Dear Parents

Subject: Guidelines for Safe and Effective Use of Internet and Digital Technologies.

The potential of Information Technology as a valuable learning resource is immense. However, if children use the internet without safety awareness, they may fall prey to illegal activity or abuse such as cyber bullying, fraud or something even more serious. Hence, awareness of internet safety norms is absolutely indispensable to make children free to explore knowledge without feeling intimidated. Increasing proliferation and sophistication of various electronic devices make it all the more obligatory to call the attention of parents as well, to help us control and monitor the use of internet by the students.

It is hereby informed that carrying electronic communication devices including those that can store/record/play audio-visual content; transmit or receive images; or provide unfiltered connection to the Internet such as iPads, DVD/CD players, game consoles, handheld PC, smart phones, laptops, tablet or any other gadget with similar capabilities of data storage/transmission **is not permitted in the school and in the school buses** without prior permission and verification of school authorities.

It is reiterated that unmonitored use of any of these electronic communication devices is strictly prohibited in school and in the school buses and any reported violation in this regard would attract disciplinary action from the school authorities.

Children should be savvy about how they deal with other people (especially strangers who they could meet online), and not falling prey to an online scam artist who takes advantage of their ignorance. Some rules are listed below that must be followed when children are online:

- They should not give out personal information such as address or phone number or pictures.
- They should not open emails or attachments from unknown people.
- They should not become online 'friends' with unknown people.
- They should never arrange to meet someone in person whom they have met online.
- They must tell / inform their parents, if anything they see or read online worries them.

Parents, it only takes a little bit of effort, a few tools, and some basic information to be safe while browsing the Internet. Please ensure that your ward adheres to the guidelines given below to protect personal information while online.

- Install and maintain up to date anti-virus software on your computer or device.
- Keep your internet browser up-to-date
- Be alert to unusual computer activity or problems.
- Install and maintain a firewall on your computer.
- Use a modern browser with features such as a pop-up blocker.
- Avoid storing sensitive material indefinitely on your computer.
- Change your passwords often.
- Beware of links sent via instant messaging and e-mail attachments.

Important things to remember:
- Friendships made online are made by clicking a button rather than talking to people and sharing experiences.
- Being online 'friends' with someone is much less meaningful than face to face friendship.
- One can easily fall out with an online 'friend' because of a misunderstood comment.
- It is far easier and healthier to sort out arguments and problems when one can talk to someone face to face.

Tips to stay safe on social networking sites for students:

- Please make sure of age appropriateness of an online activity before joining.
- They may use a made up name or nickname on their profile.
- They should not make friends other than persons known personally.
- They may use an email address that does not include their name.
- They must use the strongest privacy setting when setting up their profile. This ensures that only the desirable person will be able to view their information.
- Make sure they share pictures and videos very carefully when uploading - even with known persons as it can easily be spread much further.
- They must be very careful while sharing any content online - especially if it is not their own like a forward.
- They must avoid all types of illegal or pirated downloads.

Parents, we solicit your kind co-operation in guiding the younger generation while they use the internet and other digital technologies. Let us work hand in hand to monitor them.

Warm regards

Principal