

Annexure Digital Safety & Cyber Awareness Session Report

Affiliation Number: _____

Academic Session: _____

Date of Session: _____

Venue: _____

Classes Covered: VI – XII

Session Coordinator: _____

Organized By: School External Organization Joint Initiative

1. Session Overview

S. No	Activity	Details
1	Theme of Session	Digital Safety & Cyber Awareness
2	Mode of Session	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Hybrid
3	Target Audience	<input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Teachers
4	Classes Participated	VI / VII / VIII / IX / X / XI / XII
5	Total Participants	
6	Duration of Session	
7	Language of Presentation	

2. Resource Person / Expert Details

Field	Details
Name of Expert	
Designation	
Organization	
Contact Number	
Email	
Type of Expert	<input type="checkbox"/> Police Department <input type="checkbox"/> Cyber Crime Cell <input type="checkbox"/> NGO <input type="checkbox"/> Technology Trainer <input type="checkbox"/> Other
Key Topics Covered	

3. Topics Covered During the Session

S. No	Topic	Covered (Yes/No)	Key Takeaways
1	Safe Internet Usage		
2	Social Media Safety		
3	Cyberbullying Awareness		
4	Online Gaming Risks		
5	Phishing & Fraud Prevention		
6	Password & Data Protection		
7	Responsible Digital Behaviour		
8	Reporting Cyber Crime		

4. Student Participation Record

S. No	Class	No. of Students Enrolled	Students Attended	Teacher Incharge	Remarks
1	VI				
2	VII				
3	VIII				
4	IX				
5	X				

6	XI			
7	XII			

5. Parent Participation Record

S. No	Class	Total Parents Invited	Parents Attended	Mode of Participation (Offline / Online)	Remarks
1	VI-VI II				
2	IX-X				
3	XI-XI I				

6. Digital Awareness Materials Shared

S. No	Material Type	Shared With	Mode of Sharing	Date
1	Cyber Safety Guidelines	Students		
2	Parent Awareness Guide	Parents	WhatsApp / ERP / Email	
3	Awareness Posters	School Notice Boards		
4	Video Resources	Students & Parents		

7. Interactive Activities Conducted

S. No	Activity	Participants	Outcome
1	Q&A Session		
2	Cyber Safety Quiz		
3	Case Study Discussion		
4	Demonstration of Safe Practices		

8. Key Cyber Risks Identified Among Students

S. No	Risk Area	Observation	Suggested Action
1	Excessive Screen Time		
2	Unsafe Social Media Usage		
3	Online Gaming Addiction		
4	Sharing Personal Information		

9. Feedback & Learning Impact

Parameter	Rating (Excellent / Good / Satisfactory)
Student Awareness Improvement	
Parent Engagement	
Effectiveness of Expert Session	
Practical Knowledge Gained	

10. Documentation & Evidence

S. No	Activity	Photos Taken	Video Recorded	Uploaded on School Website / ERP
1	Expert Session	Yes / No	Yes / No	Yes / No
2	Student Interaction	Yes / No	Yes / No	Yes / No

3	Parent Awareness Session	Yes / No	Yes / No	Yes / No
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11. Follow-up Action Plan

S. No	Action Item	Responsible Person	Timeline
1	Conduct Periodic Cyber Safety Workshops		
2	Share Monthly Digital Safety Tips		
3	Introduce Cyber Awareness Posters		
4	Establish Student Digital Safety Club		

12. Coordinator's Remarks

13. Final Approval

Session Coordinator Signature: _____

IT / Digital Safety Incharge: _____

Academic Coordinator: _____

Principal Signature: _____

Date: _____