E-SAFETY POLICY

Carmel indentifies, classify and categories the e-safety issue into these areas as under.

The purpose of Carmel Convent School E-Safety Policy is to:
- Safeguard and protect all members of the Carmel Convent School community online.
- Identify approaches to educate and raise awareness of e-Safety throughout the community.
- Enable all staff to work safely and responsibly, role model positive behaviour online, manage professional standards and practice when using technology.
- Identify clear procedures to use when responding to e-Safety concerns.

Carmel identifies that the issues classified within e-Safety are considerable but can be broadly categorised into three areas of risk:
- **Content:** Being exposed to illegal, inappropriate, or harmful material
- **Contact:** Being subjected to harmful online interaction with other users
- **Conduct:** Personal online behaviour that increases the likelihood of, or causes, harm.

Objectives:-
- Disseminate the principles of online safety to all the stakeholders of the school.
- To safeguard the staff and students of the school from cyber-related issues and to light a path of joyful and safe learning experiences.
- To help students and staff to monitor their standards and practice.
- To ensure that all members of the school community are aware of unacceptable online behaviours and the retributions in case of violation of the norms.
- To instil in students a strong sense of responsibility of digital citizenship.

Risk Assessments:-
- Exposure to inappropriate online content
- Visit hate/ extremist sites
- All types of online bullying

- Identity theft
- Sharing passwords and disclosure of personal information
- Health and wellbeing (No. of hours spent on surfing, social media, and gaming)
- Copyright for intellectual property and ownership

How is the Policy Communicated?
The policy is made accessible to all stakeholders for them to understand and have an impact on their lives positively through:
- School website.
- School portal (Campus Care).
- Hard Copy of policies maintained in the school.
- Soft copy sent through emails, Snap Homework, Google Classroom.
- Display on notice boards.
- Through meetings and also through training.

This policy consists of:-
1. Online Safety Officer.
2. Online Safety Coordinator/Data Protection Officer.
3. Online Safety Group.

Roles and Responsibilities

1. Online Safety Officer - Principal
- To take overall responsibility for online safety provision.
- To take the overall responsibility for data and data security.
- To ensure that school uses approved online security mechanism which is aligned with Indian Cyber Security law and policies of the school.
- To be responsible for ensuring that staff, students and parents are receiving suitable awareness and training.
- To be aware of the procedures to be followed in the event of a serious e-safety incident.
- To regularly monitor the online grievances and to ensure that timely action is taken of.
- To ensure that the online safety incident log is kept up to date.
- Receiving complaints and disseminating them to the concerned.
- Conducting meetings for online safety groups and the whole school.

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- To ensure that the appropriate action is taken upon the receiving of the complaints.
- To organize training for the online safety group and the whole school.
- To report the cases to the external body in case the school is not able to resolve the issue.

2. Online Safety Coordinator/Data Protection Officer

To ensure that the school follows all current online safety advice to keep the children and staff safe

- To keep updated documentation of the school's online security and technical procedures.
- To ensure that all data related to students are adequately protected.
- To ensure that all network services are managed on behalf of the school.
- To ensure that the whole school abides by the password policy.
- To confirm that the whole school has undergone multifactor authentication.
- To guarantee the perfect functioning of the filtering system.
- To ensure the user appropriate internet access.
- Regular audit of antivirus, malware, backup and system recovery
- To protect the personal data of stakeholders and keep them informed about their rights and obligations.

3. Online Safety Group

- Awareness to parents on e-safety
- Extending staunch support to the school to bring to notice the areas of improvements as parent representatives
- To be an integral part of policy up-gradation
- Creating awareness on safety through videos, short films, posters, and brochures among the school community
- To conduct training for the student community
- To ensure that the policy is aligned with the need and requirements of students
- Promotes awareness and commitment to online safeguarding throughout the school community
- Takes responsibility for online safety issues and contributes to reviewing the online safety policies and documents
- To regularly update e-safety issues and legislation and become aware of the potential risk for serious child protection issues

- To oversee the delivery of the online safety element linked with the school curriculum
- To supervise and guide students carefully when engaged in learning activities involving online technology
- To ensure that the digital communications with pupils should be on a professional level and only through school-based systems

School Management

School management extends the monetary support and approvals to update the infrastructure for maintaining a safe cyber environment and learning across the school community.

PTA

- Read and understand the policy and support the school with proper updates.
- Help school in conducting training sessions.

Staff

- Understand and comply with the policy.
- To have an understanding of whom to contact and how the procedures of reporting and action work.
- Sign the acceptable use policy and understand the sanctions in case of violation.
- Encourage students strictly to follow the online safety etiquettes
- To link curriculum with e-safety activities.
- Take a zero-tolerance approach towards cyber bullying and that of other forms.
- Staff can only use the school provided Microsoft outlook email system.
- Non Teaching staff shall have a thorough understanding of the policy and put utmost care in safeguarding the students in corridor, bus, playground, and restrooms.

Role of Students

- Read, understand, sign, and adhere to the Student Acceptable Use Policy
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- To understand the importance of reporting abuse, consequences of misuse, and access to inappropriate materials

- To know and understand all policies of the school
- To understand the importance of adopting good online safety practices when using digital technologies out of the school
- To take the responsibility to learn the benefits and risks of using the Internet and other technologies safely both in school and at home
- To know how to report the concerns and be aware of the designated officer to report
- To spread the word of safety with the community

Acceptable use agreement for students:-

Carmel Convent School expects all the students to follow the following instructions for secured and effective learning in and outside the school.

- I will use only the school internet and other ICT facilities provided by the school under the supervision of the staff.
- I will only access content suitable for my age.
- I will not access the file of other users. I will access the contents using my credentials only. I will create a strong password and change it regularly.
- I will see that the flash drive which I bring to school is virus and malware-free. I will not download any of the contents in the school system without the permission of the teachers.
- I will not upload or download content that is offensive and illegal. I will report to the teachers if I notice any.
- I will not share the photo, video, or any work of others without the consent of the school and individuals.
- I will avoid chatting with strangers and will not use the school platform or system for my personal use.
- I understand that the use of the internet, in the school, is regularly monitored and logged in. All these rules are to ensure my safety and I will have to undergo sanctions on the violations of the same.
- I will not post any comment in the chat area of the learning platform and will respect the identity of each individual.
- I will use only the school-approved communication system to connect with my teachers and classmates for school-related work.
- I will adhere to copyright restrictions while downloading the material from Google.

Acceptable use agreement statement for staff

- I will use the school's digital technology resources for the school's academic and professional purposes.
- I understand that the school will monitor my use of the school's digital technology and communication systems.
- I will keep my password for school technologies private.
- I will use strong passwords and keep changing them frequently.
- I will not browse, download or send material that could be considered against the protocol of the country and school.
- If found any inappropriate or malicious content or file, I will inform the authorized IT personnel.
- I will not leave the device unlocked while not attending it.
- I will not access, copy, remove or otherwise alter any other user's files without their consent.
- I ensure that I will capture and publish the images of others only with their permission and following the school's policy.
- I will not allow unauthorized individuals to access mail, the internet, or other school systems using my credentials.
- I will ensure all documents are saved, accessed and deleted following the school's network security and confidentiality protocols.
- I will not connect any external device to the school network without consent from authorized personnel.
- I will ensure that school data is transported from one location to another with the permission of the authorized authority of the school.
- I understand that failure to comply with this policy could lead to disciplinary action. I will not engage in any online activity that may compromise my professional responsibilities.

Acceptable use agreement for visitors/parents

- Visitors who seek permission to access school wifi will be given if the school finds it is to meet the emergency needs.
- I will abide by the rules of the school and will not access any inappropriate or illegal sites. I will decline access once the work is done.
- I will not access any of the school devices.
- I am aware of the consequences of violating the school policies.

Consent Letter

Dear Parents

ICT including the internet, e-mail, and mobile technologies has become an important part of learning in our school. We expect allchildren to be safe and responsible when using any ICT.

Please, read and discuss these e-Safety rules with the child. Return the slip at the bottom of this page. If you have any concerns or seek an explanation, contact the School Office for an appointment.

We have discussed and ....(child name) agrees to follow the e-Safety rules and to support the safe use of ICT at Carmel Convent School.

Parent's Signature ....

Class ....   Date ....