Social Media Policy

Introduction

This social media Policy of Sparsh Global School is meant for parent & students.

Rationale

Sparsh Global School recognizes that students and parents engage with social media applications. These applications include, but are not limited to, Facebook, Snapchat, Instagram, Twitter, Blogs, and other online tools through which people connect and share information.

All members of the Sparsh Global School community are expected to uphold the values of the school in all Social Media interactions. Students and parents will not act in such a way that the image of Sparsh Global School is brought into disrepute nor in a way that harms members of the school community.

Therefore, it is expected that students and parents of SGS use social media in a respectful and responsible manner. Social Media should not be used to insult or inappropriate content or to misrepresent Sparsh Global School or any member of the school community.

Aims

The aim of the social media Policy of Sparsh Global School is to set standards of behavior for the use of social media that are consistent with the values and expectations of Sparsh Global School aims to protect the safety and wellbeing of students, teachers and the school community. If, however, there is a breach of the Sparsh Global School social media Policy the school will undertake disciplinary action and will be dealt with on a case-by-case basis. All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Cyber Security Cell of the State where the school is required to do so.

Rights and Responsibilities

IT Department: Plan for the inclusion of cyber safety awareness within the curriculum with guidance from relevant education authorities.

Parents will: Be responsible for being aware of and informed about their children's online activity and be proactive in the supervision and guidance of their children taking into account this policy and in particular the school's core values.

STUDENT GUIDELINES

Every student has been given an Institutional Id for all school related communication for online classes, assignments, online exams etc. and every student will follow the Email Policy in verbatim which has been shared with all the students and available at the school website www.sparsgblobalschool.com Anyone found violating it even remotely would be held responsible

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and School reserve the rights to take corrective steps to deal with it. When using social media, students are expected to ensure that they:

- ❖ Read and agree to the terms and conditions of various social media sites as many of them have age restrictions for their use.
- ❖ Are aware of what they are posting online and that Social Media sites and applications are public forums.
- ❖ Are not permitted to join a staff member's areas on networking sites. If students attempt to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents will be informed if this happens.
- ❖ Will not access social networking sites during the school working day.
- ❖ Respect the rights and confidentiality of others.
- ❖ Do not mimic or falsely represent another member of the school community.
- ❖ Do not bully, intimidate abuse, harass or threaten other members of the school community.
- ❖ Do not make defamatory comments towards other members of the school community.
- ❖ Do not use offensive or threatening language or resort to personal abuse towards each other or members of the school community.
- ❖ Do not harm the reputation Sparsh Global School or those within its community.
- ❖ Do not upload video, audio or photographs of any member of the Sparsh Global School community (student, parents or staff).
- ❖ Do not upload any video or photographs of any student where they can be identified as a Sparsh Global School student by their uniform or any other means.

ONLINE CLASS PROTOCOLS

- ❖ The Sparsh Global School understands that there are a number of platforms available all with advantages and disadvantages. However, Sparsh Global School preferred to hold online classes through Google classroom /Meet as it provides protection and privacy for the teacher and student in the online environment.
- ❖ Google classroom provides teachers with peace of mind by allowing them to record the content of their classes.
- ❖ Any case of inappropriate student behavior during the online class will be reported to HM and Principal for immediate action.
- ❖ The Campus remains open for any limited staff (classroom) for whatever reasons are unable to access Google Classrooms in a public area of their house or have weak or no internet access. Social distancing will apply as per the State Govt rules and regulation.
- ❖ Google Classroom link will be scheduled by the class teacher with at least 04 hours notice during the normal timetabled lesson.
- ❖ A roll will be taken of attendees and central Notes updated if a student fails to log in without prior consent from the class teacher.
- ❖ There is to be no filming, recording or sharing content (you cannot take screenshots or record staff members presenting information to you).
- ❖ Only students invited to the Google Classroom through their institutional id will be permitted into the session.
- ❖ Students ideally should wear school uniform else are to be appropriately dressed in your House.
- ❖ Students are to inform **all members** of your household that you will be joining a Google Classroom and that they can be seen (if your camera is on) and heard (if your mic is on).

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❖ Students are to always have their classroom/meet mic muted unless you are contributing to the conversation.

PARENT GUIDELINES

Technology is here to stay and we need to use it more constructively and allow children who are very susceptible should be under your watchful eyes.

Parents should:

❖ Minimum 75% Attendance is compulsory so kindly ensure that your ward is regularly attending the classes as per the time table.

❖ While online classes are on, parents are not supposed to intervene the class room however, any suggestion/feedback can be given to class teacher later which will be addressed by the leadership team of the school.

❖ Use safe filters in all search engines to avoid any content beyond their age to be exposed.

❖ Be aware that many Social Media sites have age restrictions that **DO HAVE** implications for their primary aged children.

❖ Parents need to monitor their children's online social media activity, and read the terms and conditions of various Social Media sites and applications their children are interested in using.

❖ Before uploading photos, audio or video, parents need to seek appropriate permission from any individual involved. This most particularly applies in relation to the privacy of the staff of Sparsh Global School.

❖ Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.

❖ Be conscious of the fact that expert advice given is that all users of Social Media sites should do whatever they can to not identify any child by name or associate them with a particular school.

❖ Parents should not participate in spreading false or unsubstantiated rumors or false information in regards to Sparsh Global School community and its members.

❖ Parents assisting with classroom activities should not make use of social media sites while involved in such activities.

MANAGING CHANGE AND ISSUES ARISING

❖ We acknowledge that technology changes rapidly. If any member of the Sparsh Global School community has a concern or question pertaining to social media or Social Networking sites, this should be directed to the Principal.

❖ Parents, students or staff who have a complaint or issue arise from social media should contact the principal.

Review and Implementation

This policy will be reviewed every year at the beginning of the academic session

Principal
Sparsh Global School