



JP INTERNATIONAL SCHOOL

# SOCIAL MEDIA POLICY

(ACADEMIC SESSION 2020-2021)

**For students and parents**



Plot 3A, Sector Omega 1, Near Pari Chowk,  
Greater Noida, GB Nagar, Pin Code 201308



[www.jpinternational.co.in](http://www.jpinternational.co.in)

Dear Parents and students

Namaskar

Hope you all are doing well and keeping safe.

Our dependence on the internet has increased substantially since March 2020 therefore, keeping in mind the emerging challenges it's important to frame guidelines for the use of online teaching/social media to deal with it and we are sure that it shall keep evolving. The purpose of this social media policy is to provide ethical guidelines for the students and parents who are using it for a variety of reasons.

The central Government framed cyber laws to deal with any nuisance on cyber space of any nature so consequently it's very important for us to issue guidelines in consonance of existing laws to avoid any objectionable situation. Hence, it is the responsibility of all concerned stakeholders, to ensure that this policy is clearly understood and followed in letter and spirit.

Take good care and stay safe

For JP International School



Principal

# **JP INTERNATIONAL SCHOOL**

## Social Media Policy

### (ACADEMIC SESSION 2020-2021)

#### INTRODUCTION

This Social Media Policy of JP International is meant for parent & students

#### RATIONALE

JP International 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 JP International 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 JP International 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 JPIS use Social Media in a respectful and responsible manner. Social Media should not be used to insult or inappropriate content or to misrepresent JP International School or any member of the school community.

# **JP INTERNATIONAL SCHOOL**

## Social Media Policy

### (ACADEMIC SESSION 2020-2021)

#### AIM

The aim of the Social Media Policy of JP International School is to set standards of behavior for the use of Social Media that are consistent with the values and expectations of JP International School aims to protect the safety and wellbeing of students, teachers and the school community. If however, there is a breach of the JP International 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.jpinternational.co.in](http://www.jpinternational.co.in) Anyone found violating it even remotely would be held responsible 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 JP International School or those within its community.
- ☒ Do not upload video, audio or photographs of any member of the JP International School community (student, parents or staff).
- ☒ Do not upload any video or photographs of any student where they can be identified as a JP International School student by their uniform or any other means.
- ☒ Do not use any inflammatory language, religious content which can hurt the feeling of any community directly or indirectly.

## ONLINE CLASS PROTOCOLS

- ☒ The JP International School understands that there are a number of platforms available all with advantages and disadvantages. However, JP International 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 Headmistress of respective wing and Principal for immediate action.
- ☒ No student is allowed to use indecent language while speaking or using the chat box and if anyone found doing there will be a strict disciplinary action against the child.
- ☒ 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 shared by the class teacher as per the scheduled time table well in advance and any subsequent changes will also be informed timely.
- ☒ 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 mike is on).
- ☒ Students are to always have their classroom/meet mike muted unless you are contributing to the conversation.
- ☒ Email Password of the institutional id given by the school has to be reset after every quarter to maintain the privacy of it. Also please ensure the new password is not to be shared with anyone.

## 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 ENSURE:

- ☒ 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.
- ☒ While attending the online classes kindly ensure that your ward is in school uniform ideally if not then properly dressed along with all notebooks as per the given timetable.
- ☒ Please do not share the password of the institutional id given by the School of your ward to anyone under any circumstances.
- ☒ Kindly ask students not to change the user name of the institutional id given by the School.
- ☒ Kindly use the picture in email id of your ward in school uniform to identify them clearly.
- ☒ Kindly ensure that your ward does not use inappropriate language or display indecent behavior while attending the online classes by using chat box.
- ☒ 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 JP International 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 JP International 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 JP International 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

For JP International School



Principal