

CYBER SAFETY RULES

Computers have revolutionized much of modern life, either directly or indirectly, and learning how to use them safely and appropriately in school is extremely important.

Hence all end users ie students and teachers must abide by the following rules and regulations to ensure protection from misuse.

Policy & Rules for Computer Lab Use.

1. No food or drinks while sitting at a computer workstation.
2. Must respect school equipment and should not indulge in moving the lab equipment and/or cables.
3. Must inform teachers if they find any damage in the lab.
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 their work without due permission from the Computer Lab Incharge.
5. Must not intentionally attempt to install any software on any workstation.
6. Computer usage for school project work/Inter-School events shall be entertained only in the presence of concerned faculty member.
7. No illegal copying of ANY material present already on a workstation.
8. Keep sound levels to the minimum.
9. The labs are for students and faculty ONLY. We reserve the right to check IDs.
10. No disruptive behavior in the lab.
11. Internet access is allowed only after permission from computer faculty.

Guidelines for Safe Net Surfing for Everybody/Everywhere

1. Never open an email from an unknown source - it may contain viruses that can harm your computer.
2. Never give out personal details in messenger or in personal profiles.
3. Never give a friend's details.
4. Don't send pictures to strangers.
5. Never meet up with anyone you meet online.
6. Remember that people may not be who they say they are.
7. Most reputable chat rooms allow you to block messages from a particular sender.
8. Be careful about who you share photos with.
9. Passwords should be kept private (except from parents)
10. Use social network's privacy settings so only your friends can see your data.
11. Immediately inform an adult you trust (teacher/parent) if you are being cyberbullied.