

CIRCULAR

**My Classroom My Responsibility
Cyber Safety Guidelines
Creating Healthy Online Classrooms**

- Develop positive attitude towards online classes, take it as a learning opportunity
- Listen attentively
- Use academic language
- Contribute towards an online classroom environment that supports and encourages creative learning
- Your online class room behavior must reflect an appreciation for the efforts of your teachers and fellow learners
- Post your questions/queries on the message board or to your teacher respectfully so that clarifications and solutions can be accessed by all
- Cite and use reliable online educational sites like NCERT, DIKSHA etc. in your work
- Always think before you post anything online / proof read your posts
- Keep your personal details safe and control the privacy settings of your account
- Keep your password safe
- Beware of friends who can misuse your account
- Your id is your responsibility. Never share it with your friends or strangers
- Report to your parent/teacher about a disturbing student who hampers the online learning
- Make your teacher aware in advance if a student entering the class is not your classmate
- Beware of copyright issues
- Plagiarism is a threat ----do not cut, copy, paste from internet as it kills your originality and creativity
- Seek help from your parents or teachers whenever in doubt

A WORD OF CAUTION

Be aware of your DIGITAL FOOTPRINTS ...

- Whatever websites you visit, games you play, comments you make, blogs you write, posts you share can be traced, searched and shared
- Remember a trail of information is always left behind when you search and interact online
- Please mind your actions as
Once online..... things can exist forever (even if deleted)

Let's make online classes a healthy and safe learning tool in the present times of crisis.