse.

Disclosures:

- Listen to the child, reassure them that they have been brave but do not investigate.
- Explain to the child that you have to talk to the child protection lead as you need to see what can be done. Explain that you will only speak to people who need to know.
- Act immediately and report to the child protection lead so an assessment of risk can take place. Any delay could leave the child in danger.
- Keep records of all conversations and actions taken.
- Be transparent with the child so that he/she can be involved at each stage.
- Suspicious:
- Pass on all concerns to the child protection lead in your department. No matter how small.

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- Keep records of any concerns.

GENERAL DO'S:

Be vigilant at all times; in case of a discloser follow the given instructions:

- Immediately tell the child that you believe in him/her.
- Keep your own body language calm and composed.
- Use the language in which the child is comfortable.
- Acknowledge it is difficult to talk about such things.
- Tell the child this happens to other children also and that he/she is not the only one.
- Tell him/her that he/she is not responsible for what happened and did not deserve it.
- Tell him/her that sometimes adults do things that are not OK (avoid saying that the offender is "sick"). Everything you can to support, comfort and reassure the child.
- Explain to the child that the teacher needs to share the discloser with the concerned authorities in the benefit of the child.
- Make notes of facts of the disclosure after the child has left and fill the Child Protection Form.

GENERAL DON'TS:

In case of a discloser follow the given instructions:

- Do not investigate, JUST LISTEN.
- Do not make the child repeat with the discloser.
- Do not make notes or do recordings in front of the child.
- Do not take confessions in writing.
- Do not make false promises.
- Do not share the incident with people who do not need to know about it.
- Do not delay reporting the incident to the authorities/departmental heads beyond 24 hours.

ASPECTS OF CHILD PROTECTION

A child needs protection from people with unhealthy attitude present in the School campus. These include other School students, administrators, teachers and rest of the School staff (1.e., cleaning agency workers, office staff, security workers, etc). Child protection can be ensured through appropriate action against bullying; corporal punishment; any sort of physical, verbal or sexual abuse and indiscipline, violence or substance abuse. Therefore, Child protection policy includes sub-policies namely-

- **Anti Corporal Punishment Policy**
- **Anti Bullying Policy**
- **School Discipline and Substance Abuse Policy**

3. ANTI CORPORAL PUNISHMENT POLICY

The Right of children to Free and Compulsory Education Act (RTE, 2009), clearly states that no child shall be subject to “physical punishment or mental harassment” in schools. Those officials that contravene this provision shall be liable for disciplinary action under service rules applicable to them.

It is not easy to define corporal punishment as it involves humiliation and insult which a child feels as a subject. Considering the millions of ways in which punishment is perpetrated on children in contemporary times, it is impossible to exhaust all the forms of insinuations and violence. However, following behaviour has been categorically put under Anti corporal policy of the school.

1. **Physical punishment** is understood as any action that causes pain, hurt/injury and discomfort to a child, however light. Examples of physical punishment include but are not restricted to the following:

- a) Causing physical harm to children by hitting, kicking, scratching, pinching, biting, pulling the hair, boxing ears, smacking, slapping, and spanking or with any implement (cane, stick, shoe, chalk, dusters, belt, whip, giving electric shock etc.)
- b) Making children assume an uncomfortable position (standing on bench, standing against the wall in a chair-like position, standing with schoolbag on head, holding ears through legs, kneeling etc.)
- c) Forced ingestion of anything (for example: washing soap, mud, chalk, hot spices etc.)
- d) Detention in the classroom, library, toilet or any closed space in the school.

2. **Mental harassment** is understood as any non-physical treatment that is detrimental to the academic and psychological well-being of a child. It includes but is not restricted to the following:

- a) Sarcasm that hurts or lowers the child’s dignity; Calling names and scolding using humiliating adjectives, intimidation;
- b) Using derogatory remarks for the child, including pinning of slogans;
- c) Ridiculing the child with regard to his/her background or status or parental occupation or caste;
- d) Belittling a child in the classroom due to his/her inability to meet the teacher’s expectations of academic achievement;

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- e) Punishing or disciplining a child, not recognizing that most children who perform poorly in academics are actually children with special needs. Such children could have conditions like learning disability, attention deficit hyperactivity disorder, mild developmental delay etc.
 - f) Using punitive measures to correct a child and even labeling him/her as difficult; such as a child with attention deficit hyperactivity disorder who may not only fare poorly in academics, but also pose a problem in management of classroom behaviors;
 - g) 'Shaming' the child to motivate the child to improve his performance and
 - h) Ridiculing a child with developmental problems such as learning difficulty or a speech disorder, such as, stammering or speech articulation disorder.

3. **Discrimination** is understood as prejudiced views and behaviour towards any child because of her/his caste/gender, occupation or region and non-payment of fees or for being a student admitted under the 25% reservation to disadvantaged groups or weaker sections of society under the RTE, 2009. It can be latent; manifest; open or subtle. It includes but is not restricted to the following:

- a) Bringing social attitudes and prejudices of the community into the school by using belittling remarks against a specific social group or gender or ability/disability;
- b) Assigning different duties and seating in schools based on caste, community or gender prejudices for example, cleaning of toilets assigned by caste; task of making tea assigned by gender); admission through 25% reserved seats under the RTE; or non-payment of any prescribed fees;
- c) Commenting on academic ability based on caste or community prejudices and
- d) Denying a facility like library books or uniforms or sports facilities to a child or group of children based on caste, community, religion or gender.

CODE OF CONDUCT

INAPPROPRIATE/OFFENSIVE BEHAVIOUR OF STAFF AND EMPLOYEES

1. Hit or otherwise physically assault a child.
2. Use language that will mentally or emotionally abuse the child.
3. Act in any way that intends to embarrass shame, humiliate or degrade a child.
4. Show discrimination of race, culture, age, gender, disability, religion, sexuality, political persuasion or any
5. other status.

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6. Develop a sexual relation with a child.
 7. Kiss, hug, fondle, rub or touch a child in an inappropriate or culturally insensitive way.
 8. Initiate physical contact unless initiated by the child (e.g. holding hands).
 9. Suggest inappropriate behaviour or relations of any kind.
 10. Allow children to engage in sexually provocative games with each other.
 11. Stand aside when they see inappropriate actions inflicted by children on other children because it is frequent and commonplace.

ACTION TO BE TAKEN BY TEACHERS

As teachers if one is concerned that one of the child has any signs of abuse it is vital to report to the Principal who will keep a written record of any factual statement of concern regarding a child.

CHILD PROTECTION IS ALSO ABOUT YOUR OWN PROTECTION SO PLEASE REMEMBER THAT YOU ARE TO ONLY REPORT THE INCIDENT AND NOT TAKE ANY ACTION AFTER DISCLOSURES.

4. ANTI BULLYING POLICY

Bullying is behaviour by an individual, repeated over time that intentionally hurts another individual or group. It can be in the physical, verbal, emotional or cyber domain. It is any act or gesture (written, verbal, graphic, or physical) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating and threatening and likely to evoke fear of physical harm or emotional distress.

The following types of bullying behaviour are included in this non-exhaustive definition

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying,
- identity-based bullying such as homophobic bullying, racist bullying,
- Bullying of those with disabilities or special educational needs.
- hurtful public message, image or statement on a social network site or other public forum
- where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying

Bullying undermines and dilutes the quality of education. Research shows that bullying can have short and long-term effects on the physical and mental well-being of pupils, on engagement with school, on self-confidence and on the ability to pursue ambitions and interests. Therefore, the policy aims to create an environment where students can grow and flourish without fear.

An anti-bullying policy should always endeavor to complement a school's policy on behavior and discipline. There is also a need to regularly reinforce and review the policy so that newcomers to the school understand the school's stance on bullying and so that existing pupils and parents are reminded that bullying, in whatever form, will never be tolerated.

POLICY GUIDELINES

1. The Head of the Institution will be responsible to determine whether an alleged act constitutes a violation of this policy.
2. The Policy prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in the investigation.

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3. The policy prohibits any person from falsely accusing another as a means of bullying or harassment.
 4. School officials will disseminate the policy annually to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment if bullying occurs on school property, at school-sponsored functions, or on a school bus.
 5. Involvement of parents through regular meetings with HM/Class teacher/Counselor. The school recognizes the need to work in partnership with and keep parents informed on procedures to improve relationships on a school-wide basis.

CODE OF CONDUCT

Behavior protocol for children

- i. Respect all staff, teachers, parents and outsiders
- ii. All relevant information should always be given to the concerned staff
- iii. Share information and learning with other children
- iv. Never physically assault or sexually abuse another child
- v. Never tease another child or call out nicknames
- vi. Never threaten another child
- vii. Never spread rumors about another child, or details about the child which could be socially humiliating
- viii. Never force another child to give away his/her personal belongings
- ix. Never use abusive language
- x. This protocol must be encouraged by staff among children.

Expected Behavior of school staff

- i. The school promotes habits of mutual respect, courtesy and an awareness of the interdependence of people in groups and communities.
- ii. The school promotes qualities of social responsibility, tolerance and understanding among all its members both in school and out of school.
- iii. Staff members share a collegiate responsibility, under the direction of the Principal, to act in preventing bullying/aggressive behavior by any member of the school.

The following are some practical tips for immediate actions that can be taken to help build a positive school culture and climate .

- Explicitly teach pupils what respectful language and respectful behavior looks like, acts like.
- Display key respect messages in classrooms, in assembly areas and around the school. Involve pupils in the development of these messages.
- Catch them being good - notice and acknowledge desired respectful behavior by providing positive attention.
- Consistently tackle the use of discriminatory and derogatory language in the school.
- Give constructive feedback to pupils when respectful behavior and respectful language are absent.
- Have a system of encouragement and rewards to promote desired behavior and compliance with the school rules and routines.
- Explicitly teach pupils about the appropriate use of social media, mobile phone and internet use.
- Follow up and follow through with pupils who ignore the rules actively and tackle bullying behavior.
- Involve parents and/or the Parents' Association in awareness raising campaigns around social media.
- Actively promote the right of every member of the school community to be safe and secure in school.
- Highlight and explicitly teach school rules in pupil friendly language in the classroom and in common areas.
- All staff must watch out for signs of bullying behavior.
- Ensure there is adequate playground/school yard/outdoor supervision.
- School staff can get pupils to help them to identify bullying "hot spots" and "hot times" for bullying in the school.
- Hot spots tend to be in the playground/school yard/outdoor areas, changing rooms, corridors and other areas of unstructured supervision.
- Hot times again tend to be times where there is less structured supervision such as when pupils are in the playground/school yard or moving classrooms.
- Support the establishment and work of student councils agencies in preventing and dealing with bullying.

5. DISCIPLINE AND SUBSTANCE ABUSE POLICY

School discipline is the system of rules, punishments and behavioural strategies appropriate to the regulation of children and the maintenance of order in schools. Its aim is to control the students' actions and behaviour. An obedient student is in compliance with the school rules and codes of conduct. These rules may, for example, define the expected standards of clothing, timekeeping, social behaviour and work ethic. The term discipline is also applied to the intervention that is the consequence of breaking the rules. The aim of discipline is to set limits restricting certain behaviours seen as harmful for the child or others around him. In general, a system of school discipline can be called effective if it clearly communicates to both students and staff what are acceptable and unacceptable boundaries of behavior and what are the consequences of misbehavior will be.

Objectives of a Discipline Policy/Plan

- ✓ To enable students to manage and control their behavior.
- ✓ To enable the students follow rules, respect them and participate positively in learning process.
- ✓ To eliminate physical and psychological violence from school.
- ✓ To ensure a general wellbeing of students and staff in school.

The aforementioned objectives can be achieved through the following steps-

- ✓ A firm consistent discipline plan.
- ✓ Entire school (i.e., all heads, teachers, students and parents) is aware of the plan and follows consistently.
- ✓ Appropriate and respectful behavior is modeled by teachers and administrators.
- ✓ Appropriate behavior in students is appreciated and encouraged through formal and informal means.
- ✓ It is vital that the behavior policy is clear, that it is well understood by staff, parents and pupils, and that it is consistently applied.

CODE OF CONDUCT

Definition of misbehavior

- Misbehavior includes disrespect to teachers all members of the School Staff, Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, using unfair means in examination, teasing fellow students, etc.
- Students are not allowed to bring two wheelers to school or drive a four wheeler to school.
- No books, periodicals, comics, newspaper or printed matter of an objectionable nature, must be brought into the school.
- Unauthorized object that may cause harm to self /others /School building .e.g. Sharp objects ,fire crackers etc must not be brought to School.
- Cell phones, digital watches and diaries, toys, calculators, video games, portable audio and video devices and any mass storage devices are forbidden in the school.
- Any damage to school property must be made good by the student concerned.
- The school uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the school, of which the student is an integral part.
- Uniform includes proper shirt, skirt/trousers, socks, belt, shoes, tie and blazer (in winters). Shirts should be properly tucked in and skirts/trousers worn on the waist and not low waist. Any violation of its sanctity calls for firm disciplinary action.
- School time needs to be respected. Gates to be closed at 7.45 am
- No child enters unless parents accompany with valid reasons.
- It is responsibility of parents to ensure child's safe return to home if he /she reaches late and gates are closed.

REPORTING

- An episode of indiscipline can be reported by a student, teacher, a support staff or administrator.
- The complaint must be brought to the notice of Class teacher / counsellor and the Head Mistress; who would decide for next action as per the severity of indiscipline.
- Once rules have been communicated, fair and consistent enforcement helps maintain students' respect for the school's discipline system. Consistency will be greater when fewer individuals are responsible for enforcement.
- The School will review this policy annually to reflect new legal and regulatory developments and ensure best practice.

6. CYBER POLICY

OBJECTIVE

In today's world, we are surrounded by electronic gadgets everywhere. As an educational institution, it is the school's responsibility to provide Internet facilities and IT devices/equipment which will benefit student learning outcomes, and the effective operations of the school.

However, these technologies (some provided partly or wholly by the school and some privately owned by the staff, students and other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximize the benefits of these technologies, while at the same time to minimize and manage the risks.

Thus, we need to have in place, rigorous and effective school Cyber Safety practices which are directed and guided by this Cyber Policy.

CYBERSPACE

It is a complex environment consisting of interactions between people, software services supported by worldwide distribution of information and communication technology.

Owing to the numerous benefits brought about by technology, the cyberspace is a common pool of resources used by students, citizens, businesses, critical information infrastructure and all stake holders.

Information Technology (IT) is one of the critical sectors that rides on and resides in Cyberspace.

We must provide a right kind of focus for secured computing environment and adequate trust and confidence in electronic transactions, software, services, devices and networks.

Cyberspace is vulnerable to a wide variety of incidents, whether intentional or accidental, manmade or natural and the data exchanges in the cyberspace can be exploited for nefarious purposes.

ELECTRONIC CRIME (E-CRIME)

It occurs when computers, or any other electronic communication equipment or devices (such as mobile phones or the internet), are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

IT DEVICES/RESOURCES:

They include (such as desktops, notebooks, and tablets), storage devices (USB and flash memory devices, CDs, DVDs, floppy disks, ipods, MP3 players), cameras (video and digital cameras and web cams), all types of mobile phones, gaming consoles, video and audio players or receivers (portable CD and DVD players), and any other similar technologies

TYPES OF ELECTRONIC CRIME (E-CRIME)

1. **Fraud & Financial Crimes:** Computer fraud is dishonest misrepresentation of fact intended to cause loss. For example, bank fraud, identity theft, extortion, and theft of classified information.
2. **Obscene or offensive content:** The content of websites and other electronics communications may be distasteful, obscene or offensive for a variety of reasons. In some instances these communications may be illegal.
3. **Cyber bullying:** content may be offensive in a non-specific way, harassment directs obscenities and derogatory comments at specific individuals focusing for example on gender, race, religion, nationality, sexual orientation. This often occurs in chat rooms, through newsgroups, and by sending hate e-mail to interested parties. Any comment that may be found derogatory or offensive is considered harassment.
4. **Threats:** Advertisements promising unrealistic products/services (adware) and software that intentionally causes harm (Malware)
5. **Cyber Terrorism:** A cyber terrorist is someone who intimidates or coerces a government or organization to advance his or her political or social objectives by launching computer based attack against computers, network, and the information stored on them.

VISION:

To build a secured and resilient cyberspace for citizens.

Need of a Cyber Policy:

“To protect information and infrastructure in cyberspace, build capabilities to prevent and respond to cyber threat, reduce vulnerabilities and minimize damage from cyber incidents through a combination of institutional structures, people, processes, technology and cooperation.”

CYBER POLICY:

This policy applies whenever students are using School Information Technology equipment, services and/or resources, whether such equipment, service and/or resources is being used at school or home.

1. Students must not eat/drink near the IT devices.
2. Must respect school equipment and should not indulge in moving the IT equipment and/or cables.
3. Students must not cause damage to any equipment. If they spot any damage, they must inform the teachers immediately.
4. Must not use flash drives or any other external media(Cell phone, hard disk, CD, camera etc.) for the purpose of Saving or transferring the work and Installing new software without due permission from the computer faculty.
5. Viewing social media sites/registering on any website/downloading any material for use must be under the strict supervision of the teacher.
6. In the computer lab, Internet access is allowed only after permission from computer faculty and the computer faculty reserves the right to check the IDs of the users.
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 by the school.
8. Students must report incidents of Cyber Bullying and misuse of IT resources to their teachers/parents immediately.
9. Hacking emails of school staff or others.

WHAT HAPPENS IF A STUDENT BREACHES SCHOOL'S CYBER POLICY:

If you breach this policy, you will be subjected to School Behavior Management Policy.

1. Minor breaches (like installing new software, accessing internet, connecting IT devices without prior permission of the concerned teacher etc.) of this policy will result in the suspension period of two weeks.
2. Major breaches (like cyber bullying, identity theft etc.) of this policy will result in the suspension period of up to ten weeks.
3. If you behave online in a manner that threatens the well being of another child, student, parent or member of the school community, even if this occurs off-site during or after the school hours, the Principal/VP/HM has the authority to take appropriate action.
4. When it is suspected that a personal electronic device such as a mobile phone is used to capture images of a crime (such as an assault), or contains any other evidence of a crime, the device will be confiscated and handed to the police.
5. If the Principal suspects an electronic crime has been committed, this will be reported to the Police Department. Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device such as a notebook, computer etc., and the device will be confiscated and handed to the investigating police officer. The police will determine any further action.
6. These actions may be taken even if the alleged incident occurs off site and/or out of school hours.

GUIDELINES FOR PARENTS:

1. Place the computer in an open area in your home – not in your children's bedroom.
2. Set clear expectations for your children, based on age and maturity.
3. Install parental control (content filtering) software.
4. Learn internet basics, be approachable and lead by example.

TIPS FOR PARENTS TO AVOID AND IDENTIFY CYBER BULLYING:

1. Discuss any changes in mood or behavior with them. If you are concerned, help your child to stay connected to friends and family they trust.

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2. Talk to your child about cyber bullying before it happens.
 3. Be aware of what your child is doing online and explore it with them.
 4. Keep the lines of communication open so your child will be comfortable talking about if something is worrying them. Help your child to develop the skills they need to interact online safely and respectfully online. Guide their online activities and help them learn to communicate appropriately with friends and family.
 5. 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.

“Cyber bullying won’t stop if it is ignored – you can help by listening to your child and working with them to take control of the situation.”

GUIDELINES FOR STUDENTS & PARENTS TO USE THE INTERNET SAFELY:

1. Don’t give out personal information such as your address or phone number.
2. Do not share passwords, user names, account IDs or PINs with anyone besides your parents.
3. 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’.
4. Do not leave the ICT devices unattended.
5. Don’t become online ‘friends’ with people you don’t know.
6. Don’t open emails or attachments from people you don’t know.
7. Never arrange to meet someone in person who you have met online.
8. If anything you see or read online worries you, tell your parents/teachers about it.
9. Never give out personal details in messenger or in personal profiles.
10. Remember that people may not be who they say they are.
11. Don’t send pictures to strangers.
12. Most reputable chat rooms allow you to block messages from a particular sender.
13. Be careful about who you share photos with.
14. Use social network’s privacy settings so only your friends can see your stuff.
15. 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.

PARENT AND STUDENTS ACKNOWLEDGMENT BY:

1. To gain access to School Information Technology systems, student and parent(s) must read the policy, understand its contents, and sign and return this Parent and Student Agreement page to the school. You should keep the policy for reference.
2. This policy and agreement, along with the additions or amendments, will remain in force as long as the student is enrolled at School.
3. If it becomes necessary to add to, or to amend any of the conditions of this policy, parents and students will be advised in writing via the school circular.

PARENT ACKNOWLEDGMENT:

I have read and understood that School Cyber-Safety Policy, and understand that student internet access is granted for educational purposes according to the conditions stated in this policy. I understand that the internet is a global network of computers, and that whilst School will monitor the student use of the internet, it is not able to control the content, or restrict student access to all controversial or inappropriate materials. I agree that I will not hold the school responsible. _____ (student's name) to be granted access to the School IT Systems, and to the Internet.

Parent's Signature: _____

Date: _____

STUDENTS ACKNOWLEDGMENT:

I have read and understood the School Cyber Safety Policy, and agree to abide by those rules and conditions. I understand that if I do not abide by this policy, my use of School Information technology Systems will be suspended, and that I will be subject to the School's Behavior Management Policy and the possible repercussions.

Student's Signature: _____

Date: _____

7. MOBILE PHONE POLICY

Mobile phone brought in school by the students adversely affects the decorum and discipline of the school. The use of mobile phones in the school is on a rise and thus, the school has initiated a mobile phone checking drive to bring the situation under control. The following is the policy with defined SOP (Standard Operating Process) to be followed under the drive-

1. CREATING AWARENESS

First, the awareness of the newly approved Mobile Phone Policy has to be created in the school.

1. The Mobile Phone policy document is also uploaded on the school website to spread information to all stakeholders.
2. Announcements are made in each class by the school prefects informing the students about the drive and a register is being maintained for the same.
3. The prefects announce the following in the presence of the teacher in the classroom and the SOP is strictly adhered to.

- Bringing and using Mobile phones in the school premise is not allowed.
- If any student is found using mobile phones in the school premises, the mobile is immediately confiscated. Random checks are also conducted by the members of Prefectorial Board. Any mobile phone found during these checks are also confiscated.
- The confiscated mobile are kept in the custody of the school authorities.
- The confiscated mobile phones are returned to the parents of the concerned student in the Final PTM at the end of the session.

2. RANDOM CHECKS

- Random checks are conducted after the awareness has been created.
- Prefects go to each class during a check and the bags as well the uniforms of the students are thoroughly checked. The Boys Prefects deal with the boys in the classroom and the Girls Prefects check girls' bags and uniform.

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- The random checks are done only under the supervision of a teacher present in the class at the time of checks.
 - If mobile phones are found during the random checks, they are immediately confiscated.
 - The confiscated phones are handed over to the class teacher who enters the details of the phone in the register before handing over to the VP.