



## **Billabong High International School, Noida**

### **Guidelines for Parents and Learners for the Online Classes**

#### **For Learners:**

In the current scenario, wherein technology is playing an important role in the teaching-learning process, it is equally important that our learners are aware about the pros and cons of technology and act responsibly.

Below are a few guidelines which would help the learners during the online classes.

1. Do not share personal information through text /videos and images.
2. Refrain from engaging in cyber bullying.
3. Follow favourable practices while handling devices and working on them:
  - a) Make sure the device is charged prior to the usage.
  - b) Sit in an upright posture.
  - c) Avoid the usage of devices on bed or other surface which get heated easily.
  - d) Do not use earphones while the device is put on charge.
  - e) Make sure the room is sufficiently ventilated.
4. Refrain from creating private groups and using private chat option on the online teaching-learning platform (MS Teams).
5. Avoid wasting the learning hours in playing games and chatting or participating in any other digital entertainment activity during the online learning sessions.
6. Limit the screen timings during “other than learning” hours of the day and practice physical/recreational activities, pursue hobbies, engage in creative activities to ensure well-being and keep the body and mind fresh

#### **For Parents:**

The need of hour is Cyber grooming, technology is part of us in these times and it is essential to educate our learners to use it cautiously.

Let's together as stakeholders in life of a child, reinvent ourselves.

We are sharing few guidelines which will be helpful to guide children about footprints they leave and activities they engage in on internet.

1. Please ensure a robust antivirus program for laptop /PC/ mobile.
2. Make some non-negotiable rules for using devices (like PC, laptop, mobile) at home. Please ensure that you follow the same rules.
  - a) The device to be used in common area like drawing room/ dining room.
  - b) Internet (Wifi) to be switched off after a particular time (say around, 11PM).

- c) All devices to be kept at a common place and not on bed side.
  - d) Be vigilant and check browsing history of the device.
  - e) Don't leave the child alone while on device. Keep a watch. This is to keep the child safe and not to interfere into privacy.
  - f) Educate the learner about cyber grooming and cyber etiquettes.
  - g) Talk about digital footprints with your child.
3. Firewall as a barrier between a trusted internal network and untrusted external network.
  4. Avoid updating the personal information like places visited and other personal activities on the public platforms. Educate your child to be hesitant in sharing personal information on public platforms. Be cautious of FOOTPRINTS. You cannot delete the marks from internet. It remains there forever.
  5. Be careful when any material is downloaded. Read Terms and Conditions before accepting. Don't allow permission to access gallery and other information on your device.
  6. Don't record personal moments on mobile/laptop which is connected to internet. You may do it on a device not connected to internet.
  7. Please sanitise information before sharing on any of the media when you are chatting, texting, using social media platforms.
  8. Monitor your child's presence on internet. Be cautious of dark net and dark web.
  9. If you give your phone to child, please review it before handing over. Do check Browsing history of phone. Sanitise again.
  10. Take child into confidence. Build a trust with the child. Give a platform where they are free to talk to you (If a child admits of making a mistake / or you have come to know about it, rather than scolding, strike a dialogue and use the opportunity to talk to the child).
  11. Educate the child about Cyber Laws.

So, let's together create a conducive environment for them and make them feel safe.