

IT & CYBER SECURITY GUIDELINES

Being a Cyber-Awakened & Responsible Digital Citizen

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CBSE Circular Guidance:

"We are living in the 21st century with various digital gadgets, connected to the entire world through the Internet. From social media to online banking and financial transactions, maintaining digital records to online shopping and online classes, every thread of our lives is available on the internet... However, these network connections leave our devices more vulnerable to damage and our information vulnerable to theft. Hackers and other nefarious characters can tunnel and gain access to our information and use it for their own purposes. Cyber and network security helps to solve this problem. In essence, everyone needs Cyber Security to safeguard his/her data and vital information."

Internet safety is very important and it is everyone's responsibility. It's all about being able to have fun online — to chat with your friends, post a video, or check out trends — without being bullied, making others bullied, annoyed or scammed, or having your ideas stolen including identity theft.

Internet safety is a lot more than just having anti-virus and firewall software installed. It's about being smart about how you handle yourself online and savvy about how you deal with other people (especially strangers), and not falling prey to online scammers.

Essential Rules for Remaining Safe Online

- **Protect Personal Info:** Don't give out personal information such as your home address or phone number.
- **Privacy First:** Don't send pictures of yourself to anyone online.
- **Unknown Attachments:** Don't open emails or attachments from people you don't know.
- **Be Selective:** Don't become online 'friends' with people you don't know in real life.
- **Offline Meetings:** Never arrange to meet someone in person whom you've only met online.
- **Report Concerns:** If anything you see or read online worries you, tell your parents or a trusted adult immediately.

Using a Safe Web Browser

- Install & maintain up-to-date anti-virus software.

Ensuring Smartphone Security

- Enable built-in security features on your mobile device.

- Keep your internet browser regularly updated.
- Be alert to unusual computer activity or problems.
- Install and maintain a active firewall.
- Use a modern browser with pop-up blockers enabled.
- Avoid storing sensitive material indefinitely on your computer.
- Change your passwords frequently.
- Beware of links sent via instant messaging & email attachments.

- Install and maintain an Anti-Virus app on smart devices.
- Do not follow links in suspicious email or text messages.
- Carefully consider what sensitive info is stored on the device.
- Be cautious when selecting and installing new applications.
- Avoid unknown Wi-Fi networks and unsecured hotspots.
- Disable unused interfaces (Bluetooth, Wi-Fi, Infrared).
- Delete all stored data before discarding any device.

Making Online 'Friends' & Social Networking

Social networking brings pressure to gain lots of 'friends', but remember:

- Online friendships are made by clicking a button rather than sharing real life experiences.
- Being an online 'friend' is much less meaningful than a face-to-face friendship.
- Misunderstood comments can easily destroy online relationships. It is far healthier to resolve arguments face to face.
- Real friendships aren't made by computers, regardless of how many 'friends' someone boasts about having.

Tips for Social Media:

- Ensure you meet the minimum age requirement before joining any platform.
- Consider using a nickname/alias or an email address that doesn't include your real name.
- Only accept requests from people you already know personally.
- Set your profile to the strongest privacy settings (friends only).
- Be extremely cautious when sharing photos/videos and content that isn't yours. Avoid illegal downloads.

DO NOT BULLY OR MAKE FUN OF OTHERS ONLINE. CYBER IGNORANCE IS NO MORE A BLISS!