

# Social Media and Cyber Conduct Policy

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## 1. Purpose

Parevartan School is committed to providing a safe, respectful, and secure learning environment. This policy aims to:

- Promote responsible use of social media and digital platforms.
  - Protect students, especially girl students, from cyberbullying, defamation, harassment, and character assassination.
  - Safeguard the school's reputation and maintain discipline.
  - Educate students, staff, and parents about the risks associated with social media.
  - Ensure compliance with the **Information Technology Act 2000**, **CBSE guidelines**, and other relevant laws.
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## 2. Scope

This policy applies to **all students, staff, parents, and alumni** of Parevartan School in relation to any online activity that:

- Mentions or impacts the school, its staff, or students.
- Is created or participated in while associated with the school.

It covers personal devices and accounts used both inside and outside school premises.

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## 3. Acceptable Use

- Use social media responsibly and respectfully.
  - Promote positive values, school achievements, and healthy discussions.
  - Obtain prior permission from the school before posting any official school-related content (photos, events, videos, etc.).
  - Respect privacy of others — never post photos, videos, or personal information of any student or staff without explicit consent.
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## 4. Prohibited Conduct

The following actions are **strictly prohibited** and will invite disciplinary action:

1. **Creating, joining, following, or participating** in any anonymous/pseudo accounts, confession pages, gossip groups, or pages (Instagram, WhatsApp, Telegram, etc.) that target the school, staff, or students.

Posting, sharing, liking, commenting on, or forwarding any content that:

- Contains abusive, vulgar, defamatory, obscene, or derogatory language about the school, teachers, or students.
  - Harasses, bullies, or spreads rumors about any student (especially girl students).
  - Uses the school name, logo, Principal's or staff's photograph without permission.
2. Cyberbullying, body shaming, slut-shaming, or any form of online harassment.
  3. Sharing screenshots or content from school disciplinary matters on social media.
  4. Impersonating any school staff or student.
  5. Engaging in any activity that violates the dignity and safety of girl students.
  6. Recording classroom/school activities secretly and circulating them.
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## **5. Responsibilities**

### **Students shall:**

- Immediately report any harmful content or suspicious groups to teachers/Principal.
- Refrain from joining any unverified or anonymous confession/gossip pages.
- Maintain confidentiality of school matters.

### **Parents shall:**

- Monitor their child's social media usage.
- Educate children on digital safety.
- Not support or spread content that defames the school or harms other students.
- Immediately inform the school if they come across any harmful content targeting the school.

### **Staff shall:**

- Maintain professional boundaries on personal social media.
- Not discuss school matters or students on personal accounts.
- Report any policy violation immediately.

### **School reserves the right to:**

- Monitor public social media content related to the institution.
  - Take disciplinary action when school reputation or student safety is compromised.
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## **6. Reporting Mechanism**

- Any student or parent can report harmful content to the **Cyber Safety Committee** (Principal + Vice Principal + Senior Teachers or any school Staff ).
- Reports can be made in writing or via official school email.
- All complaints will be investigated promptly and confidentially.

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## 7. Consequences for Violation

Violations will be dealt with as per the School's Discipline Policy and may include:

### Violation Severity Possible Actions

Minor	Warning + Counseling + Parent Meeting
Moderate	Suspension (3–7 days) + Community Service + Undertaking
Serious	Long-term suspension / Expulsion + Police / Cyber Crime Complaint
Criminal	Immediate reporting to Delhi Police Cyber Cell + Legal action

**Note:** Passive membership (just being a member) in harmful confession/abusive pages can also attract punishment if the content is derogatory towards the school or students.

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## 8. Cyber Safety Education

The school will conduct regular workshops for students, parents, and staff on:

- Responsible social media use
- Recognizing and reporting online abuse
- Digital footprint and long-term consequences