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CYBER SAFETY AND DIGITAL WELL-BEING POLICY

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| Approved by | Dr. Manju Reji (Principal) |
| Policy dated | April 2024 |
| Next Review Date | April 2025 |
| Prepared by | Shahina, Psychologist |



Introduction

In today's interconnected world, the digital landscape plays an integral role in the education and social development of students. At India International School, we recognize the importance of fostering a safe and supportive online environment that empowers students to thrive both academically and personally. As technology continues to evolve, so do the challenges and opportunities associated with its use. Our Internet and Digital Well-Being Policy aims to address these complexities by promoting healthy digital habits and providing the necessary support to navigate the online world responsibly.

The rapid proliferation of digital devices and social media platforms has transformed the way students communicate, learn, and interact with one another. While these tools offer remarkable advantages—such as enhanced access to information and opportunities for collaboration—they also present risks, including exposure to inappropriate content, cyberbullying, and mental health concerns. As educators and caregivers, it is our responsibility to equip students with the skills they need to manage these challenges effectively.

This policy serves as a comprehensive framework that not only outlines our commitment to ensuring the safety and well-being of our students in the digital realm but also emphasizes the importance of collaboration among educators, parents, and the wider school community. By fostering an atmosphere of awareness, empathy, and support, we can help students build resilience against negative online experiences while promoting a culture of respect and kindness. Through education, open communication, and proactive measures, we strive to create an environment where every student feels safe, valued, and empowered to make informed choices in their digital lives.

Our approach focuses on addressing cyber-related issues as a priority, ensuring that our counsellors are prepared to respond swiftly and effectively to any concerns raised by staff or students. By prioritizing mental health and well-being in the digital age, we aim to cultivate responsible digital citizens who are not only aware of their rights and responsibilities online but are also equipped to contribute positively to their digital communities. Through this policy, we reaffirm our commitment to nurturing the holistic well-being of our students in an increasingly digital world.



Policy Objectives

1. To Ensure that all members of the school community engage in safe online practices, minimizing exposure to harmful content and cyber threats.
2. To Equip students with the knowledge and skills necessary to navigate the digital world effectively, including understanding online privacy, data security, and responsible digital citizenship.
3. To Create a culture of respect and support online, encouraging positive interactions and discouraging any form of cyberbullying or harassment.
4. To Recognize the potential mental health challenges associated with excessive or inappropriate digital use and provide resources and support for affected students.
5. To promote accountability and responsibility among students regarding their use personal devices by clearly outlining the consequences of breaching the BYOD policy.
6. To Establish clear and accessible channels for reporting cyber-related issues, ensuring that students and staff can seek help without fear of retaliation.
7. To Regularly assess the effectiveness of digital well-being initiatives, using feedback to improve programs and policies continually.
8. To Promote awareness of healthy screen time practices, encouraging students to balance online activities with physical activities and face-to-face interactions.
9. To Provide education on cybersecurity best practices, including password management, recognizing phishing attempts, and understanding the importance of protecting personal information online.
10. To Identify and provide targeted support for vulnerable students who may be at higher risk for negative digital experiences, such as those with mental health challenges or those who are experiencing bullying.

Policy Guidelines

1. Safe and Responsible Internet Use

- All users are expected to engage in responsible and ethical internet use, adhering to guidelines regarding appropriate content and behaviour.
- Access to harmful or inappropriate content is strictly prohibited, and filtering software will be utilized to restrict access to such material.



2. Cyber-related Issue Reporting

- Counsellor's will prioritize addressing cyber-related issues, including cyberbullying, harassment, and inappropriate online behaviour, as referred by school staff.
- A clear reporting mechanism will be established to ensure that students and staff can easily report any concerns regarding cyber-related incidents.

3. Digital Citizenship Education

- Digital citizenship programs will be integrated into the curriculum to educate students about online safety, digital footprints, cyberbullying, and respectful communication.
- Workshops and training sessions will be conducted for staff and parents to enhance understanding of digital well-being.

4. Cyberbullying Prevention

- The school will implement protocols for reporting and addressing incidents of cyberbullying, ensuring a supportive environment for those affected.
- Awareness campaigns will be organized to educate students about the consequences of cyberbullying and the importance of kindness in digital interactions.

5. Screen Time Management

- Guidance will be provided to students and families regarding healthy screen time limits to promote a balanced lifestyle, including physical activity and face-to-face interactions.
- Educators will incorporate strategies to reduce excessive screen time during school hours while promoting engaging offline activities.

6. Mental Health Awareness

- The school will provide resources and support for students experiencing mental health challenges related to internet use, including anxiety, depression, and social media pressure.
- Regular sessions will be held to encourage open discussions about digital well-being and mental health, fostering a supportive school culture.



7. Parental Involvement

- Parents will be encouraged to engage in conversations with their children about internet safety, digital responsibilities, and the importance of balancing online and offline activities.
- The school will provide resources and sessions for parents to help them understand current digital trends and how to support their children's well-being in the digital space.

8. Monitoring and Evaluation

- The policy will be reviewed annually to ensure it remains relevant and effective in addressing the needs of the school community.

Core Team

1.Principal:

Leader of the core team, responsible for the overall supervision of policy implementation, regular reviews, and fostering a culture of safe digital practices in the school.

2.Vice Principal:

Supports the Principal, monitors policy compliance across the school, and coordinates with staff, students, and parents to address any issues related to internet safety.

3.Supervisors:

Oversee the use of personal devices, ensure compliance with the BYOD policy, and manage the approval process for students bringing devices to school.

4. E Safety officer

The e-Safety Officer is responsible for safeguarding the digital environment for students and staff.



5.Counsellor:

Provide support for students facing internet safety issues, conduct awareness programs on mental health and digital well-being, and handle cyber-related behavioural concerns.

6.Class Teachers:

Frontline team members who educate students on the policy, monitor internet use during class activities, and ensure that students follow the guidelines.

7. IT Department:

Ensure that the school's digital infrastructure supports safe online practices, monitor network activity, and assist in addressing technical issues related to internet misuse.

8.E-Cops:

E-cops are selected among students to spread awareness about safe online practices and monitor digital behavior within the school community. They will work closely with teachers and counselors to promote a culture of digital responsibility and support their peers in navigating online challenges effectively.

9.Parents (External Role):

Though not part of the school's staff, parents form a crucial part of the extended team by ensuring that students adhere to the policy and by promoting safe digital habits at home



E Safety Team

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|------------------------|--|
| Assistant Director | Ms. Safa Azad |
| Principal | Dr Manju Reji |
| Vice Principal | Ms. Shifana Muizz Mr. Sunaj Abdul Majeed |
| E Safety Officers | Teacher Representative – C Block Teacher Representative – A Block |
| Senior Leadership Team | Ms Alarmelu Natchiar Mr Ejaz Mr Dharendra Pandey Mr Abdul Rasheed Ms Kalarani Mr Abdul Halim Ms Shameera Ms Sarika Sadiq Ms Sridevi Rajagopal Ms Mehreen Younis |
| Department of WELLNESS | Ms Ayshath Thanseeha -Student Welfare Officer Ms Liya Antony- Social Worker Ms Asghathara Azad- Psychologist Ms Aktar Jebeen- Psychologist Ms Shahina - Psychologist Ms Vidya Shree Preetham-Special Educator |
| E cops | Student representative A Block Student representative A Block |



Roles and Responsibilities

- **Principal:**

The principal is responsible for ensuring the effective implementation of the Student Internet Safety policy, which includes providing the necessary resources and training for staff. They must also conduct regular reviews of the policy to adapt to changing technological landscapes and ensure that it meets the needs of the school community. Additionally, the Principal should foster a culture of safety and awareness regarding internet use among students, staff, and parents.

- **Vice Principal:**

The Vice Principal assists the principal in enforcing the Student Internet Safety policy by supporting teachers and staff in understanding the guidelines. They are responsible for monitoring compliance with the policy across the school and addressing any concerns that arise. The Vice Principal also plays a key role in communicating with parents about the importance of internet safety and the school's expectations.

- **Supervisor:**

The Supervisor is tasked with overseeing the use of personal devices within the school environment, ensuring that parents are informed about the policy regarding device approval. They must maintain a record of approved devices and monitor their usage to prevent any violations of the policy. The Supervisor should also provide guidance and support to teachers in managing student use of technology in the classroom.

- **E Safety Officer**

This role includes implementing and monitoring the school's e-safety policies, raising awareness about cyber safety, and managing any incidents related to online behaviour. The officer collaborates with the IT department to ensure secure digital practices and works closely with students, staff, and parents to promote responsible online behaviour, creating a safe and supportive digital space within the school.



- **Class Teacher:**

Class teachers play a crucial role in educating students about the Student Internet Safety policy, highlighting the importance of safe online practices and responsible internet use. They are responsible for supervising students' internet access during class activities, ensuring that students adhere to the guidelines and addressing any violations immediately. Teachers should also create an open environment where students feel comfortable discussing any concerns related to their online experiences.

- **Counsellor:**

The Counsellor is responsible for providing support and resources to students facing challenges related to internet safety, including issues such as cyberbullying or negative online interactions. They should offer counselling sessions that address these concerns and promote healthy digital habits among students. The Counsellor also collaborates with teachers and parents to create awareness of the mental health implications associated with internet use and ensures that appropriate interventions are in place for affected students.

- **Technical Team**

Ensure that the school's technical infrastructure is safeguarded against misuse and potential cyber threats. They also Maintain and comply with the e-safety technical requirements as mandated by school policies and relevant authorities. They also implement and manage a secure password protection system, ensuring regular password updates for safe access to networks and devices.

- **Parents:**

Parents are expected to ensure that their children do not bring personal devices or electronic goods to school without prior written approval from the Supervisor. They should actively engage in discussions about internet safety with their children, emphasizing the importance of respectful online behaviour and adherence to school policies. Moreover, parents must model appropriate digital conduct, avoiding actions that breach confidentiality, defame, or threaten



any member of the school community, as such behaviour could lead to serious consequences, including referral to the Ministry of Education.

- **Students**

Students are expected to use computers and devices on campus, BYOD strictly for academic purposes. They are accountable for their actions and communications on forums, blogs, social media, emails, or any other platforms, and must not use these for commercial, profit-making, or advertising activities. Any misuse may result in the suspension of user privileges. Students should not tamper with computer system settings, disrupt the network, or cause any interference with the school's technical resources.

Monitoring and Evaluation

To ensure the effectiveness of this policy, monitoring and evaluation will be conducted through:

- **Surveys:** Regular surveys will be administered to students, staff, and parents to gather feedback on the policy's implementation and identify areas for improvement.
- **Focus Groups:** Periodic focus groups will be held with students, staff, and parents to discuss their experiences and concerns related to internet safety and digital well-being.
- **Incident Tracking:** The school will maintain a record of reported incidents related to cyberbullying, harassment, or other internet safety concerns to assess the policy's effectiveness and identify trends that may require additional support or intervention.