ARMY PUBLIC SCHOOL, AHMEDNAGAR

Advisory for students

In consideration of the online classes being conducted, the students should strictly follow the following do's and don't s. These instructions will keep you safe from various vulnerabilities.

Do's

- Respect the privacy of others.
- Report and flag content that is abusive or illegal.
- Adhere to copyright restrictions when downloading material from the Internet, including software, games, movies, or music.
- Use an alias/ alternate name as a username when you interact/chat on social media like Facebook, Twitter, Instagram, etc.
- Report online bullying immediately to the teacher and parents/ or someone whom you trust.
- Use a strong and unique password with combinations of numbers, uppercase and lowercase letter and special characters for each account(s).
- Keep the browser, operating system and antivirus up-to-date.
- Obtain software from trusted sources. Always scan files before opening them.
- Lock your screen when you're finished using your computer/ tablet/ phone. Further, set it to lock automatically when it goes to sleep.
- Check to see if the web address begins with https:// whenever you sign in online.
- Make privacy settings in social media accounts in such a way that profile and posts are visible only to close friends and acquaintances.
- Connect only with known individuals.
- Be mindful of your digital reputation - think twice before you post something embarrassing, harmful or inappropriate.
- Report to the service provider immediately if the account is hacked. If possible deactivate your account.

Don'ts

- Don't share your personal information: real name, date of birth, phone number, etc. unnecessarily.
- Don't send your pictures to unknown persons or share them on social media.
- Don't open emails and attachments from strangers.
- Don't respond to any suspicious email, instant message or web page asking for personal information.
- Don't enter a password when someone (not even your friend) is sitting beside you, as they may see it.
- Don't share your password with anyone.

- Don't save your username and password on the browser.
- Don't steal other's information.
- Don't access or use files without the permission of the owner.
- Don't copy software that has copyright without the author's permission.
- Don't bully others online by teasing, threatening, using rude or offensive language, making derogatory or hateful comments.
- Don't use someone else's password even if it is shared with you.
- Don't log in as someone else to read their emails or mess with their online profiles.
- Don't attempt to infect or in any way try to make someone else's computer unusable.
- Don't meet unknown (even if they are known only through online interaction) people alone; always inform an adult or a friend.
- Don't open or download any attachments from an unknown source as they may contain viruses.

Note: Students are to join the meeting only as per the link provided by the teachers and at the specified time, using a meeting id and password. A student is <u>not to sign in</u> for any App (Zoom, WebEx, etc) for hosting meeting privately.
In case of any report of misuse of whatsApp or any other App, strict disciplinary action will be taken.

Regards,
Principal