



WHATSAPP ETIQUETTES

There are 06 official Whatsapp groups of the school and as per law, the school Principal is the Admin of these groups.

Following etiquettes are to be strictly adhered by the school staff :

1 Every member must stick to the aim of the group

Sticking to the agenda of the group is by far the most significant rule of any WhatsApp group. Teachers are to enforce this law by all means.

2 No self-promotions in the group

There is a temptation for staff to promote themselves in the group. Such temptations should be strictly avoided.

3 Members to share credible information

The staff must verify information before sharing it in the group. If someone shares false information, let other members question him / her about its source. It is very critical to verify information in the world we live in today.

4 Members to minimize chats

A school WhatsApp group is not a friends' chat room. The group can be silent if there is nothing important to share. Staff should try to keep the group as clean as possible. If there are many unnecessary chats, there are high chances of an important communication slipping through the chats.

5 Members to avoid unnecessary comments in the group

Many short messages take up so much space and make the group look spammy. The same is to be avoided.

6 Respect the holidays

Treat the school WhatsApp group as a notice board in school. The only communications that can still be posted are about the tasks to be accomplished and activities of the forthcoming academic year and official information to be disseminated from the Principal's Desk. The VPL / HMs circulate this information on behalf of the Principal.

7 Keep communication in the group Official

If the group is official, let it be official even in its appearance. That way, no one will miss vital communication. In addition, not all the staff in the group is your friends. You cannot use a friendly tone to communicate on official platform.

8 No long one-on-one conversations on the group

Please switch to personal chat for this.

9 No Messages on official groups to be posted 09:00 pm onwards.

Unless there is an emergency try to follow the time limit of 09.00 p.m.

10 No questions will be asked of a personal nature

Avoid discussions on official group, arguments, fake news, disinformation and messages of political nature.

11 Official messages need to be acknowledged after being read.

The staff needs to respond and acknowledge all official messages.

12 Response in the form of emoticons in a formal official group is to be avoided.

13 Any important information floated by an official is to be responded politely and preferably within next 10-12 hrs.

14 Ensuring Your Security on WhatsApp

Even though the latest version of WhatsApp now offers end-to-end encryption, there is still a lot of information you should try to avoid posting. Something to remember is that any encryption can be cracked, given enough time and resources.

Examples of sensitive information not to post on WhatsApp include:

- Financial accounts: including credit and debit card numbers, bank account numbers etc.
- Images or copies of documents that might contain financial information, such as cheques or contracts.
- Information that could be used for identity theft such as government identification, Social Security, military ID, taxpayer ID and driver’s license numbers. Make sure that documents you send through WhatsApp do not contain these.

Dated : 15 Aug, 2021

Asha Prabhakar
(Principal)
स्वच्छ भारत
एक कदम स्वच्छता की ओर



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