<u>Digital Device usage/Internet/Social Media Policy</u>

<u>Internet Use Policy</u>

1. Purpose

This Internet Use Policy outlines the expectations, responsibilities, and guidelines for the appropriate and safe use of the internet and digital resources at Disha Indian International School. The policy aims to support educational excellence while fostering a secure and respectful online environment for all members of the school community.

2. Scope

This policy applies to:

- All students, teachers, staff, and visitors using the school's internet network or devices.

- School-owned devices used off-campus.

- Personal devices connected to the school's network.

3. Acceptable Use

All users are expected to:

- Use the internet primarily for educational purposes aligned with school goals.

- Access only age-appropriate and educational websites and digital resources.

- Respect copyright and intellectual property laws.

- Communicate respectfully and ethically in all digital interactions.

- Log in using only their assigned credentials and protect their login information.

4. Prohibited Activities

The following actions are strictly prohibited:

- Accessing or distributing inappropriate, violent, or offensive content.

- Engaging in cyberbullying, harassment, or any form of online misconduct.

- Downloading or installing unauthorized software or media.

- Attempting to bypass network filters or security settings.

- Using the internet for commercial or personal financial gain.

- Sharing personal information such as address, phone number, or passwords.

- Misusing social media platforms during school hours or on school premises.

5. Digital Citizenship

DIIS promotes responsible digital behavior:

- Be kind, respectful, and inclusive in all online communications.

- Think critically about the credibility and accuracy of online sources.

- Use digital tools to collaborate positively and productively.

- Report any suspicious or inappropriate online activity to a teacher or administrator immediately.

6. Monitoring and Privacy

- Internet usage on school networks and devices is monitored and logged.

- Users should have no expectation of complete privacy while using school technology.

- Breaches of this policy will be investigated and may result in disciplinary actions, including suspension of internet privileges.

7. Cybersecurity Measures

To maintain network security, the school:

- Implements firewalls, antivirus software, and web filtering systems.

- Regularly updates security protocols.

- Encourages users to report suspicious emails or security breaches.

8. Use of Personal Devices

- Students must obtain prior permission to use personal devices on campus.

- Devices must be connected to the school's secure network and comply with acceptable use standards.

- The school is not responsible for loss, theft, or damage of personal devices.

9. Parental Involvement

- Parents are encouraged to support responsible internet use at home.

- The school may conduct workshops or issue guidelines to help parents stay informed on online safety practices.

10. Consequences of Misuse

Violations of this policy may result in:

- Verbal or written warnings.

- Temporary or permanent loss of internet or device access.

- Parent conferences.

- Suspension or other disciplinary measures, depending on the severity.

11. Policy Review

This policy will be reviewed annually and updated as necessary to reflect emerging technologies, safety concerns, and educational needs.

Approval

Approved by:

School Principal, Disha Indian International School

Date:

Digital Conduct Policy for Parents and Students

1. Personal Responsibility in Online Spaces

At Disha Indian International School, parents and students are expected to be mindful of the content they post, share, or engage with on social media platforms. Any opinions or statements expressed online are assumed to be those of the individual and do not reflect the views of the school.

2. Respecting Privacy and Confidentiality

Social media is not a private platform. Please refrain from discussing or disclosing confidential information, internal communications, or any specific details related to students, staff members, or school operations.

3. Use of School Identity

The use of Disha Indian International School's name, logo, or official imagery without prior authorization is not permitted. If you'd like to promote a school event or activity, kindly share posts directly from the school's official social media accounts.

4. Professional Boundaries Between Staff and Parents

Faculty and staff are not obligated to accept friend or follow requests from parents on social media. Please respect their privacy and boundaries. Discussions about sensitive matters concerning the school should not be conducted through social media platforms.

5. Responsible Engagement on Social Networking Platforms

5.1 Awareness of Public Exposure

Regardless of privacy settings, all online activity should be treated as publicly accessible. Platforms like Twitter and Instagram often lack robust privacy safeguards, and posts can be widely shared.

5.2 Reflecting School Values

We encourage the Disha Indian International School community to uphold integrity, kindness, and mutual respect in their online interactions. Given the school's diverse community, all online comments should be respectful, constructive, and free from offensive language. Refrain from spreading misinformation or making disparaging remarks about any individual or the school as a whole.

5.3 Avoiding Inappropriate Content

Content that promotes or references age-inappropriate behavior, or includes discriminatory language, profanity, or suggestive remarks, should not be posted or shared.

6. Digital Guidelines for Students

6.1 Compliance with Platform Age Rules

Students must adhere to the age restrictions set by social networking platforms. Parents are encouraged to monitor their child's online presence to ensure compliance.

6.2 Online Accountability

Students are expected to take ownership of their digital actions. All content posted, commented on, or shared is reflective of the student's personal voice, not that of Disha Indian International School.

6.3 Maintaining Privacy

Students must not post or discuss personal information about fellow students, parents, or staff members on public or private digital forums.

6.4 Respecting Teacher Privacy

It is strongly discouraged for students to send friend or connection requests to teachers or staff on social media. Please honor their professional boundaries.

6.5 Upholding School Values Online

Whether on or off campus, students are expected to demonstrate the values of Disha Indian International School in all digital spaces. Any online behavior that violates school guidelines or brings disrepute to the institution may lead to disciplinary action, in partnership with parents.

By adhering to these guidelines, we aim to foster a safe, respectful, and inclusive digital environment for everyone in the Disha Indian International School community.

Parent-Initiated WhatsApp Group Guidelines

At Disha Indian International School (DIIS), we understand that parents often create WhatsApp groups to stay informed and support one another through shared communication. While these groups are not initiated, monitored, or officially endorsed by the school, we acknowledge their role in fostering community connections and coordination.

To maintain a respectful and constructive environment, the following guidelines apply to all **Parent-Initiated WhatsApp Groups** associated with DIIS:

1.   **Non-Official Status**: These groups are independent of the school and are not recognized as an official channel of communication. DIIS does not monitor the content or validate the accuracy of the information shared within them.

2.   **Respectful Conduct**: Parents are expected to communicate respectfully and responsibly. These groups must not be used to share complaints or grievances related to school staff, students, or other parents. Any such concerns should be addressed privately with the individual in question or brought to the attention of school leadership through the appropriate channels.

3.   **Appropriate Language**: Language used in the group must be courteous, inclusive, and sensitive to the diverse cultural backgrounds represented in our community. Disrespectful, inflammatory, or divisive remarks will not be tolerated.

4.   **Privacy and Confidentiality**: The sharing of confidential or personal information about students, staff, or families is strictly discouraged. Members must refrain from gossip, speculation, or discussing personal matters in the group. Opinions shared are personal and do not reflect the views or positions of DIIS.

5.   **Digital Responsibility**: Parents are reminded that content shared in WhatsApp groups may be forwarded or screen-captured, potentially reaching unintended audiences. Please exercise caution and discretion in all communications.

6.   **Relevance and Group Etiquette**: To avoid unnecessary clutter, responses to individual questions should be sent directly via private message where possible. The group should remain focused on class-related matters, school events, or useful community information.

These guidelines are designed to promote a positive and supportive online space for all parents. Any violations or concerns related to group behavior may be brought to the attention of the School Principal for review.

We thank our parent community for supporting a respectful and inclusive digital culture at DIIS.