THE INDIAN PUBLIC SCHOOL

ERODE

Group Policy on Video Conference

(For Students, Teachers, and Administrative Teams)

DRAFT #1

DATE: March 2026

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1. Purpose

- The purpose of this policy is to ensure that all video conferencing activities conducted within the school ecosystem are secure, effective, and aligned with the school's academic and ethical standards. The policy governs virtual meetings, online classes, collaborative discussions, and inter-school/parent interactions using digital platforms.
- It shall assist in engaging virtual environment that mirrors our in-person school ethos — one that nurtures learning, discipline, and digital responsibility.

2. Scope

- This policy applies to:
  - All **teachers, students, and administrative staff** of the school.
  - All official school-related virtual platforms (e.g., Google Meet, Microsoft Teams, Zoom, etc.).
  - All **academic, co-curricular, and administrative** video conferencing sessions organized or attended on behalf of the school.

3. Objectives

- To maintain digital discipline and professionalism during video interactions.
- To protect privacy, data, and intellectual property.
- To promote equal participation and prevent misuse or disruption during online sessions.
- To establish clear accountability and communication protocols.

4. Guidelines and Expectations

4.1 For Teachers

- Teachers must **schedule meetings** using only official school email IDs and approved platforms.
- Each session should begin with **attendance and code of conduct reminders**.
- **Verify participants' identities** before allowing them to join.
- Teachers must **record sessions** only if permitted by the school management for academic reference or evidence of misconduct.
- Backgrounds should remain **professional and neutral**; ensure that no personal data or inappropriate visuals are visible.

  Example:

  A Grade 9 science teacher notices repeated background noise from a student's microphone. The teacher may mute participants or remind the class of the "Mute when not speaking" rule to maintain focus and respect.

4.2 For Students

- Students must **log in with their registered names and school IDs**. Nicknames or anonymous logins are not permitted.
- Cameras should remain **ON during academic sessions** unless permitted otherwise by the teacher (e.g., network issues).
- Students must **dress appropriately**, as in a school setting.
- Chat features should be used **only for class-related communication**.
- Sharing screenshots, recordings, or links without permission is a **serious violation** of privacy.

  Example:

  If a student records a teacher's class without consent and shares it on

social media, disciplinary action will follow, including parental notification and temporary suspension from virtual sessions.

4.3 For Administrative/Leadership Meetings

- Meetings should follow a **structured agenda** shared in advance.
- Confidential discussions (e.g., disciplinary reviews, staff evaluations) must not be recorded or shared.
- The host should use **waiting room features** and **password protection** to ensure only invited members join.

  Example:

  A leadership meeting discussing exam duty allocation is interrupted by an unintended participant who joined via a shared link. The coordinator must end the session and reinitiate it with new credentials to maintain confidentiality.

5. Possible Problems and Solutions

Issue	Possible Cause	Solution
Students joining late or missing meetings	Poor communication or internet issues	Teachers to share session links and reminders through the LMS or WhatsApp class group; recordings made available if approved.
Disruptive background noise	Lack of awareness of virtual etiquette	Reinforce "mute policy" at start of sessions; periodic digital etiquette training for students.
Unauthorized sharing of links	Lack of control in invitation process	Use password-protected meetings and disable "share link" option for participants.
Privacy breach (screen recording or screenshot misuse)	Misuse of technology by students	Implement strict disciplinary measures and conduct periodic cyber safety awareness sessions.
Technical difficulties	Inadequate digital skills or outdated devices	Provide digital literacy sessions for teachers and IT support for students.

6. Monitoring, Reporting and Compliance

- IT coordinators and academic heads will **periodically review** compliance with this policy.
- Non-adherence may result in **warnings, restricted access, or disciplinary action** depending on severity.
- Parents will be informed of any serious digital misconduct by their wards.
- All video sessions must comply with the school's **Data Protection and Privacy Policy**.
- No participant is permitted to **record, distribute, or upload** meeting content without explicit consent.
- All recorded sessions, if approved, must be **stored securely** and deleted after the retention period defined by the management.
- Any breach of privacy will be considered a **serious disciplinary violation** and dealt with accordingly.

7. Review and Updates

- This policy shall be reviewed **annually** or as required to align with CBSE guidelines, school requirements, and technological advancements.
- Any modification will be communicated formally to all staff and students through the school's official communication channels.

Approved by:
Principal
The Indian Public School

Date of Implementation: _June 2026_____

Review Date: _____March 2027_____