



LITTLE FLOWER HIGHER SECONDARY SCHOOL KOHIMA - NAGALAND

June 27, 2020

My Dear Parents/Guardians, Teachers and Students,

By now, we are all in a position where virtual teaching-learning has been placed into our lives with full effect. Modern technology has enabled the possibilities of Education everywhere by removing barriers to communicate and enabling real-time interactions. However, we should be aware of the dangers lurking in the virtual world. Keeping this in mind, the management and staff at Little Flower Hr. Sec. School – Kohima, are working hard to help create a safe and secure way of e-learning.

Know your Digital World with these Recommended Guidelines:

1. **Virtual Spaces:** A virtual space is an online platform where people can interact. For example: Zoom, FaceTime, Google Meet, WhatsApp etc. These online interactions can be done through smart phones, tablets, computers and laptops.
2. **Parental Guidance and Permission:** Parental consent is mandatory and it must be obtained and documented. The requested permission should specify the date, time and medium of the virtual gathering.
3. **Personal Contact Information:** Along with parental consent, parents must have the contact information of the host, in this case, the teacher or mentor.
4. **Transparency:** Avoid messaging each other directly unless required for educational purposes. Communication for online classes should be done on the WhatsApp groups provided during working hours (i.e. 8.30 a.m. to 4 p.m.)
5. **Supervised Online Sessions:** A strict supervision for online live sessions should be maintained and an online session without the presence of a teacher is strictly not allowed.
6. **Appropriate Settings:** Online Sessions should be hosted from appropriate spaces whereby both the parties should be dressed decently.
7. **Permission for Recordings/Screenshots:** Sessions or notes may be recorded only if prior permission is taken from all stakeholders and participants.
8. **Confidentiality:** All parties are to maintain confidentiality regarding Classroom Codes, Meeting Codes and Exam Links. These codes and links are not to be shared with outsiders.
9. **Create Familiarity:** Staff members/parents should first become familiar with apps and online platforms before inviting students to join. Check whether they are age-appropriate with secure privacy settings.
10. **Cyber bullying:** As per the school's rules and regulations, any kind of bullying whether online or offline is not at all acceptable and is punishable by law. If any person/s are caught bullying or ragging, there will be strict consequences.

Virtual Guidelines for Teachers:

1. **Make the Best Use of Technology:** Don't allow possible problems with internet use stop you from making the most of technology. Overall, technologies is changing our world for the better and welcome the positives by being role models.
2. **Develop Internet Use Policies:** Strategize an approach specifically designed for your class and students to follow. However, make sure all members of the school community are aware of your policies and guidelines.
3. **Safety Awareness:** Inform and teach your students about internet safety regularly and authentically. Give them tips and instructions on how to navigate through online platforms safely.
4. **Deal with Cyber bullying genuinely:** If students or parents approach you with issues regarding cyber bullying, it is important to deal with them. If you feel like you can't do it alone, get advice and support from school authorities/counselors/colleagues. Encourage your students to talk to you about any concerns they might be having with their internet use.
5. **Monitor your Students' Online Presence:** Try to keep track of your students' online activities and make sure that their online presence is in a safe environment.
6. **Schedule Timely Online Sessions:** For online classes or exams, confine your timings within working hours.
7. **Students Information:** Queries about a student's information should not be done without the permission of the class teacher or school authorities. Refrain from initiating a chat with students personally unless it is urgent.
8. **Be Transparent:** Refrain from handing out ambiguous information. It is better to keep the parents and students updated with the online activities.
9. **Sort Problems Personally:** If there are any conflict of interests between colleagues, do not publicize them on WhatsApp groups or Google Classrooms where parents and students are present. Sort out the problems behind closed doors.
10. **Consider and Protect your Online Identity:** Make sure your online presence is professional and ethical. Be conscious of the personal information you post online where students and parents are present.

Virtual Guidelines for Parents/Guardians:

1. **Discover the Virtual World Together:** As challenging as it may be, the current situation enables all of us to make use of technology. Thus, it is imperative to embrace remote learning. The best way to do this is to explore and experience the virtual world together with your child/ward.
2. **Set Ground Rules:** Make sure you lay down some rules and regulations for your child/ward about the usage of internet and devices. Discuss about when and for how long it is acceptable for your child to use the Internet.
3. **Disclosure of Personal Information:** Encourage your child to be careful when disclosing personal information. Do not let them disclose Birth Certificates, Aadhaar Cards, Photographs, Residential Addresses etc. on group forums unless it is mandated by the Principal or Class Teachers for Board/School purposes. Exchange of such information should be done personally only with Class Teachers.
4. **Critically Evaluate Information Found Online:** Your child/ward should be made aware that not all information found online is correct, accurate or relevant.
5. **Monitor your Child/Ward Use of Internet:** It is important to understand how and why your child/ward use the internet. Monitor their online activities. Let them give you detailed reports of scheduled online classes or visit their Google Classrooms to check if their activities are up to date.

Virtual Guidelines of “Dos and Don’ts” for Students:

1. Do not post any personal information like Birth Certificates, Aadhaar Cards, Photographs, Residential Addresses etc. especially on group forums unless it is asked by the Class Teachers for Board/School purposes. Exchange of such information will be done personally only with Class Teachers.
2. Do not share your passwords/Google Classroom/Google Meet codes with outsiders.
3. Do not use devices or the internet on the pretext of online school activities. Make sure your parents or elders are aware of the school schedules which are to be held online.
4. Do not meet or give your phone number to people you meet online. If anyone asks you to meet, first speak to your parent or class teacher or a trusted adult about it.
5. If you see/read/receive something online that makes you feel uncomfortable, unsafe or worried, talk to a trusted adult immediately.
6. Respect your teachers/classmates in group forums. Think carefully before posting anything online in facebook/whatsapp status as this may result in hurting someone else’s sentiments.
7. Keep your privacy settings as high as possible. Do not encourage unwanted calls or messages.
8. If you are being bullied, reach out to a trusted adult at home or at school. Try not to keep your problems to yourselves, whether it is a case of bullying or academic pressure, it is important to open up and talk to someone.
9. Above all, do not feel disheartened or discouraged when and if you miss out on online classes and examinations due to poor internet connectivity or lack of smartphones. Remember that this will not replace your real time efforts and hard work. We will look for solutions together.



Sr. Lucy Gangmei
Principal

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