



BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES



CYBER POLICY FOR ONLINE TEACHING AND LEARNING

With effect from the Academic Year 2020-2021 onwards

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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HIRANANDANI GARDEN, POWAI, MUMBAI - 400 076**



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Cyber Policy for online teaching and Learning

Preamble

“Cyber ethics” refers to the code of responsible behaviour on the Internet. Just as we are taught to act responsibly in everyday life with lessons such as “Don't take what doesn't belong to you” and “Do not harm others,” we must act responsibly in the cyber world as well. In this regard this policy is developed during the pandemic for smooth functioning of online classes.

➤ **Guidelines to make online classes safe and comfortable for all involved.**

In this regard, the college has formed a set of rules and guidelines for all to follow.

Please bear in mind that offences committed online are as serious as those committed on campus.

DO'S

- Be online and on time for the online lecturers
- Login with your first and last name as registered in the college records.
- Submit all learning tasks on time and through the mode specified by the teacher.
- Only turn microphone on when the teacher has asked to speak or when responding to questions or raising an appropriate query regarding the lecture/subject taught.
- Make sure that you are dressed appropriately for learning.
- Keep online chat focused on the learning. Ensure chat is respectful of all participants.
- Complete all online tasks.
- Think before you push the Send button Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.
- If you have missed some part of the lecture due to technical error, contact the concerned lecturer. One should raise their query during the online lecture by appropriate means. For eg. Raise your hand physically or in chat box (if option is available).
- Inform all members of your household that you will be joining a video conference and that they can be seen (if your camera is on) and heard (if your microphone is on)

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DON'TS

- No one will use their profile picture as their Display Picture (DP).
- Any kind of inappropriate name will be reported as spam and won't be admitted to online class.
- Don't chat, play games, share pornographic images or check social media during the online class.
- Do not film, record or share content
- Never pass the link of lecture to anyone who is outsider or who isn't meant to attend it without prior permission.
- Don't comment or speak unless asked.
- Do not make personal or insulting remarks. (Cyber bullying)

REMEMBER

- To be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- To be careful with personal information (both yours and other's).
- In case it is found out by the authorities that an abusive or obscene message is posted for the teacher by the student even from a different login email –id on different platforms the college will take a legal action against the student.
- Plagiarism, cheating and other violations of ethical student behavior are a crime in the learning community.

Any act or omission which offends lecturer or any student will be reported to the class teacher or Principal.

Crime committed during the conduct of the class may be subject to provisions of Indian Penal Code 1860 and Information technology act 2000.

The regular provisions of the institution's IT Policy will apply as usual to all concerned.

Date: 11/07/2020

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