



28th July 2020

Dear Parents,

I am pleased to inform you that Don Bosco School, Panbazar is launching online classes in technical collaboration with CampusCare powered by Cisco Webex from **30th July 2020**.

In response to the current public health situation and safety concerns with regard to COVID19 we will be implementing Online Academic Classes to facilitate a continued learning experience throughout the school closure period.

This document outlines the key features of our online education system and identifies the individual responsibilities of students and parents.

This letter aims at familiarising parents, staff and students about the guidelines for Online Learning. It is to be noted that these guidelines are to be strictly followed.

The document also provides guidelines for non-negotiable practices for all students and parents so that effective education and learning takes place.

ONLINE EDUCATION PROCEDURE

Parents and students have a responsibility to ensure that the online support is provided in line with procedures outlined below for child protection and safeguarding purposes. (Please refer to separate guidelines enclosed)

To join online classes, students need to log into CampusCare either through mobile or through other devices. A link will be sent to each student regarding the schedule of online class for each subject through CampusCare. Students can join online class by clicking on the link or meeting ID sent to them. For enhanced experience of joining online classes it is recommended to download webex app. However classes can be joined directly through the web-browser without this app.

RESPONSIBILITIES OF VARIOUS STAKEHOLDERS:

Students

- **Students are expected to attend the classes in school uniform shirt. (Tie & Wednesday uniform not required)**
- Log into the class 5 minutes before the scheduled time.
- Students in **Webex** classes must turn their microphones off (unless instructed by the teacher)
- Students can opt not to have their video on during live sessions, unless prompted by teacher.
- Students should be participating in video conferencing in an area of their home with an adult present.
- If you are worried, concerned or in need of help, your Class Teacher should be contacted by texting through CampusCare app. After the class your Class Teacher can be contacted if needed.
- Cyber bullying will not be tolerated and will be handled as per the discipline policy of the school.

Parents

- To ensure that the child is aware of procedures.
- To check whether the child is following school rules.
- To ensure that the child is attending scheduled Online sessions regularly and completing the assigned school work **on time**.

- To contact the school and request for guidance and support, if the child is struggling in any way or in case of any safety concerns.
- To ensure that their child's device has appropriate safeguarding software.
- To inform Class Teacher / Academic i/cs in case of absence.

NON-NEGOTIABLE PRACTICES:

- To ensure safety, parents and students are advised not to share class invites / links with anyone who is not a part of the school/class or has not been invited by the teacher.
- Parents and students must not take photos, screenshots or record videos/ audios of the virtual sessions.
- All materials shared on Campus Care and Webex during the online classes is the School's intellectual property and downloading/ circulating/ sharing of content without permission is strictly prohibited.
- Parents and students are advised to safeguard their identity and not share passwords with **anyone**. Another way to ensure online security is to sign out, after the completion of every session.
- Social media apps such as SnapChat, Instagram, WhatsApp, or Facebook are not official school-sanctioned channels of communication and must not be used for teaching and learning.
- In case a student is unable to attend any session, parents and students are advised to formally bring it to the notice of the class teacher and Principal.
- All users are required to be polite, respectful, and appropriate in their communication and must uphold the values of the school in their interactions with others. This applies for written words as well as tone of conversation.
- Users must not indulge in cyber bullying and writing of unkind remarks on the walls of unsuspecting friends, sharing of pornographic material through social media and/or email.
- Hacking and attempts of hacking the School personnel email accounts, network or any other school assets will be dealt with seriously.

GUIDELINES FOR CYBER SECURITY:

Since this pandemic has forced us to switch over to online teaching, our students will be spending more time online. We sincerely request the parents to speak to their children regarding the importance of staying safe in the cyberworld. Parents are advised to be aware of fraudulent activities taking place in the internet World.

We want the parents to be aware of the following:

- Taking advantage of Coronavirus fear, fraudsters are trying the following tricks to cash in.
- Malware attacks disguised as COVID-19 news or Charity pleas.
- Coronavirus related spam spreading malicious malware.
- COVID-19 themed phishing emails impersonating Centers for Disease Control & Prevention.
- Scammers sending emails, phishing scam bearing the logo of the WHO.
- Information-stealing malware disguised as coronavirus links etc.
- Webex does not require any payment, pin information or OTPs.

Parents should therefore take the following preventive measures to keep the above stated virus attacks at bay:

- Install reliable and updated antivirus and anti-spyware softwares. E.g. Kaspersky, Norton Virus etc.

- Scan your child's system for virus on a regular basis.
- Ensure that the websites they use are authentic and encrypted with https in URL.
- A safe practice would be to type the URL on the browser instead of clicking on links sent to you through email, chat or any other way.
- Do not use public Wi-Fi or any open network.
- Do not download any app from an unknown source or link.
- Do not authorize any transaction without verifying properly.
- Do not share your personal and financial details along with OTP
- Create a strong password using a combination of numbers, punctuation marks, letters etc. and change your password regularly

BE A RESPONSIBLE AND SMART STUDENT


- **Be Vigilant:** Visit safe sites which are age appropriate and approved by your parents and teachers. Do not open emails from unknown email ids. It is strongly advised that no face to face meeting is arranged with a person that a student knows only through emails/ internet.
- **Be Cautious:** Make good choices when you are online. Share only information that is required and safe to share. Make sure that you log out after your work is done. Do not share your password with anybody.
- **Be Respectful:** Be kind and respectful to others when you are online.
- **Be Vocal:** Tell your parents and teachers if someone is being hurtful or unkind online or sharing disturbing content. Stand up to Cyber Bullying and remember that your digital presence should not hurt others.
- **Be Safe:** Use safe Wifi networks and keep your device safe and secure at all time.
- **Be Honest:** Always follow copyright laws and remember to cite the sources that you use for your work.

Promise to **T H I N K** whenever you are online – Be **T** True, Be **H**elpful, Be **I**nspiring, Share only **N**ecessary information, Be **K**ind.

Current circumstances may have an impact on social and emotional health of students. Some of the students may feel isolated or anxious. Please ensure that they contact teachers and/or counselor if there is such a need.

PARENTS FEED BACK

- Parents may submit any feedback, concerns, questions or suggestions to the school.
- Parents are welcome to directly communicate with their child's class teacher or Academic I/cs in the first instance.


Fr. Sebastian Mathew sdb
Principal

