



CHILD PROTECTION POLICY

The Constitution of India guarantees several rights to children and enables the State to make provisions to ensure that the tender age of children is not abused. Child Abuse was and continues to be, one of the most heinous crimes designed and perpetuated by human beings against some of the most vulnerable and defenseless sections of the community. Globally, it has been recognized and seen as a particularly burdensome challenge. According to the World Health Organization, "Child maltreatment, sometimes referred to as child abuse and neglect, includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child's health, development or dignity. Within this broad definition, five subtypes can be distinguished – physical abuse; sexual abuse; neglect and negligent treatment; emotional abuse; and exploitation".

• TYPES OF ABUSE

1. **Physical Abuse:** Includes hitting, kicking, punching, biting, burning, shaking, drowning, smothering and giving drugs or alcohol (includes corporal punishment)

Possible Symptoms:

- Frequent injuries or unexplained bruises, fractures, welts, burns or cuts
- Depression and anxiety and/or aggression and violence.
- Problems with relationships and socializing / distant and withdrawn.
- Wears inappropriate clothing to cover up injuries, such as a coat on warm days.
- Running away
- Sleeps in Class /appears drowsy

2. **Emotional Abuse:** Includes threats, humiliation, sarcasm, degrading punishments, undermining confidence

Possible Symptoms:

- Possible delayed physical, emotional and mental development.
- Being unable to play or socialize well with others
- Fearful of making mistakes
- Self-harm
- Sudden speech disorders or neurotic behaviour such as rocking
- Low self-esteem / confidence
- Crying inconsolably

3. **Sexual Abuse:** Includes kissing, touching genitals or breasts, vaginal or anal intercourse, oral sex, and encouraging to look at pornography, trading grades for sexual favors.

Possible Symptoms:

- Aggressive behaviour, risk taking and missing school or running away.
- Sleep problems and bed-wetting or soiling.
- Negative thoughts / not looking after themselves / low self esteem
- Displaying sexually inappropriate behaviour
- Anal or vaginal soreness
- Unexplained bleeding from private parts.



4. Substance Abuse : Includes intake of Psychoactive /alcoholic /narcotic substance /tobacco or engage in buying or selling of any above mentioned substance.

Possible Symptoms:

- Aggressive behaviour, risk taking, missing school.
- Stealing
- Low self-esteem/ confidence
- Unable to socialize well with others
- Day dreaming ,lethargic

5. Neglect: Includes lack of food, medical attention, supervision, clothing etc.

Possible Symptoms:

- Delayed development
- Poor hygiene, unwashed clothes or inadequate clothes
- Untreated medical conditions
- Being hungry or tired all the time
- Missing school or difficulties with school work
- Poor self esteem
- Withdrawn and difficulty making friends and/or anti-social behavior

• **TEACHER'S ROLE**

Be familiar with your school's child protection policy, procedure and know who is the child protection lead in with your department. Ensure the students are also aware about reporting the abuse.

Disclosures:

- Listen to the child, reassure them that they have been brave but do not investigate.
- Explain to the child that you have to talk to the child protection lead as you need to see what can be done. Explain that you will only speak to people who need to know.
- Act immediately and report to the child protection lead so an assessment of risk can take place. Any delay could leave the child in danger.
- Keep records of all conversations and actions taken.
- Be transparent with the child so that he/she can be involved at each stage.

Suspicious:

- Pass on all concerns to the child protection lead in your department. No matter how small.
- Keep records of any concerns.

• GENERAL DO'S:

Be vigilant at all times, in case of a discloser follow the given instructions:

- Immediately tell the child that you believe in him/her.
- Keep your own body language calm and composed.
- Use the language in which the child is comfortable.
- Acknowledge it is difficult to talk about such things.
- Tell the child this happens to other children also and that he/she is not the only one.
- Tell him/her that he/she is not responsible for what happened and did not deserve it.
- Tell him/her that sometimes adults do things that are not OK (avoid saying that the offender is "sick").
- Everything you can to support, comfort and reassure the child.
- Explain to the child that the teacher needs to share the discloser with the concerned authorities in the benefit of the child.
- **Make notes of facts of the disclosure after the child has left and fill the Child Protection Form.**

• GENERAL DON'Ts:

In case of a discloser follow the given instructions:

- Do not investigate, JUST LISTEN.
- Do not make the child repeat with the discloser.
- Do not make notes or do recordings in front of the child.
- Do not take confessions in writing.
- Do not make false promises.
- Do not share the incident with people who do not need to know about it.
- **Do not delay reporting the incident to the authorities/departmental heads beyond 24 hours.**

ASPECTS OF CHILD PROTECTION

A child needs protection from people with unhealthy attitude present in the School campus. These include other School students, administrators, teachers and rest of the School staff (i.e., cleaning agency workers, office staff, security workers, etc). Child protection can be ensured through appropriate action against bullying; corporal punishment; any sort of physical, verbal or sexual abuse and indiscipline, violence or substance abuse. Therefore, Child protection policy includes sub-policies namely-

- Anti Corporal Punishment Policy
- Anti Bullying Policy
- School Discipline and Substance Abuse Policy

ANTI CORPORAL PUNISHMENT POLICY

The Right of children to Free and Compulsory Education Act (RTE, 2009), clearly states that no child shall be subject to "physical punishment or mental harassment" in schools. Those officials that contravene this provision shall be liable for disciplinary action under service rules applicable to them.

It is not easy to define corporal punishment as it involves humiliation and insult which a child feels as a subject. Considering the millions of ways in which punishment is perpetrated on children in contemporary times, it is impossible to exhaust all the forms of insinuations and violence. However, following behaviour has been categorically put under Anti corporal policy of the school.

1. **Physical punishment** is understood as any action that causes pain, hurt/injury and discomfort to a child, however light. Examples of physical punishment include but are not restricted to the following:

- a) Causing physical harm to children by hitting, kicking, scratching, pinching, biting, pulling the hair, boxing ears, smacking, slapping, and spanking or with any implement (cane, stick, shoe, chalk, dusters, belt, whip, giving electric shock etc.)
- b) Making children assume an uncomfortable position (standing on bench, standing against the wall in a chair-like position, standing with schoolbag on head, holding ears through legs, kneeling etc.)
- c) Forced ingestion of anything (for example: washing soap, mud, chalk, hot spices etc.)
- d) Detention in the classroom, library, toilet or any closed space in the school.

2. **Mental harassment** is understood as any non-physical treatment that is detrimental to the academic and psychological well-being of a child. It includes but is not restricted to the following:

- a) Sarcasm that hurts or lowers the child's dignity; Calling names and scolding using humiliating adjectives, intimidation;
- b) Using derogatory remarks for the child, including pinning of slogans;
- c) Ridiculing the child with regard to his/her background or status or parental occupation or caste;
- d) Ridiculing the child with regard to his/her health status or that of the family – especially HIV/AIDS and tuberculosis;
- e) Belittling a child in the classroom due to his/her inability to meet the teacher's expectations of academic achievement;
- f) Punishing or disciplining a child, not recognizing that most children who perform poorly in academics are actually children with special needs. Such children could have conditions like learning disability, attention deficit hyperactivity disorder, mild developmental delay etc.
- g) Using punitive measures to correct a child and even labeling him/her as difficult; such as a child with attention deficit hyperactivity disorder who may not only fare poorly in academics, but also pose a problem in management of classroom behaviors;
- h) 'Shaming' the child to motivate the child to improve his performance and
- i) Ridiculing a child with developmental problems such as learning difficulty or a speech disorder, such as, stammering or speech articulation disorder.

3. **Discrimination** is understood as prejudiced views and behaviour towards any child because of her/his caste/gender, occupation or region and non-payment of fees or for being a student admitted under the 25% reservation to disadvantaged groups or weaker sections of society under the RTE, 2009. It can be latent; manifest; open or subtle. It includes but is not restricted to the following:

- a. Bringing social attitudes and prejudices of the community into the school by using belittling remarks against a specific social group or gender or ability/disability;
- b. Assigning different duties and seating in schools based on caste, community or gender prejudices for example, cleaning of toilets assigned by caste; task of making tea assigned by gender; admission through 25% reserved seats under the RTE; or non-payment of any prescribed fees;
- c. Commenting on academic ability based on caste or community prejudices and
- d. Denying a facility like library books or uniforms or sports facilities to a child or group of children based on caste, community, religion or gender.

CYBER POLICY

Reflecting on the over indulgence and dependence on the electronic gadgets (including mobile phone), CBSE, in July 2009, has termed them as sources of distraction which can also be misused.

Aiming to create meaningful learning atmosphere in the school and particularly in the Classroom, the school doesn't permit any student carrying any electronic article to the school. Non-compliance of the rules would be considered as an offence.

If a student is found in possession of it then the unauthorised electronic equipment would be confiscated and will be kept under school custody. Along with this, the school counsellor would also take parental undertaking from the parents, stating that the offence would not be repeated. The school looks forward to create an atmosphere wherein creativity and learning is nurtured and hence enabling holistic growth of every student.

1. Cyber Policy

This policy exists to ensure that all BBPS staff and students follow certain basic rules with regard to internet use and use of IT in general. Its aim is to prevent students or staff coming to harm as a result of others accessing intolerant, extremist or hateful web sites. Also, it is here to protect students and staff from cyber risks. BBPS has the right to monitor electronic information created and/or communicated by students or staff using school computer systems / equipment's and networks, including e-mail messages and usage of the Internet.

1.1 CYBERSPACE:

1.1.1 It is a complex environment consisting of interactions between people, equipment's, software services supported by worldwide distribution of information and communication technology.

1.1.2 Owing to the numerous benefits brought about by technology, the cyberspace is a common pool of resources used by students, citizens, businesses, critical information infrastructure and all stake holders.

1.1.3 Information Technology (IT) is one of the critical sectors that rides on and resides in Cyberspace.

1.1.4 We must provide a right kind of focus for secured computing environment and adequate trust and confidence in electronic transactions, software, services, devices and networks.

1.1.5 Cyberspace is vulnerable to a wide variety of incidents, whether intentional or accidental, manmade or natural and the data exchanges in the cyberspace can be exploited for nefarious purposes.

1.2 SAFELY USE OF INTERNET

1.2.1 Must receive permission from a member of staff before accessing the internet.

1.2.2 Must access only appropriate sites for their work; any attempt to bypass filtering system or access social networking sites or chat rooms will be with the permission of a teacher for a work related item.

1.2.3 Must not claim to be representing the school in an official capacity when using the internet or e-mail or website privately.

- 1.2.4 Must not use any internet services to purchase goods or make any payments unless authorised otherwise.
- 1.2.5 As the internet allows you to do more and more online, it is extremely important to be aware of the dangers and how to stay safe.
- 1.2.6 Use social networks' privacy settings so only your friends can see your information.
- 1.2.7 Never open an email from an unknown source – it may contain viruses that can harm a computer. And don't access or use files without the permission of owner.
- 1.2.8 Don't send pictures to strangers or view pictures that strangers send you.
- 1.2.9 Passwords should be kept private (except from parents).
- 1.2.10 Always use the two-factor authentication for email and other important logins.

1.3 STRATEGIES FOR RESPONSIBLE & SAFER INTERNET

There's no such thing as "private" online. Anything posted can be seen by or forwarded to strangers. Must know what's okay to post. Teen years are full of self-expression and rebellion. Just make sure that you know your rules about suggestive material or other content that may reflect poorly on you. This means no embarrassing or cruel posts, no hate speech or groups, no compromising pictures you wouldn't want the whole world to see. Be a good digital citizen. Online cheating is still cheating and flagging inappropriate content isn't tattling.

Encourage critical thinking. You should ask "who posted this? Why?" Thinking this way will help you find trustworthy information, and it will also help you avoid online scams that deliver spyware and viruses directly to your home. You should also think critically about your own posts. Learn to ask yourself, "Why am I posting this? Who will see it? Could it be misunderstood?" Stay in safe neighborhoods. Just as you learn not to walk down dark alleys alone at night, you need to know how to avoid creepy places online. Review your own habits carefully. Parents are the ultimate role models. Keep channels of communication open. Better safe than sorry. Make sure you are comfortable telling your parents/teachers if anything menacing or cruel happens - - no matter what site you were on.

- 1.3.1 Never give out personal details like in messenger or in personal profiles.
- 1.3.2 Never give a friend's details and never share your password with anyone and even enter it carefully, if someone is sitting near you.
- 1.3.3 Never meet up with anyone you befriend online.
- 1.3.4 Never open the emails \ attachments \ links coming from any unknown person.
- 1.3.5 Be careful while sharing your photos on social media or with anyone.
- 1.3.6 Never try to login as someone else and read their emails or access other data.

1.4 Key points for Online classes

1.4.1 Parents/Students/Guardians must not share class invites/ links with anyone who is not a part of the school or class or has not been invited by the teacher.

1.4.2 Parents/Students/Guardians must not take photos, screenshots, record videos/ audios of the virtual sessions.

1.4.3 All material shared on Google Classroom or Meet is the School's intellectual property and downloading/ circulating/ sharing of content without permission is strictly prohibited.

1.4.4 Staff, parents and students must keep their identity safe and not share google passwords or their identity with anyone. Staff, parents and students must ensure they sign out of each session completely after completion of the session.

1.4.5 Social media apps such as Snap Chat, Instagram, WhatsApp, or Facebook are not official, School-sanctioned channels of communication and must not be used for teaching and learning.

1.4.6 Parents/Students/Guardians should inform the Teacher/School formally, in case a student is not able to attend any session.

1.4.7 All users are required to be polite, respectful, and appropriate in their communications and must represent the school's values in their interactions with others, this applies for written words and as well as tone of conversation.

1.4.8 The users(staff/students) must respect copyright and licensing laws with respect to software, information and other materials retrieved from the Internet.

1.4.9 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.

1.4.10 The hacking and attempts at hacking the School personnel's email accounts, network and any other school assets have been and will continue to be dealt with the necessary seriousness.

1.4.11 Report about abusive or illegal content or online bullying immediately to teacher or parents.

1.4.12 Don't use other's information to login and not even attempt to infect or in way to try to make someone else computer\device\credentials.

1.4.13 Using the secured & encrypted SSL-VPN for remote access.

1.5 ELECTRONIC CRIME (E-CRIME)

It occurs when computers, or any other electronic communication equipment or devices (such as mobile phones or the internet), are used to commit an offence, are targeted in an offence, or act as storage or communication devices in an offence.

TYPES OF ELECTRONIC CRIMES (E-CRIME)

1.5.1 Fraud & Financial Crimes: Computer fraud is dishonest misrepresentation of fact intended to cause loss. For example, bank fraud, identity theft, extortion, and theft of classified information.

1.5.2 Obscene or offensive content: The content of websites and other electronics communications may be distasteful, obscene or offensive for a variety of reasons. In some instances these communications may be illegal.

1.5.3 Cyber bullying: content may be offensive in a non-specific way, harassment directing obscenities and derogatory comments at specific individuals focusing for example on gender, race, religion, nationality, sexual orientation. This often occurs in chat rooms, through newsgroups, and by sending hate e-mail to interested parties. Any comment that may be found derogatory or offensive is considered as Cyber bullying.

1.5.4 Threats: Advertisements promising unrealistic products/services (adware) and software that intentionally causes harm (Malware)

1.5.5 Cyber Terrorism: A cyber terrorist is someone who intimidates or coerces a government or organization to advance his or her political or social objectives by launching computer based attack against computers, network, and the information stored on them.

1.6 IT DEVICES/RESOURCES:

They include (such as desktops, notebooks, and tablets), storage devices (USB and flash memory devices, CDs, DVDs, floppy disks, iPod, MP3 players), cameras (video and digital cameras and web cams), all types of mobile phones, gaming consoles, video and audio players or receivers (portable CD and DVD players), and any other similar electronic and storage technologies

1.7 Know about Cyber Bullying

To define bullying the most acceptable definition of cyberbullying which has been used is “an aggressive, intentional act or behavior that is carried out by a group or an individual, using electronic forms of contact, repeatedly and over-time against a victim who cannot easily defend him or herself.”

When the bullying happens online with the help of technology it is cyberbullying. Cyberbullying in India includes sharing private or personal information about someone which can cause embarrassment to the person.

1.7.1 Place of occurrence of cyberbullying are as follows:

1.7.2 Social Media (Facebook, Instagram, Snapchat, Twitter, etc.)

1.7.3 SMS (text messages from the cellular network)

1.7.4 Instant Message Services (WhatsApp, Facebook messenger, I message, etc.)

1.7.5 Email

1.7.6 Cyberbullying Forms and examples:

1.7.7 Humiliating/embarrassing content posted online about the victim of online bullying,

1.7.8 Hacking of account

1.7.9 Posting vulgar messages

1.7.10 Threatening the victim to commit an act of violence

1.7.11 Stalking

1.7.12 Child pornography or threats of child pornography

1.8 PARENT AND STUDENTS ACKNOWLEDGMENT:

1.8.1 To gain access to Bal Bharati Public School Information Technology systems, student and parent(s) must read the policy, understand its contents, and sign and return this Parent and Student Agreement page to the school. You should keep the copy of the agreement and policy for reference.

1.8.2 This policy and agreement, along with the additions or amendments, will remain in force as long as the student is enrolled at Bal Bharati Public School, Noida.

1.8.3 If it becomes necessary to add to, or to amend any of the conditions of this policy, parents and students will be advised in writing via the school circular/ portal.

1.8.4 The policy is available for download from the school website.

1.9 ACTION in case of Security breach by Student

If any student breaches this policy, then he/she will be subjected to terms and conditions under Bal Bharati Public School Code of conduct Policy. And the case will be handled by the school inhouse "Cyber Cell" – a committee of 03 members – VP\HM of the school, 01 person from technical team (probably the tech. council member) & 01 person from class reps.

1.9.1 Minor breaches (like installing new software, accessing internet, connecting IT devices without prior permission of the concerned teacher etc.) of this policy will result in the suspension period of two weeks.

1.9.2 Major breaches (like cyber bullying, identity theft etc.) of this policy will result in the suspension period of up to ten weeks.

1.9.3 If you behave online in a manner that threatens the well-being of another child, student, parent or member of the school community, even if this occurs off-site during or after the school hours, the Principal/VP/HM has the authority to take appropriate action.

1.9.4 When it is suspected that a personal electronic device such as a mobile phone is used to capture images of a crime (such as an assault), or contains any other evidence of a crime, the device will be confiscated and handed to the police.

1.9.5 If the Principal suspects an electronic crime has been committed, this will be reported to the Police Department. Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device such as a notebook, computer etc., and the device will be confiscated and handed to the investigating police officer. The police will determine any further action.

1.9.6 These actions may be taken even if the alleged incident occurs off site and/or out of school hours.

1.10 Understand the Cyber law

Section 2 (1) (nb) of Information and technology Act 2000

cyber securityll means protecting information, equipment, devices, computer, computer resource, communication device and information stored therein from unauthorized access, use, disclosure, disruption, modification or destruction;]

Section 2 (1) (0) of Information and technology Act 2000

"data" means a representation of information, knowledge, facts, concepts or instructions which are being prepared or have been prepared in a formalized manner, and is intended to be processed, is being processed or has been processed in a computer system or computer network, and may be in any form (including computer printouts magnetic or optical storage media, punched cards, punched tapes) or stored internally in the memory of the computer;

Section 2 (1) (r) of Information and technology Act 2000

"electronic form" with reference to information means any information generated, sent, received or stored in media, magnetic, optical, computer memory, micro film, computer generated micro fiche or similar device; (s) "Electronic Gazette" means the

Section 2 (1) (t) of Information and technology Act 2000

"Electronic record" means data, record or data generated, image or sound stored, received or sent in an electronic form or micro film or computer generated micro fiche;

Section 2 (1) (v) of Information and technology Act 2000

"Information" includes data, text, images, sound, voice, codes, computer programmes, software and data bases or micro film or computer generated micro fiche

Section 43 of Information and technology Act 2000,

If any person without permission of the owner or any other person Penalty for who is incharge of a computer, computer system or computer damage to network,— computer,

computer system, (a) accesses or secures access to such computer, computer system etc. or computer network; (b) downloads, copies or extracts any data, computer data base or information from such computer, computer system or computer network including information or data held or stored in any removable storage medium; (c) introduces or causes to be introduced any

computer contaminant or computer virus into any computer, computer system or computer network; (d) damages or causes to be damaged any computer, computer system or computer network, data, computer data base or any other programmes residing in such computer, computer system or computer network; (e) disrupts or causes disruption of any computer, computer system or computer network; (f) denies or causes the denial of access to any person authorized to access any computer, computer system or computer network by any means; (g) provides any assistance to any person to facilitate access to a computer, computer system or computer network in contravention of the provisions of this Act, rules or regulations made thereunder; (h) charges the services availed of by a person to the account of another person by tampering with or manipulating any computer, computer system, or computer network.

He shall be liable to pay damages by way of compensation not exceeding one crore rupees to the person so affected.

Explanation.—For the purposes of this section,— (i) "computer contaminant" means any set of computer instructions that are designed— (a) to modify, destroy, record, transmit data or programme residing within a computer, computer system or computer network; or (b) by any means to usurp the normal operation of the computer, computer system, or computer network; (ii) "computer data base" means a representation of information, knowledge, facts, concepts or instructions in text, image, audio, video that are being prepared or have been prepared in a formalized manner or have been produced by a computer, computer system or computer network and are intended for use in a computer, computer system or computer network; (iii) "computer virus" means any computer instruction, information, data or programme that destroys, damages, degrades or adversely affects the performance of a computer resource or attaches itself to another computer resource and operates when a programme, data or instruction is executed or some other event takes place in that computer resource. (iv) "damage" means to destroy, alter, delete, add, modify or rearrange any computer resource by any means.

1.10.1 Section 471 of the Indian Penal Code, 1860 deals with whoever fraudulently or dishonestly uses as genuine any [document or electronic record] which he knows or has reason to believe to be a forged [document or electronic record], shall be punished in the same manner as if he had forged such [document or electronic record].

1.10.2 Section 66A of the IT Act deals with any person who sends, by means of a computer resource or a communication device, —any information that is grossly offensive or has menacing character; or any information which he knows to be false, but for the purpose of causing annoyance, inconvenience, danger, obstruction, insult, injury, criminal intimidation, enmity, hatred or ill will, persistently by making use of such computer resource or a communication device; any electronic mail or electronic mail message for the purpose of causing annoyance or inconvenience or to deceive or to mislead the addressee or recipient about the origin of such messages, shall be punishable with imprisonment for a term which may extend to three years and with fine Section 66C of the Information and Technology Act, 2000 Act deals punishment for identity theft and says that whoever, fraudulently or dishonestly make use of the electronic signature, password or any other unique identification feature of any person, shall be punished with imprisonment of either description for a term which may extend to three years and shall also be liable to fine which may extend to rupees one lakh.

1.10.3 Sec 66D of the Information and Technology Act, 2000 deals with punishment for cheating by personation by using computer resource, with imprisonment of either description for a term which may extend to three years and shall also be liable to fine which may extend to one lakh rupees.

1.10.4 Section 66E of the Information and Technology Act, 2000 - whoever, intentionally or knowingly captures, publishes or transmits the image of a private area of any person without his or her consent, under circumstances violating the privacy of that person, shall be punished with imprisonment which may extend to three years or with fine not exceeding two lakh rupees, or with

both.

1.10.5 Section 67 the Information and Technology Act, 2000: Punishment for publishing or transmitting obscene material in electronic form. Whoever publishes or transmits or causes to be published or transmitted in the electronic form, any material which is lascivious or appeals to the prurient interest or if its effect is such as to tend to deprave and corrupt persons who are likely, having regard to all relevant circumstances, to read, see or hear the matter contained or embodied in it, shall be punished on first conviction with imprisonment of either description for a term which may extend to three years and with fine which may extend to five lakh rupees and in

the event of second or subsequent conviction with imprisonment of either description for a term which may extend to five years and also with fine which may extend to ten lakh rupees.

1.10.6 Section 67A of the Information and Technology Act, 2000- Punishment for publishing or transmitting material containing sexually explicit act, etc., in electronic form. - Whoever publishes or transmits or causes to be published or transmitted in the electronic form any material which contains sexually explicit act or conduct shall be punished on first conviction with imprisonment of either description for a term which may extend to five years and with fine which may extend to ten lakh rupees and in the event of second or subsequent conviction with imprisonment of either description for a term which may extend to seven years and also with fine which may extend to ten lakh rupees

1.10.7 Section 67B of the Information and Technology Act, 2000 deals with whoever, – publishes or transmits or causes to be published or transmitted material in any electronic form which depicts children engaged in sexually explicit act or conduct; or creates text or digital images, collects, seeks, browses, downloads, advertises, promotes, exchanges or distributes material in any electronic form depicting children in obscene or indecent or sexually explicit manner; or cultivates, entices or induces children to online relationship with one or more children for and on sexually explicit act or in a manner that may offend a reasonable adult on the computer resource; or facilitates abusing children online, or records in any electronic form own abuse or that of others pertaining to sexually explicit act with children, shall be punished on first conviction with imprisonment of either description for a term which may extend to five years and with fine which may extend to ten lakh rupees and in the event of second or subsequent conviction with imprisonment of either description for a term which may extend to seven years and also with fine which may extend to ten lakh rupees.

Governance of Law

The BBPS Staff and students shall be abided by the school Cyber Policy and shall be governed by cyber security laws prevalent at the time being in force in the territories and states of India.

ACKNOWLEDGEMENT

I have read and been informed about the Cyber Security Policy of Bal Bharati Public School. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment in the school.

I understand that if I have questions, at any time, regarding the policy, I will consult with my immediate supervisor or IT department.

I have read the policy carefully to ensure that I understand the policy before signing this document.

Employee\Student Signature: Employee Printed

Name: Receipt By:

Date:

Sexual Harassment of Women at Workplace Act, 2013

Sexual harassment is any unwelcome sexually defined behaviour which can range from misbehaviour of an irritating nature to the most serious forms such as sexual abuse and assault, including rape.

The Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013 defines sexual harassment to include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- Physical contact and advances or
- A demand or request for sexual favour or
- Making sexually coloured remarks or
- Showing pornography or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Sexual harassment at the workplace is any unwelcome sexually defined behaviour which has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, abusive or offensive working environment.

For details, all teachers should read the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. For this please visit the following links:

Sexual Harassment of Women at Workplace

www.itbbs.ac.in/.../sexual-harrassment-of-women-act-and-rules-2013.pd

Handbook on Sexual Harassment of Women at Workplace

<https://www.hbcse.tifr.res.in/gender-harmony-committee/handbook-on-sexual-harassment-of-women-at-workshop.pdf/view>

DRUG AND SUBSTANCE ABUSE POLICY

Substance abuse / illegal drugs means any unlawful, intoxicating or stupefying substances, these include tobacco, alcohol, prescription drugs, and other psychoactive compound.

Substance abuse is prohibited by law and severe action will be taken against perpetrators.

PURPOSE AND SCOPE

The aim of this policy is to encourage all students to abstain from using any drugs (other than those which are medically prescribed), including alcohol and tobacco.

POSITION

The school does not tolerate:

- the use or possession of any illegal or prohibited substance;
- the possession of drug-related equipment such as cigarette papers, pipes, matches, lighters, bottle ends, foils or other;
- performance enhancing drugs;
- the inappropriate use of solvents, inhalants, aerosols and similar agents;
- the consumption of alcohol and the smoking of tobacco.

If any student is involved in dealing or selling any of the above mentioned substances, disciplinary action will be taken.

The school will respond to substance abuse with serious punishments, with a humanitarian view. Our approach will be one of prevention education. The school undertakes to educate (through guidance lessons, life skills) to inform (using outside speakers, exhibitions) and to guide and support (counselling, peer-counselling).

PROCEDURE

Anybody found in possession of or using any of these substances either on school property, or when in school uniform, or when under the supervision of the school, or attending school-related functions including sports outings, tours and social events,

will be subject to the following procedure:

- The student will be required to have a drug test administered.
- If a student tests positive for a substance use, the student will first be interviewed by the school management or the school counsellor to determine the nature and extent of the student's involvement with drugs (casual experimentation/habitual use/dependence/ dealing, etc.) and determine the appropriate response.
- The student's parents will be informed of the alleged involvement and will be required to attend a meeting at the school with the Principal, and the School Counsellor.

On the basis of the meeting, the school will take the necessary action:

- Inform the parents of a pending disciplinary hearing.
- Disciplinary action against the student may follow if, in the opinion of the hearing, this is warranted by the nature of the student's involvement with drugs. The results of such disciplinary action may include the provision of support, including counselling, to a range of punishments which may include recommendation for expulsion.

PLEASE NOTE!

- Drug testing and searches will be done when substance abuse or the possession of illegal substances is suspected.
- Dealing in drugs or involving others in their use will normally result in a recommendation that the pupil be expelled from the school.

PRESCRIPTION DRUGS

The school needs to be informed if any student needs to bring prescription drugs to school. Students are not allowed to bring more than one day's dose to school.

ADDICTION, TREATMENT AND HELP

The school understands that addiction is a medical problem.

Students who experience problems with substance abuse or related matters, and need help, will be treated in confidence and will not be discriminated against in any way

The drug policy is for the benefit of all parties concerned. The aim of the policy is to assist, educate and guide students, and to help those who want to be helped or who need help. The school through its CFSI Centre with the help of School Counselor shall assist in the rehabilitation efforts of the students.

POLICY PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING

The School prohibits acts of harassment, Intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, disruptive or violent behaviors, a conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe and disciplined environment is absolutely forbidden. Students learn by example, therefore the school administrators, faculty, staff and volunteers are expected to demonstrate appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication (a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager), whether it be a single incident or a series of incidents which are:

- a) Reasonably perceived as being motivated either by any actual or perceived

characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or

- b) By any other distinguishing characteristic; and that
- c) Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- d) A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- e) Has the effect of insulting or demeaning any student or group of students; or
- f) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.