Be Safe in Cyber World

Do's and Don'ts for Teachers

Central Institute of Educational Technology, NCERT
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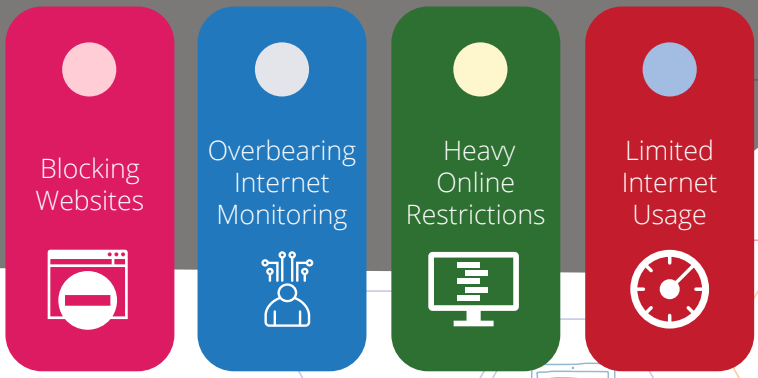
Be Safe in Cyber World

Technology has broken the barriers of space and nationality to bring us together in ways that were unthinkable 20 years ago. Many of our civilization's greatest advancements in recent years have come from technological breakthroughs. However, there is a flipside to everything. The world of technology can also be dangerous, especially for students. A few slip ups can place a child in real danger. 'Online Safety' is proposed for students who use the internet. Online safety is not just...



Too often educators use these instructions to keep their students "safe." But Online safety is much more than that.

Someone rightly said, "Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime."

Similarly, students should be taught to be safe online and to practice good habits while surfing the internet rather than blocking and restricting.

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Technical Aspects

Do's and Don'ts

1. Use safe search options while searching information on the Internet; also check facts before sharing or forwarding.
2. While performing online banking, shopping or making online payment, check if the website's URL begins with 'https' (the "s" stands for "secure"), also, look for a green address bar or a security certificate (presented by an icon such as an unopened lock) in the browser window that ensures secure connection. Double click the certificate to make sure the name on the web address matches the certificate.
3. Do not use same password for different online transactions.
4. Use a strong and unique password combinations of numbers, uppercase, lowercase letters and special characters for each account.
5. Use separate email accounts for personal and official purpose. Never use your official email address for social media sites.
6. Avoid using free, unsecured Wi-Fi for shopping or banking on the Internet and also for logging into your social media profiles.

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Technical Aspects

7. Delete old accounts that you do not use any more.
8. Obtain software from trusted sources. Always scan files before opening them.
9. Access your bank's website by manually typing its URL in the address bar. Never access it from an email or a text message.
10. Never click on links or download attachments in unwanted, unexpected emails, even if such emails appear like they are from a known source.
11. Take regular backups of all important files onto offline/ cloud storage.
12. Don't click on 'Keep me logged in' or 'Remember me' options on websites and logout of all accounts..
13. Never use any personal information such as name, date of birth, address, etc., as your password.
14. Never share your personal/bank details on phone, email or SMS, even if the caller/sender seems genuine.
15. Think before you click; stay away from pop-up contests and shady surveys; read the fine print, and close all such pop-ups from the task manager
16. Don't visit inappropriate websites, or websites that you are not fully aware of, just out of sheer curiosity.
17. Don't save your credit/debit card information on websites and web browsers.

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Technical Aspects

18. Connect to proper wi-fi network, otherwise known as SSID.
19. Have dual or multifactor authentication.
20. Don't use username and password when other options as such as a token, smartcard, PIN, or even user-selected security images are available.
21. Maintain a list of passwords in a safe place, and change them at least quarterly.
22. Ensure that the computer has the latest patches and keep the browser, operating system and antivirus updated.
23. Don't assume that the virus detection software works perpetually with computers.
24. Don't share/upload confidential data in cloud storage systems .
25. Keep a record of all online transactions made and check your bank account regularly.
26. Add a Domain Name System (DNS) service to protect other devices

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Technical Aspects

27. Lock your screen when you have finished using your computer/ tablet/ phone, and further, set it to lock automatically when it goes to sleep.

28. Don't assume someone else has the responsibility to maintain and protect your data.

29. Do check e-mails carefully to ensure that the source header is from a valid address.

30. Don't fall prey to clicking a link to malicious Web sites that load malware into your computer.

31. Always delete spam emails immediately and empty the trash box to prevent accidental clicking on the same link

32. While interacting with others on discussion forums/ chat rooms, make sure the Caps Lock key is off as typing in capital letters during interaction is considered to be rude.

33. Monitor device usage by students; control time spent on devices.

34. Create restricted or child-only profiles - use options available on browsers, Search, video sites, etc.

35. Ensure that students access only the content/ sites allowed to them

36. Regularly review browsing history on the devices being used by children

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Ethical Aspects

Do's and Don'ts

1. Don't intentionally use the computers to retrieve or modify the information of others, which may include password information, files, etc.
2. Don't plagiarize i.e., copying information (book, music, video, software etc) from the Internet as it is dishonest and could also be illegal. You could be violating copyright laws.
3. Obtain permission from the original creator if you do want to use the material. Always provide credit and attribution to the original owner of the resource.
4. Never give a fake identity while interacting with people online.
5. Do not make profit from the original work of others
6. Use of material upto 10% may be done by citing the resource. Paraphrase wherever possible.

1. Avoid sharing your personal information on social media sites and the Internet in general.
2. Don't cyber bully by being rude,or by using abusive, threatening, humiliating language.
3. Don't engage or argue with cyberbullies as that might encourage even worse behavior.
4. Use the built-in filters to prevent further harassment through email or instant messaging by cyber bullies.
5. Never meet people alone when they are known only through online.
6. Don’t do anything online which cannot be done in the presence of others.
7. Monitor students’ behavioral changes or attitude differences.

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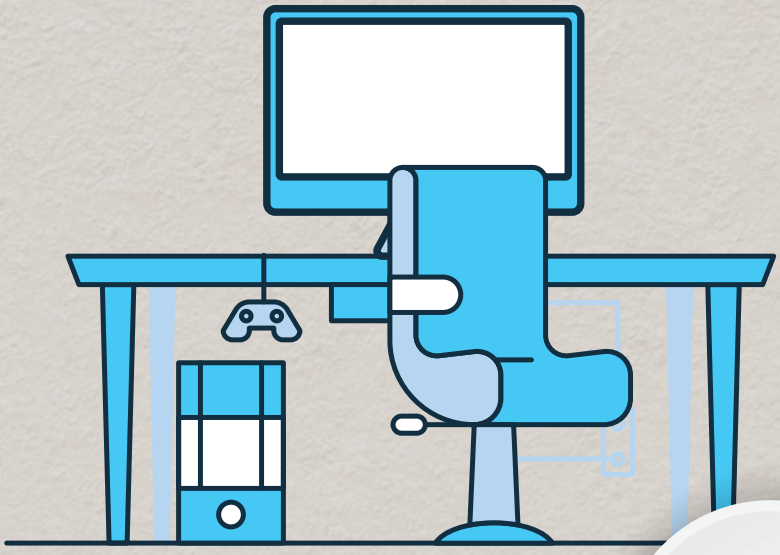
Legal Aspects

Do's and Don'ts

1. Do report cyber bullying to the proper authorities. Keep a record of every comment received from a cyberbully for taking further action.
2. Never trust e-mails which offer prize money through lotteries of which you are not a participant. Similarly don't pay for the jobs which you have not sought through official channels.
3. Don't trust a site just because it claims to be secure. It may be a 'Phishing' site.
4. Beware of e-mail spoofing.
5. Beware of fake advertisements promoting online purchases.
6. Don't buy any device from unauthorized persons/ dealers.
7. Never read someone else's e-mails even if you know his/her password.



Legal Aspects

Do's & Don'ts

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8. Never tamper with the computer source records.
9. Never share or alter the collected data without permission of the individual/ organisation.
10. Never capture, reproduce or transmit the photograph(s) of a person without his/ her consent.
11. Never publish or transmit vulgar material in electronic form.
12. Report any objectionable child-abusive materials in electronic form to the concerned authorities.
13. Don't send any threatening, abusive or defamatory emails.
14. Don't hide/ conceal computer hardware belonging to school.
15. Never infringe on any copyrighted materials.

CYBER LAWS

SECTION	OFFENCE	PENALTY
67A	Publishing images containing sexual acts	Imprisonment up to seven years, or/ and with fine up to Rs. 1,000,000
67B	Publishing child porn or predating children online	Imprisonment up to 5 yrs and with fine up to Rs. 1,000,000 on 1st conviction. Imprisonment up to 7 yrs, or/ and with fine up to Rs. 1,000,000 on 2nd conviction.
67C	Failure to maintain records	Imprisonment up to 3 yrs or/ and with fine up to Rs. 2,00,000
68	Failure/refusal to comply with orders	Imprisonment up to seven years and possible fine.
69	Failure/refusal to decrypt data	Imprisonment up to three years or/ and with fine up to Rs. 100,000
70	Securing access or attempting to secure access to a protected system	Imprisonment up to ten years or/ and with fine.
71	Misrepresentation	Imprisonment up to three years or/ and with fine up to Rs. 100,000

CYBER SECURITY
MAJOR THREATS
PROTECTING
SAFE PRACTICE
Cyber Crime
Cyber Bullying
Online Predators
Modification
Destruction
Curiosity
Money
Pornography
Slander
False Accusations
Websites
Insults
Teasing
Name Calling
Sexual Activities
Unauthorised Access
Revenge
Fake Account
Libel
Defamation
IM
Lies
Rumors
Threats
Threats
Grooming
Disruption
Attention
Identity Theft
Cyber Stalking
Repeated Harassment
E-mails
Online Groups
Harassments
Disclosure
Fun
Phone
Use/Misuse
Information & Devices
Theft
Share
Changed
Securely
Strong
Password
Morphing
E-Mail Bombing
Website Defacement
Spam
Piracy
Spyware
Virus
Scareware
Social Engineering
Malware
Ransomware
Websites Spoofing
Hoax
Scam
Hacking
Worms
E-mail Spoofing
Trojans
Adware
Click jacking
Phishing
Copyright Violation
Before Discarding
Sensitive Information
Tab Napping
Phone Call
Firewall
Password
Software
Data
Pirated Software
Operating System
Scan
Desktop/ Laptop
Cyber Laws
Latest Browser
Content Filtering
WiFi
Friendship
Internet
E-mail Tracer
Browser Pluggins
Unknown People Online
Mobile Devices
Authorised Store
Instant Messaging
Antivirus
Social Media
Threats
URL
Untrusted Website
Meeting in Person
Call from Weired Number
Auto Lock
Password
Strangers
Personal Informtion
Parents
Spy Camera
Be Scared
Chat Screen
Cyber Police
Privacy Options
Security Options
User to be Old Enough
E-mail Attachments
Referral Links
Call back
Authorised WiFi
User Name
IMEI Number
Credit Card Details
Bluetooth
When Needed
Unknown Persons
Type the URL
browser's cookies and cache
CC:BY:SA-M.U.Paily

www.ictcurriculum.gov.in

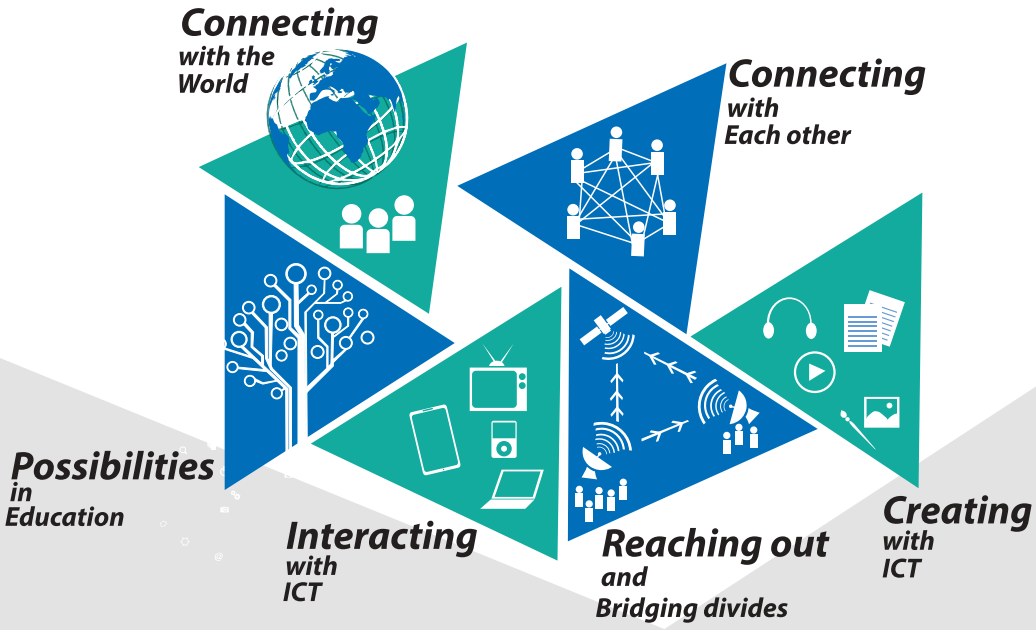
Curricula for Information and Communication Technology (ICT) in Education

सत्यमेव जयते

Department of School Education & Literacy
Ministry of Human Resource Development
Government of India

The model curricula for ICT in Education is a significant vehicle for realization of the goals of the Digital India Programme. The curricula is rolled out for teachers and students to build capabilities in using ICT to enhance teaching –learning and interact critically with information.

The Curricula is organised into six strands:



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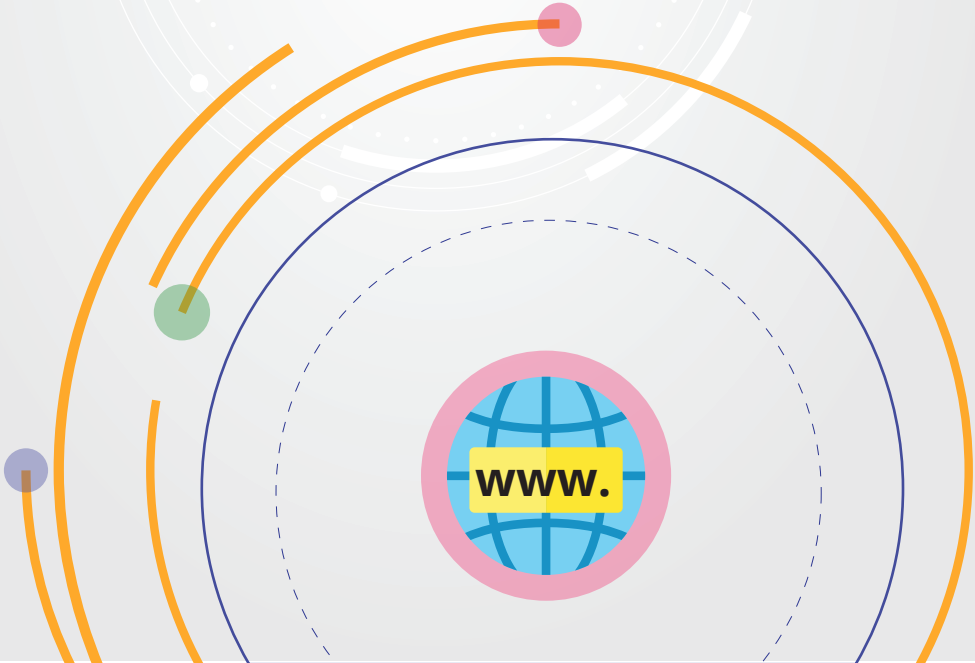
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