



NES International School Mumbai

- IB Continuum World School

SCHOOL CODE : 003810



Online Safety Policy



NURTURE



TRANSFORM



EMPOWER

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IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people, who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students to become active, compassionate and lifelong learners, who understand that other people, with their differences, can also be right.



School Mission Statement

NES International School Mumbai, provides a holistic educational programme for students to become knowledgeable, open-minded, caring inquirers with intercultural perspective, instilling in them a strong urge to become lifelong learners, peace ambassadors and tomorrow's leaders in local as well as global context.



School's Philosophy

NES International School Mumbai (NESISM) follows the NES motto-Nurture, Transform and Empower - with the conviction that every individual is unique with specific potential and learning ability that can and should be tapped. Thus, the driving philosophy at NESISM is that with proper nurturing and care, every child can grow up to be a respectable and responsible global citizen with a positive attitude towards personal growth as well as well-being of all life on the planet.



ONLINE SAFETY POLICY

(Revised on 22nd March 2021)

Philosophy

The Information Technology (IT) resources and services of NESISM are provided for the advancement of the school's educational, research, and learning objectives. They are offered primarily to facilitate the School's staff and students for the purposes of research learning, teaching and carrying out other assigned tasks.

Guidelines for Internet Access

- Faculty and students are responsible for using the School Internet/Computer Network in an ethical manner.
- The Internet is provided for faculty and students in support of education and research and consistent with the instructional objectives of the school system.
- The School Internet access shall not be used for recreational purpose by downloading/playing any online games (which is not for educational purpose), and watching any online movies (which is not for educational purpose), music videos, or any other online video sites (except for class purposes).
- Students are not allowed to use school internet for personal communication such as chatting, instant messaging, etc.
- Mailings, Blogs, WordPress, noodles and wiki spaces can be used for educational purposes only.
- Downloading and/or installing any programs or software without permission is prohibited.
- The Internet does not offer access to various inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling related. Students are denied access to any information of this kind.
- Students should not involve in any cyber bullying (sending or displaying offensive messages or pictures, harassing, insulting or attacking others, etc.).

Guidelines for School Computer Network

- Access to School Computer Network is a privilege, not a right. The use of the school network system must be consistent with, and directly related to, the educational objectives of NESISM.



- The password of the School's Network should not be shared with any unauthorized person.
- Students are required to save their work/any assignment task in the individual Google drive or any other clouding facility.
- Protect your identity! Do not share your email username and password with others.
- Always log-off your system before leaving the system.
- Students are not allowed to LOG ON to another person's account or alter/change other's work/files.

Guidelines for Social Media

The aim of these guidelines is to set standards of behaviour for the use of social media that are consistent with the values, expectations and Code of Conduct of NES International School Mumbai. NESISM aims to protect the safety and wellbeing of students, teachers and the school community.

This policy is not intended to discourage nor unduly limit a person's personal expression or online activities; however, any direct or indirect damage to be caused to others in our community or the school through inappropriate use of social media shall not be accepted. Any misuse of the social media noticed by the students/staff should be reported to the school authorities immediately.

Any breach of this policy will be considered by the School Authorities on a serious and immediate basis. All reports of cyber bullying and other technology misuse will be investigated and may result in serious punishment. The online behaviour of every stakeholder of NESISM should reflect high standards of honesty, respect, consideration, and be in accordance with the philosophy of the school.

Etiquette and Engagement-Parents/Students/Teachers:

- Post images with care
- Respect brand, trademark, copyright information and/or images of the school.
- Ensure that any email exchanges between a student and teacher are to be made using a school email address.
- Be aware that electronic communication may be subject to periodic monitoring.
- School personnel are not permitted to store photos of NESISM students on personal electronic devices, including mobile phones.
- Do not:
 - Caption photos with the names of current students.
 - Post photos of students without their explicit permission.



- Post details (exact time and exact locations) of travel itineraries.
- Post what students or teachers “will be” doing the next day. Only post about the day’s activities “after” the fact.
- Take and/or use data, photographs, videos, testimonials of students, family members, school staff etc. in communication material and/or in the media without the knowledge and consent of school authorities and the other respective authorities.

Confidentiality:

- Do not publish, post, or release information that is considered confidential or private. Online “conversations” are never private.
- Use caution if a website asks for such details as birth date, address, and cell phone number.
- To ensure personal safety, be careful about the type and amount of personal information shared including personal schedules and/or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- When posting on social media, give proper credits to sources.
- Use only the first names of students; however, there may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate.
- Always respect the privacy of school community members.

Managing issues arising from the use of Social Media:

- If any member of the NESISM community has a concern, question or grievance pertaining to social media use such as cyber bullying, confidentiality infringement etc, they should contact the school authorities.
- For other concerns such as those related to promotions, marketing and publicity- parents, students and staff should contact the school authorities.

Anti-Virus Policy

With the increased reliance on internet connectivity, anti-virus software is necessary to protect a computer against viruses, worms and other types of malicious code.

- All users should install Anti-Virus to their laptops and all other devices.
- The School’s standard anti-virus software is e-Scan at present.
- School has installed antivirus to all the IT resources.



- However, the users who are using his/her own devices will have to install their own Anti-Virus software.

Acceptable Devices - Laptops/Tablets/iPads

Purpose

NES International School Mumbai will provide access to a WiFi internet facility in the campus and the option of bringing in a personal laptop as a means to enhance learning. It opens limitless possibilities and user can access the sea of information available online.

With such opportunity comes responsibility. Use of NESISM internet connection and computer network facility is a privilege given to the members of the school community. The school provides a set of guidelines for security and acceptable use, and violation of these guidelines will have to face consequences.

- Students are allowed to carry laptops to the school regularly under the guidance and supervision of teachers.
- The laptop that students bring should be WiFi enabled.
- IT Department of the school will verify whether the antivirus software has been updated or not. If the IT Department finds that the laptop owned by a student does not contain the updated security features, then he/she would not be permitted to use the laptop on campus as the school network security is of paramount concern.
- Students should be aware that their use of the laptop could cause distraction for others in the classroom, especially with regards to audio. Therefore, audio should be muted since headphones should not be used during instructional time.
- The responsibility for any kind of hardware or software damage to personal devices rests completely with the students and the school authorities assume no responsibility whatsoever of any damage/theft concerning the device within the school premises.



Consequences

Consequences for Laptops/Tablets/iPads:

If students refuse to comply with the guidelines related to Laptop/Tablets/iPads usage, the following consequences will apply:

- **1st Offence:** Issue a verbal warning and inform the Homeroom Teacher and respective Coordinator.
- **2nd Offence:** Laptop/Tablets/iPads will be confiscated for 3 school days. The student may retrieve it after 3 days with a second warning and informing the Homeroom Teacher, respective Coordinator, Parent and Discipline Committee.
- **3rd Offence:** Loss of laptop privileges for a period of 1-week and inform Homeroom Teacher, respective Coordinator, Discipline Committee and Head of School. Students' parent must be called in order to retrieve it.

Consequences for violating other guidelines:

- **1st Offence:** Issue a verbal warning and inform the Homeroom Teacher and respective coordinator.
- **2nd Offence:** Respective teacher will forward the case to the Coordinator, Parents and Discipline Committee will conduct an Inquiry first before they come to any conclusion.
- **3rd Offence:** Any user, who violates for the third time, will be dealt by School Discipline Committee and report the same to the Head of School. Thereafter, the Head of School and Founder-Principal & Head of School (Overall) and the Discipline Committee will decide the consequences depending on the degree of violation.

(This document is a working document which will be reviewed from time to time.)

References

1. OIS SOCIAL MEDIA GUIDELINES 2019-20.