SRIVALI ANUSHASANA: Online Safety Policy Statement

1. **Introduction**

At [Institution's Name], we are committed to providing a safe and secure online environment for all members of our school community. As technology becomes an integral part of education, we recognize the importance of ensuring the well-being and digital safety of our students, staff, and parents. This Online Safety Policy outlines our approach to promoting responsible online behaviour, preventing online risks, and maintaining a positive digital culture within our Institution.

2. **Objectives**

Our Online Safety Policy aims to:

- Educate students, staff, and parents about responsible online behaviour and digital citizenship.
- Mitigate risks associated with internet use, including cyberbullying, inappropriate content, and online predators.
- Foster a culture of respect, empathy, and responsible digital engagement.
- Equip students with the skills necessary to navigate online platforms safely and make informed decisions.
- Collaborate with parents to ensure a consistent approach to online safety at home and in school.

3. **Guiding Principles of our Online Safety Policy**
   i) At our School, we will have a positive approach in educational initiatives covering cyber security and safety aspects.
   ii) We will balance children's rights to learn, access information and privacy with their right to protection through appropriate safety measures i.e., optimal online learning with minimal risks.
   iii) We will look for providing an active role for children, based on their evolving capacities and resourcefulness, in promoting online safety and digital citizenship. We will attempt to mould our student to be a model digital citizen.
   iv) We will provide age- appropriate and relevant educational materials (on being safe online) to serve three age groups:
   5-10 years (Child); 11-14 years (early adolescent); 15-18 years (adolescent)
   v) We will establish procedures that the School implements to safeguard against online safety breaches.

vi) We will also establish procedures to be followed in the event of cyber abuse or crime, including how to access the Cyber Crime Wing of the Police Department.

4. **Online Safety implementation and monitoring measures.**

   i) Access to computer rooms and the use of electronic and technical devices within the Institution's premises by students will be supervised by teachers.

   ii) Social networking sites will be blocked in Institution's computers

   iii) Students will be given age-appropriate education on the safe usage of technology such as sensible use of mobile devices, SMS, mms, mail, net chats.

   iv) Adolescents will be given guidance on internet safety issues/dangers relating to gaming, cyberbullying, grooming, sexting, downloading, file sharing and also avoiding plagiarism(copying).

   v) Students will be educated about the consequences under the Law on cyber misuse, bullying, harassment, etc and how to avoid risky behaviour that could lead to such consequences.

   vi) Students, teachers and parents will be educated on procedures to be followed in response to incidents of breach of online safety, of cyber abuse or of cyber-crime.

   vii) All staff, both teaching and non-teaching will be kept well informed on e-safety/ cyber safety of children.

   viii) For providing the education listed in para 4 iii)-vii) above, the school will utilise the following publications (and future updates/ revisions):

   - NCPCR's publication – "Being Safe Online- guidelines for raising awareness among children, parents, educators and general public.
   - NCPCR's publication- "Manual on Safety & Security of children in schools" – Section VI on Cyber Safety & Security
   - CBSE's- Cyber Safety Booklet for Children (for adolescents)
   - Ministry of Home Affairs- A Handbook for Adolescents/ Students on Cyber Safety
   - Any other publication on related matters from Government, NCPCR, SCPCR

   ix) We will strive to comply with the Safety measures mentioned in the Check List (attached for ready reference), which is part of the NCPCR's Manual Section VI referred to above. We will also review the guidelines issued by NCPCR, State CPCR, Government periodically (at least once a year).

x) **The Child Protection (including Anti-Bullying) Committee ("CPC"), set up under the Child Protection Policy/ Anti Bullying Policy of the Institution will be entrusted additionally with Online Safety as laid down in this Policy.** The existing CPC will be supported by a technically qualified/ skilled "Online Safety Coordinator" in the implementation of the Online Safety Policy.

The Child Protection Committee ("CPC") will ensure that along with the effective implementation of the Child Protection Policy and the Online Safety Policy across all levels of the Institution, the following policies, which are related to the protection and safety of children, are also implemented:

- Anti-Bullying (including Cyber bullying) Policy
- Students Photo and Video policy for School Website & publications incl. magazine
- Policy on monitoring the usage of cameras, video equipment and mobile phones for safety of children
- Policy on misuse of Technology/ Equipment

xi) A sub-committee of the CPC, supported by the Online Safety Coordinator, and named as the "Online safety Monitoring Committee" will track any kind of cyber-attack on children, while at school, and take appropriate steps as warranted. This Committee may seek professional help or assistance from Cyber Crime police, when considered necessary.

xii) The "Child Protection Officer" (CPO) appointed under the Child Protection Policy, will also head a Special Redressal Cell with a trained counsellor included, which will handle a child victim of any kind of cyber-crime and also give advice on reporting to appropriate authorities.

xiii) Confidentiality as stipulated in Child Protection Policy of the School, will also be extended to this Online Safety Policy and to cyber-crimes committed.

xiv) Persons accused of cyber-crime will be dealt with as under:
- Staff members (both teaching and non-teaching), when under investigation, will be placed under suspension pending inquiry in terms of Code of conduct for Employees
- Children will be dealt with as indicated under the School's Code of Conduct for Students.
- Any conduct that results in violation of applicable laws will result in reporting of the conduct to the relevant authorities.

5. **Roles and Responsibilities**

   i) The roles and responsibilities of the Child Protection Committee are listed in the Child Protection policy (para 5.2.1). These will be extended to cover the effective implementation of this Online Safety Policy and related policies as listed in Para 4 x) above.

   ii) The roles and responsibilities of the Chairperson and the Child Protection Officer are also detailed in the Child Protection Policy (para 5.2.2). these will be extended to include the Online Safety Policy and the related policies given in Para 4 x) above.

   iii) Online Safety Coordinator's Role and Responsibilities:

   An appointed Online Safety Coordinator will be responsible for overseeing the implementation of the Online Safety Policy, coordinating online safety efforts, and ensuring that the Institutional community is informed and educated about best practices in online safety.

   The Online Safety Coordinator shall also perform the function of the Data Protection Officer (DPO) under The Digital Personal Data Protection Act of India (DPDP) and ensure its compliance.

   The Online Safety Coordinator will be responsible for:

   - Policy Implementation: Ensure that the Online Safety Policy is effectively implemented across all levels of the Institution along with Policy on Misuse of Technology as well as the Policy on Monitoring the Usage of Cameras, Video Conferencing Equipment, and Mobile Phones for the Safety of Children.
   - Coordination: Collaborate with teachers, administrators, and other stakeholders to coordinate and promote online safety initiatives.
   - Training and Education: Organize and facilitate workshops, seminars, and training sessions for students, parents, and staff on online safety and responsible digital citizenship.
   - Curriculum Integration: Work with teachers to integrate online safety education into the curriculum, ensuring that students receive age-appropriate guidance on navigating the digital landscape.
   - Incident Response: Oversee the reporting and investigation process for online safety incidents, providing appropriate support and guidance to all parties involved.
   - Resource Development: Develop and curate resources, guidelines, and educational materials related to online safety for use within the school community.

- Stay Updated: Keep abreast of the latest online safety trends, technologies, and risks to ensure that the school's approach remains current and effective.
- Parent Engagement: Collaborate with parents to promote online safety awareness, provide resources, and address concerns related to online safety.
- Data Protection: Ensure that the school's digital platforms and data management practices adhere to privacy standards and regulations.
- Reporting to Administration/ Management: Provide regular reports to the Institution's administration on the effectiveness of the Online Safety Policy and recommendations for improvement.

6. **Review and Updates**
   i) This policy, including the role and responsibilities of the Online Safety Coordinator, will be reviewed annually to ensure its effectiveness and relevance.
   ii) Feedback from students, staff, parents, and the Online Safety Coordinator will be considered for continuous improvement.

7. **Conclusion**

By implementing this Online Safety Policy and appointing an Online Safety Coordinator, we aim to create an online environment that mirrors the safe, respectful, and inclusive atmosphere we maintain within our physical institutional community. Together, we can ensure that technology is used as a tool for learning, communication, and enrichment while prioritizing the safety and well-being of all our stakeholders.

Date of Implementation: [Insert Date]

Policy Review Date: [Insert Review Date]

[Signature of Institutional Authority & Date]

[Signature of Policy Committee Representative/ Online Safety Coordinator & Date]