



Letter No. BISC/PL/147 رسالة الرقم

CYBERSECURITY POLICY

Shaikh Khalifa Bin Zayed Bangladesh Islamia School will:

- Educate students on the socially acceptable netiquette (Do's and Don'ts in the cyber world).
- Be giving cyber literacy to the extent where our students use cyber space for productive work which will help in the progress of the community.
- Educate students to recognize the pros and cons of cyberspace and to safeguard themselves and fellow beings.
- Ensure the safety of our students through regular monitoring by the IT Department, Teachers, Behaviour Management Committee during distance learning programs.
- Conduct awareness programs on cyber bullying and cyber security for our stakeholders.
- Provide school internet access that has been customised for student use, hence it includes appropriate filtering techniques.
- Educate students to evaluate internet content by ICT teachers.
- Educate students to the reporting line if they face any problem in cyberspace.
- Edify the stakeholders about the importance of password security and indispensability of logging out of accounts once they end their work.

Shaikh Khalifa Bin Zayed Bangladesh Islamia School Cyber Safety Policy for Students

1. Students have to respect the privacy of others.
2. Students have to report and flag content that is abusive or illegal.
3. Students have to adhere to copyright restrictions when downloading material from the Internet, including software, games, movies or music.
4. Students should not use an alias/alternate name as username when they interact/chat with others online.
5. Students have to report online bullying immediately to the teacher and parents or someone whom they trust.
6. Students have to use a strong and unique password with combinations of numbers, uppercase and lowercase letters and special characters for each account(s).
7. Students have to keep the browser, operating system and antivirus up-to-date.
8. Students have to obtain software from trusted sources. Always scan files before opening them.
9. Students should lock their screen when they are finished using their computer/ tablet/ phone. Further, they have to set it to lock automatically when it goes to sleep.
10. Students are expected to check to see if the web address begins with https:// whenever they sign in online.
11. Students should make privacy settings in social media accounts in such a way that profile and posts are visible only to close friends and acquaintances.
12. Students should connect only with known individuals.
13. Students have to be mindful of their digital reputation. Students shall not post something embarrassing, harmful or inappropriate.
14. Students have to report to the service provider immediately if the account is hacked. If possible, the student should deactivate the account.
15. Students shall not share their personal information: real name, date of birth, phone number etc. unnecessarily.
16. Students should never send their pictures to unknown persons or share them on social media.
17. Students should not open emails and attachments from strangers.

