



THE S D VIDYA SCHOOL, AMBALA CANTT

CYBER SAFETY AND SECURITY

1. Purpose

To ensure a safe and responsible digital environment for all students, staff, and parents and to protect school data and IT systems.

2. Key Guidelines

For Students

- Use internet only for learning activities.
- Do not share personal details or passwords.
- Report cyberbullying or any suspicious content immediately.
- Access only teacher-approved websites/platforms.

For Teachers & Staff

- Supervise student internet use at all times.
- Use only official school platforms for communication.
- Follow strong password and data protection practices.
- Report incidents to the IT Coordinator/Cyber Committee.

For IT Infrastructure

- Secure Wi-Fi, firewall, and antivirus to be active.
 - Block unsafe websites.
 - Regular system updates and data backups are mandatory.
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3. Standard Operating Procedures (SOP)

Safe Internet Use

- Supervised student access.

- No social media or gaming sites.
- Strong passwords and updated devices.

Reporting Cyber Incidents

1. Report to class teacher or IT Coordinator.
2. Committee reviews and takes action.
3. Parents informed if required.
4. Serious incidents reported to cyber helpline (1930).

Cyberbullying Response

- Immediate reporting and support to victim.
- Document evidence.
- Block/report offender.
- Counseling + disciplinary actions.

Data Protection

- Only authorized access to student/staff data.
- No storing data on personal devices.
- Report data loss or breach immediately.

4. Awareness Programs

- Regular cyber safety workshops for students.
- Training for teachers.
- Orientation for parents.

5. Violations

Actions may include:

- Warning
- Restricted internet access
- Parent meeting
- Suspension (for severe cases)
- Reporting to cyber cell (if legally required)

Committee Members

S. NO	NAME	DESIGNATION IN COMMITTEE
1	Ms. Bhavna Bhanot	Principal
2	Mr. Chander Vijay	HOD Computer Department
3	Ms. Ruchika Sharma	Teacher
4	Ms. Shailza Goel	Teacher
5	Ms. Pooja	Teacher
6	Ms. Rashmi Sharma	Teacher
8	Head Boy	Student
9	Head Girl	Student