

School Safety Measures & Guidelines

- A reputed security agency is hired by the school for managing the security of the school premises as well as for ensuring the safety of the students and the staff.
- The front gate and all other entry/exit points to the school are manned by a security guard.
- The school conducts regular sessions for support staff on school safety measures. ID cards are issued to all the personnel of the security agency who are employed as guards in the school.
- Lady guards are on duty outside the washrooms (in primary classes).
- Teachers are appointed in the morning, recess and afternoon to ensure smooth movement of students.
- Random check of school bags is done to check unwanted and undesirable objects.
- All electrical fixtures, points and gadgets are regularly monitored and switched off at 3.00 p.m.
- A 24x7 surveillance system with 245 CCTV cameras have been installed at key locations to keep strict vigil in the school premises.
- Emergency announcement system has been set up for immediate information and action.
- Parents are allowed to enter only on specific timings with prior appointment.
- Use of smart phones, mobiles, e-cigarettes, objectionable gadgets etc. is strictly banned for students in school.
- Senior students are strictly prohibited from visiting junior classes.
- Police verification of all staff is done.
- No outsider is allowed to use student washrooms. Support staff has been allotted separate washrooms.
- An emotionally safe environment is fostered in the school by training all teachers and support staff members to have the necessary knowledge, skills and attributes to implement strategies that strengthen the core of an emotionally safe school environment.
- School gates open for entry of students only between 7:30 a.m. to 7:55 a.m.
- Parents need to sensitize students about reporting immediately of :
 - a) any untoward incident
 - b) Objectionable objects or obscene remarks

- c) any suspicious person
 - d) bullying
 - e) threat of sexual abuse
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- Encourage students to share, tell, discuss and report to both teachers and parents.
 - The school transport is the safest mode of transportation and has adequate area to facilitate transportation.
 - In case private vans are engaged, it is mandatory to verify the antecedents of the driver and to fulfill all safety and security norms. (Refer School Transport in School Diary).
 - The school is not responsible for any untoward incident occurring outside the school premises.

Cyber Policy

“Cyber bullying won’t stop if it is ignored.”

Objective

In today’s world it is important to be cyber smart by knowing the consequences of online actions. The journey of our school children can be made safe and enjoyable. The main principle in IT education is to exchange ideas and information in a digital form. It is our duty to make right balance between securing the data and making information available to students.

Thus, we need to have an effective school cyber safety practice which are directed and guided by this cyber policy.

Guidelines for using Internet Safely

- Students should not open any suspicious or unknown email attachments.
- Password must not be shared with anyone including friends and family.
- Students should not engage in any cyber bullying or harassing behaviour online.
- Students must not share their personal information online including full name, home address, phone number or email address.
- Students must not click any links in emails unless they are sure that the link is safe.
- Students must report about phishing emails or suspicious activities to

parents/cyber congress cell.

- Don't become online 'friends' with people you don't know.
- Don't send picture to strangers.
- Posting embarrassing content or pictures on internet can lead to trouble.

Cyber Ethics while using school resources

- In the computer lab, Internet access is allowed only after permission from computer faculty.
- Viewing social media sites/registering on any website/downloading any material for use must be under strict supervision of the teacher.
- Students are not allowed to bring equipment such as ipad, iPod, PSP, mobile phones etc. to the school.
- Students must report incidents of Cyber Bullying and misuse of IT resources to their teachers/parents immediately.

Role of Parents for Cyber Safety

- Talk to your child about Cyber bullying before it happens.
- Observe changes in mood or behaviour of the child and discuss the issue with him/her.
- Be aware of what your child is doing online.
- Don't share passwords, user names, account IDs or PINs with your child.

Cyber Congress Cell have several important roles like:

1. Creating awareness
2. Providing resources
3. Reporting cyber incidents
4. Monitoring social media

Students and Parents may report their complaint or give their suggestion at dldavcybercell@gmail.com

POCSO Act Clause

Posting indecent pictures, irrelevant/objectionable content or anyone else's picture without consent on instagram or any other social media site is traceable and considered a strict punishable offence under POCSO Act.