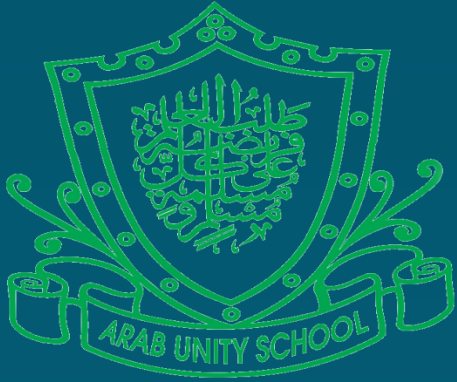




Be Safe in Cyber World

ONLINE SAFETY
IT STARTS WITH
YOU!





مدرسة الوحدة العربية Arab Unity School

British Curriculum, Affiliated to the University of Cambridge

Internet, the most interactive technological platform of this century, has become an integral part of our daily lives. It is a learning and communication tool that offers us a wide range of opportunities. Internet ethics involves our approach while using it for different purposes. We should be aware that we should always be honest and respect the rights and property of others on the web.

Cyber safety is the safe and responsible use of information and communication technology. It is not just about keeping information safe and secure, but also about being responsible with that information, being respectful of other people online, and using good 'netiquette' (internet etiquette). Here are some tips to keep you safe online.





SAMSUNG

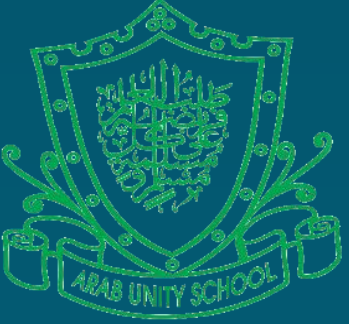
Google

You Tube



Staying Safe Online

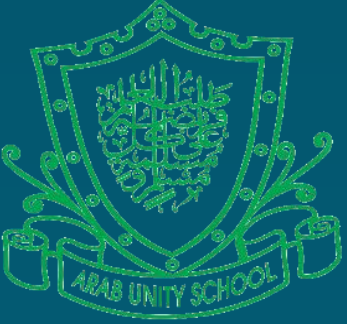




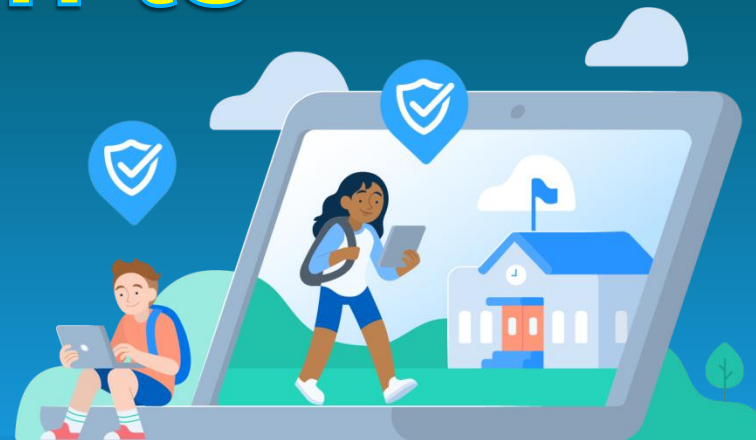
How to behave online?

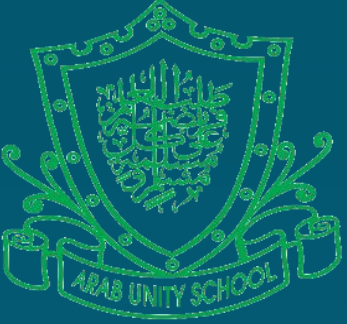
- How am I portraying myself to others and why?
- Do I treat others respectfully? Do I treat others as I would like to be treated?
- How do I make decisions about my behaviour when online?
- What message am I giving the world with my photos online?
- What is the impact on me? My family and friends?
- How would I feel if my information or images were seen by others?
- Have I kept my personal details private?
- Who knows my passwords and my numbers?
- How do I respond to inappropriate behaviour from others?



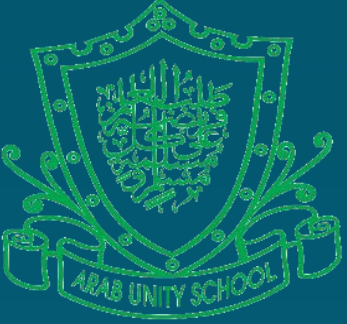


Ethical Aspects: Do's and Don'ts





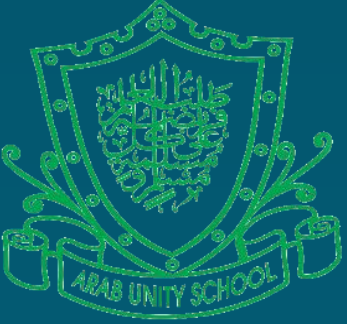
- Respect the privacy of others.
- Report and flag content that is abusive or illegal.
- Adhere to copyright restrictions when downloading material from the Internet, including software, games, movies, or music.
- Use an alias/ alternate name as username when you interact/ chat with others online.
- Report online bullying immediately to the teacher and parents/ or some one whom you trust.
- Use a strong and unique password with combinations of numbers, uppercase and lowercase letter and special characters for each account(s).
- Keep the browser, operating system and antivirus up-to-date.
- Obtain software from trusted sources. Always scan files before opening them.



- Lock your screen when you're finished using your computer/ tablet/ phone. Further, set it to lock automatically when it goes to sleep.
- Check to see if the web address begins with https:// whenever you sign in online.
- Make privacy settings in social media accounts in such a way that profile and posts are visible only to close friends and acquaintances.
- Connect only with known individuals.
- Be mindful of your digital reputation - think twice before you post something embarrassing, harmful or inappropriate.



Report to the service provider immediately if the account is hacked. If possible deactivate your account.

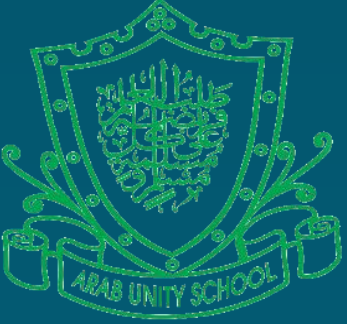


Don'ts



- Don't share your personal information: real name, date of birth, phone number etc. unnecessarily.
- Don't send your pictures to unknown persons or share them on social media.
- Don't open emails and attachments from strangers.
- Don't respond to any suspicious email, instant message or web page asking for personal information.
- Don't enter a password when someone is sitting beside you as they may see it.
- Don't share your password with anyone.
- Don't save your username and password on the browser.
- Don't steal other's information.
- Don't access or use files without the permission of the owner.



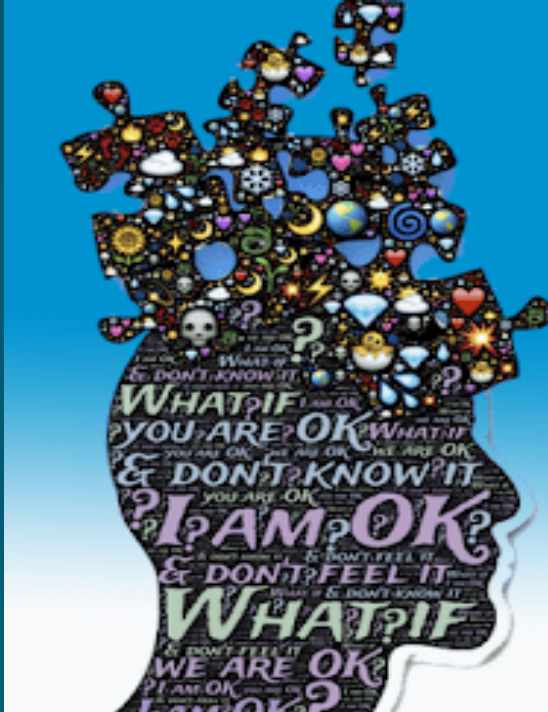


Don'ts



- Don't copy software which has copyright without the author's permission.
- Don't bully others online by teasing, threatening, using rude or offensive language, making derogatory or hateful comments.
- Don't use someone else's password even if it is shared with you.
- Don't log in as someone else to read their emails or hamper with their online profiles.
- Don't attempt to infect or in any way try to make someone else's computer unusable.
- Don't meet unknown (even if they are known only through online interaction) people alone; always inform an adult or a friend.
- Don't open or download any attachments from an unknown source as they may contain viruses.





A cartoon illustration of a person with yellow legs and arms holding a blue shield with a white padlock. The person is standing between the words "Stay" and "Safe" inside a light blue speech bubble. The speech bubble is set against a background of a blue sky and a dark blue ground.

Behavioural Management

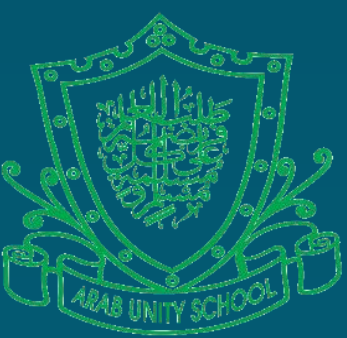




Expected behaviour norms:



- Actively participate and contribute in every online class discussion.
- Set aside a distraction free workplace to effectively engage with learning.
- Complete all expected reading material and research work within the stipulated time.
- Spend at least one hour daily to complete assignments and regular study and turn in assignments on time.
- Communicate at least once in a week with peers in respective work group to complete shared projects.
- Abide by regular study habits which will enable to stay up-to-date with curricular requirements through the remote learning period.
- Be digitally responsible and maintain online decorum. Not engage in online chat in live sessions, comment or share any derogatory material online.
- Follow instructions of the teacher and not interfere with any controls like microphone or camera.



Refrain from:



- Publishing any online content of class on any social media
- Video recording any lessons
- Playing games or adding any unauthorized program.
- Violating 'others rights' on Google Classroom and Zoom Live.
- Muting or blocking the teacher when class is ongoing.
- Scheduling and starting their own Zoom meeting
- Bullying and abusing (verbal or cyber) any member of the school community.
- Leaving the class while in progress.
- Deleting folders or files uploaded by teachers and other students.



Expectation from parents:

- Establish routines and expectations with your child.
- Take an active role in supporting the school to monitor the child's progress.
- Refrain from interfering in between lessons, prompting the child or communicating with the teacher during lessons.
- Mail class teachers or supervisors to clarify doubts.





*Be smart and
Safe online*

Thank you

