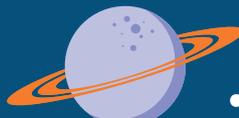




CybHER III

AS CYBER CONGRESS

#CyberSafeForHer



Creating a safe cyberspace for adolescent children through robust training sessions and practical activities conducted in urban and rural settings of Telangana



A unique one of a kind initiative taken by



Women Safety Wing, Telangana Police

Supported by



In Partnership with



Department of Education

Implemented by



YOUNGISTAAN
FOUNDATION.ORG
Transforming Lives

Knowledge Partner

Cyber Safety and Security Expert,
Mr. Rakshit Tandon

Technology Partner

Innoright SOLUTIONS

Facilitated by



Women in
Cyber Security & Privacy
WiCSP

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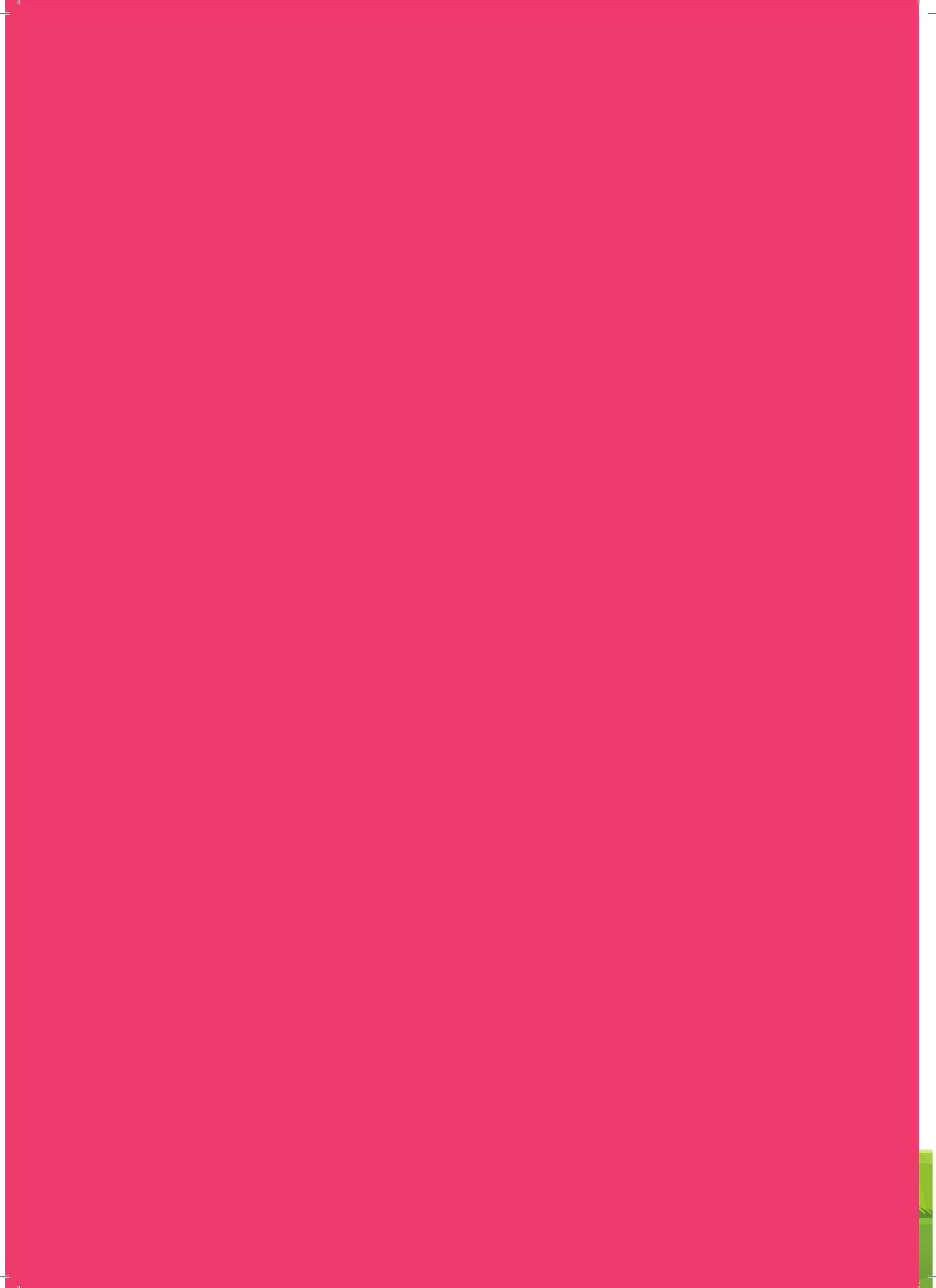
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FOREWORD

The Cyber Congress initiative an extension of CybHER, follows the success of the first two CybHER campaigns in 2020 that focused on cyber safety through online interactive sessions with school children, young adults and the general public. Cyber Congress is a 10-month project being launched in 2021 that will train 3,300 students in 1650 Government schools throughout 33 districts in Telangana - to become Cyber Ambassadors. These student Cyber Ambassadors will be equipped with sufficient knowledge on Cyber Safety and will then spread awareness amongst their peers.

This document is a guide for all stakeholders in the Cyber Congress project. It aims to take the reader through the issue of cyber crime and how it necessitates this project, the structure of the 10-month project with timelines, the roles of the stakeholders and the intended impact upon the beneficiaries. The purpose of the Cyber Congress project is to protect children from cyber crimes and empower them to identify, prevent and report cyber crimes.

The Cyber Congress project is an initiative of Women Safety Wing, Telangana Police in partnership with the Education Department Government of Telangana, cyber security expert Rakshit Tandon and NGO partner Youngistaan Foundation.



M. MAHENDAR REDDY, IPS.,
DIRECTOR GENERAL OF POLICE
Telangana State, Hyderabad.



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Message

21 JUN 2021



The COVID-19 pandemic brought a devastating virus which we are still battling till date. In addition to the virus, a host of unwanted criminal activities emerged from the shadows of COVID-19 pandemic and the Lockdown to exploit the most vulnerable among us – The children.

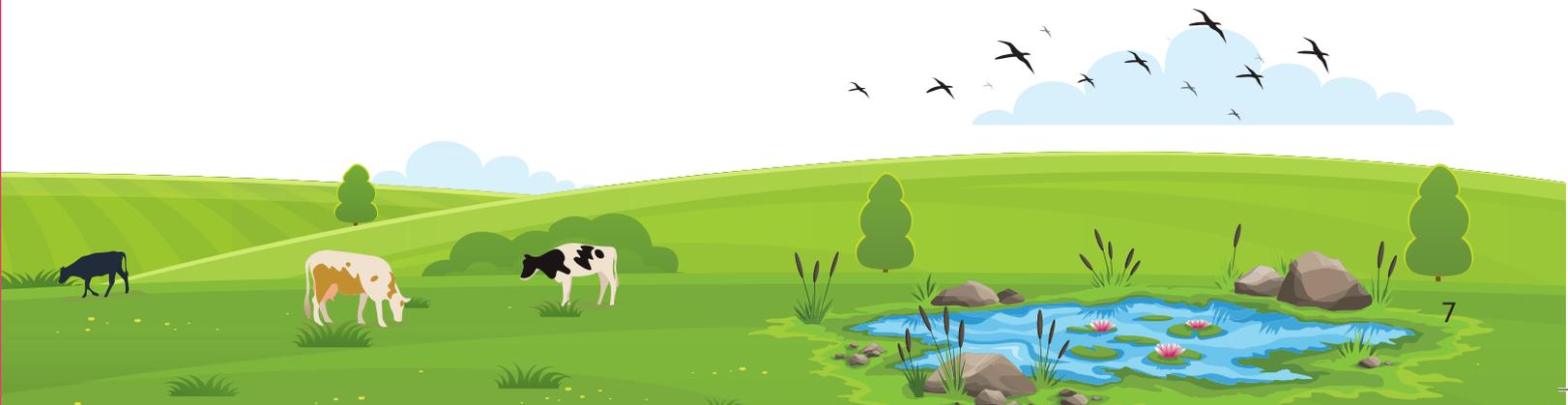
The Statistics point to an increasing trend in cybercriminal activities. With the continued closure of schools, more and more children have been turning to web-based digital tools to attend school and find avenues for leisure and recreation at home. The need of the hour is to equip children and their parents with all the information they need to keep the children safe in cyberspace.

Through the Cyber Congress Project, the Women Safety Wing plans to educate children in Government schools across Telangana State with information, that continues to evolve, on how children may keep themselves safe in an increasingly digital world, in which cybercrimes are on the rise, while its targeted victims being more and more minors.

We are ever grateful to all stakeholders from Education Department led by Smt.A.Sreedevasena, IAS, Commissioner and Director of School Education, Telangana State, Hyderabad in this initiative and other Cyber experts. We are also grateful to our NGO Partner Youngistaan Foundation (www.youngistaanfoundation.org) for their continued partnership and efforts in bringing out this booklet.

I take this opportunity to congratulate Smt Swathi Lakra IPS, Additional Director General of Police, Women Safety and Smt. B.Sumathi IPS, Deputy Inspector General of Police, women Safety for their outstanding commitment to Child Safety in Cyberspace.


M.Mahendar Reddy IPS





MESSAGE



While on the surface things look quite calm, law enforcement agencies across the world are aware that the real-world crimes are now more often being planned and executed in the virtual world.

Very few of you would have heard about a game called the Momo Challenge. But when a 16-year-old girl hanged herself in Ajmer (2019) while playing this game, parents across the country took note, but for only a short while. And then there was the Blue Whale Challenge group on social media which also took many lives in the country.

The virtual world, unlike the real world, do not have virtual parents or kind virtual grannies watching over our children. Increasingly, instances of Child grooming

for Pornography, Cyber Bullying, Stalking, Identity thefts and even kidnappings are being facilitated through this mostly uncharted world of connected computers.

Add to this, we today have millions of children who are the first generation of computer literate in their families. Hence, it is impossible to fight the menace of cybercrimes if we do not make the children themselves central to our solution modelling.

This new phase of our CybHER campaigns, which includes a 10-month Cyber Congress program aimed directly at school going children will help strengthen institutional and societal mechanism aimed at tackling cybercrimes, or, to a large extent, mitigating its negative impacts through awareness building.

The Cyber Congress programme aims at equipping children and adults with crucial information pertaining to cybercrimes and instilling in them the responsibility to extend this safety net to others in the schools and community.

We believe that these trained children can act as a catalyst for their community members in creating awareness on Cyber Safety. This project also provides a platform for E-Policing in order to facilitate community policing of the Internet.

Swati Lakra, IPS,

*Addl. Director General of Police,
Women Safety Wing, Telangana*





MESSAGE

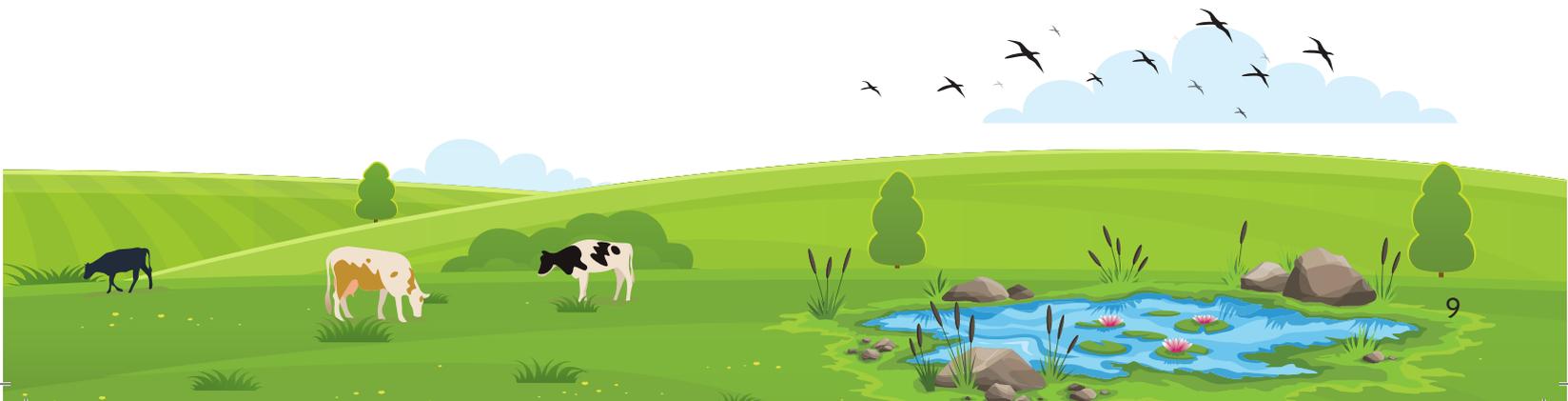


With the leap in technology, today, children and their families are turning to digital solutions for various transactions different walks of life. Many children are now taking classes as well as socialising more online. Spending more time on virtual platforms can leave children vulnerable to online exploitation.

Thus, spreading awareness about digital safety and literacy is the need of the hour. The purpose of the Cyber Congress project is to protect children from cybercrimes and empower them to identify prevent and report cyber crimes.

A handwritten signature in blue ink, reading "S. J. Sultania".

Sri. Sandeep Kumar Sultania I.A.S.,
Secretary to Government (FAC)
Telangana





MESSAGE



We are excited to launch 10 month long the Cyber Congress initiative which will extend expert information on cyber safety to children throughout Telangana. The distinguishing feature of Cyber Congress is the inclusion of adolescents from Government educational institutions, to raise awareness on the internet, the use of internet-based tools, the positives and negatives of the internet and how to keep safe on the internet. With this project, we aim to reduce the 'digital gap' between urban and rural; also it as a sustained step is making adolescents as "Cyber ambassadors" for our SHE Teams across Telangana. It is sure to create a level playing field to young population of Telangana to get exposed to bigger opportunities of cyber world too.

This project has a multi-stakeholder approach that brings together Initiatives from the government, civil society, and the private sector to become mutually responsive to each other to address complex challenges related to Safety of Women and children on cyber space that impact people and society as a whole.

A handwritten signature in black ink, appearing to read 'B Sumathi'.

*B Sumathi, IPS,
Deputy Inspector General of Police,
Women Safety Wing, Telangana*



Smt. A. Sridevasena, IAS
Director of School Education &
Ex-Officio State Project Director
Samagra Shiksha



MESSAGE



In the current pandemic situation, the Internet has become an important tool for teaching-learning activities, making cyber security an area of concern. Cyber Congress is a laudable initiative that addresses this area of concern. Focus is on training a select team of 3300 students along with 1650 teachers and counsellors to create Cyber Safety Ambassadors who will don the role of change agents to spread awareness on cyber security to all stakeholders. This informed and well trained resource will undoubtedly spearhead the journey of every user to a safer cyber world.

Signature

O/o, Commissioner & Director of School Education

Saifabad, Khairatabad, Hyderabad - 500 004, Mobile: 8978600744

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E-mail: tg.cdse@gmail.com, dir-dsets@telangana.gov.in





MESSAGE

Online Safety for Children is a very important subject in current scenario when our children are connected online with devices for education, entertainment, communication, social media and gaming.

How to keep safe in virtual world, what are the netiquettes, cyber hygiene and digital wellness has to be taught to our children so that they enjoy the great invention of Internet without any threats and fear.

Was my honor to be a part of the great initiative CybHER of Women Safety wing of Telangana Police and that's where the idea of Cyber Congress was conceived. The dedication and commitment of Telangana police to keep our children safe and happy got this idea running. CYBER CONGRESS where we will be training and empowering Cyber Ambassadors who will carry the knowledge flag of online safety and cyber safety to all their peers and classmates.

Cyber Congress orchestrated by WOMEN SAFETY WING of TELANGANA POLICE and in coordination with Education Departments, Youngistan and various Stake holders will help to make this project successful.

Proud to be a part of it as Knowledge Partners.

#StayCyberSurakshit

Jai Hind

Rakshit Tandon

Cyber Security Expert

Advisor- Cyber Peace Foundation Consultant- IAMAI- Internet and Mobile Association of India

Director/CoFounder- HACKERSHALA info @rakshittandon.com





MESSAGE

Our work with children through multiple programs of the Youngistaan Foundation reinforces our resolve to ensure that as the world around them changes, children are empowered with the tools needed to guarantee their wellbeing. In designing programs that cater to improving the lives and future livelihoods of children, we prioritize enabling children to build their own futures along the lines of the old adage - give a man a fish and you feed him for a day, teach a man to fish and you feed him for a lifetime.

As the COVID-19 pandemic and subsequent lockdown brought many school students to computer screens and smartphone screens for the first time, it became increasingly evident that cyber criminals jumped at the “opportunity” to exploit minors who were using the internet in unprecedented high numbers to attend school, complete their coursework and find entertainment.

Our team interacts with children one-on-one every day in programs that offer carefully curated curricula and activities to ensure that children are informed and equipped to manoeuvre with care in a technologically rapidly-evolving world. In partnership with Women Safety Wing, Telangana State Police, She Teams Telangana, the Education Department of Telangana, cyber security expert Rakshit Tandon and other supporting agencies, we at Youngistaan Foundation aim to utilize our skills and expertise to enable children to: spot the signs of cybercrimes/other suspicious activities and develop confidence to tackle these crimes by being informed and spreading the awareness to people in their homes, classrooms and entire communities to ensure that all children are safe online.

A handwritten signature in black ink, appearing to read 'Arun Daniel Yellamaty'.

Arun Daniel Yellamaty
Founder and Director
Youngistaan Foundation



ACKNOWLEDGEMENTS

The Cyber Congress project would like to acknowledge the effort and dedication of the following people and organizations, whose effort and dedication are invaluable to the planning, execution and impact of the Cyber Congress project:

- Women Safety Wing, Telangana Police
- SHE Teams of Telangana
- Education Department, Government of Telangana
- Girl Safety Clubs of Educational Institutions of Telangana
- Rakshit Tandon and Team
- Youngistaan Foundation
- Innoright Solutions & Team
- The School Teaching Staff
- The Cyber Ambassadors who have volunteered make the internet a safer place to study and work



CYBER CONGRESS PLEDGE

I pledge:

My pledge as a Cyber Ambassador is to protect myself, my friends, my classmates, my family and my neighbourhood from cyber crimes. I will tell a trusted adult if anything I see online makes me feel upset or afraid. I will check with a trusted adult before I share any personal information online. I will not meet face-to-face with any person I meet online. I will use good netiquette and respect people online.

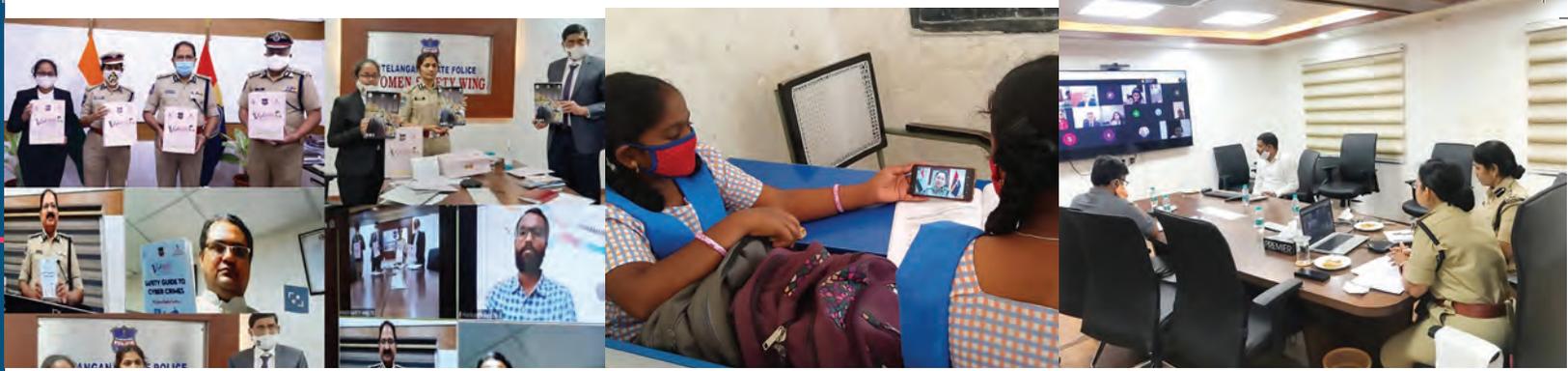


 Don't share personal / critical information online to strangers. Or Keep personal information professional and limited



CONCEPT OF CybHER





BACKGROUND

With the usage of the internet increasing rapidly in this day, only exacerbated by COVID-19 and lockdown, the number of Cyber Crime cases registered in Telangana have risen massively. Majority of the people have started to spend more time on cyberspace.

COVID-19 has prompted widespread school closures and physical distancing measures, making online platforms and communities essential to maintain a sense of normalcy. Now more than ever, children and their families are turning to digital solutions to support children's learning, socialization and play.

While digital solutions provide significant opportunities for sustaining and promoting children's rights, these same tools may also increase children's exposure to online risks. Many of these students are now taking classes as well as socializing more online. Spending more time on virtual platforms can leave children vulnerable to online sexual exploitation and grooming, as predators look to exploit the COVID-19 pandemic. A lack of face-to-face contact with friends and partners may lead to heightened risk-taking such as sending sexualized images, while increased and unstructured time online may expose children to potentially harmful and violent content as well as greater risk of cyberbullying.

Thus, safeguarding oneself as well as spreading awareness about digital safety and literacy is the need of the hour.

Source: UNICEF

HOW CYBHER WAS CONCEIVED?

Under the shadow of COVID-19, the lives of many children have temporarily shrunk to just their homes and their screens. Children and Women are especially exposed to the Internet, making them the perfect prey to online crimes, thereby making the need for this campaign ever more essential. Observing the side effects of the same, during the early period of lockdown, Telangana State Police conducted a youngster conscious survey to analyse the number of people who are aware of online safety rules. The survey was conducted for young adults and parents in order to understand the different ways they are following to deal with social isolation, and other online related safety issues. The youngster conscious survey revealed that smart phones were used as regular internet connecting devices across. In this regard, WSW in coordination with ISEA-CDAC, SCERT, TSBIE, UNICEF India, Cyberspace Foundation, ISAC, WiCSP and Lead Life Foundation launched a one-month long program with the name of CybHER.

Keeping in view the online safety and security of the general public, in addition to reporting the cyber crimes to Police, Telangana Women Safety Wing have aimed to counter the crusts of Cyber crimes on grassroots level by creating awareness about cyber safety and security. Thus, launched a program called CybHER.

'CybHER' which means making cyberspace safe for women and children. The aim of the campaign is to create awareness and offer proactive measures for women and children on how to keep oneself safe in the digital world and deal with privacy in cyberspace.

 Think before clicking links received online.



CYBHER - I

As part of CybHER I, Women Safety Wing in partnership with Legal Aid Centre - Symbiosis and other stakeholders have launched a month-long awareness programme covering a multitude of themes pertaining to cyber safety, providing an interactive and informative platform for a healthy discussion on digital wellness and cyber safety.

The campaign had a multi-fold approach where each week the following deliverables were achieved-

- Conducted live sessions taken by various cyber experts including police officers from the department, who substantially laid out relevant and significant information on all sub themes that were to be addressed in the sessions such as Right and wrong online, Gender Based Bullying, preventing cyber sexual abuse of women and children, tackling sexual harassment against women, Safety measures while purchasing online and Why online privacy matters?
- Created IEC materials, modules and conducted poster competitions on vital topics surrounding Cyber Safety and reliable websites were also put up to meet the convenience of all participants, thereby, making these available and easily accessible at all times.
- Included an exclusive initiative called CybHER Pathshala targeting the schools, children and parents which included various live sessions on cyber safety workshops for Parents and students.
- Created a cyber-crime awareness program through social media and formed a WhatsApp group of cyber volunteers. Roped in celebrities to amplify the objectives of the campaign to reduce cyber-crimes.

At the end of the month-long campaign, Sri Mahendar Reddy, Director General of Police, Telangana State Police has released a "CybHER kit" along with the other dignitaries. This kit consists

of a Safety Guide to Cyber Crimes, Handbook for Tackling Cyber Crimes, Hanuboot- a comic book on a cyberdefender, a Parental Guidelines book on digital safety and an Ode to CybHER (Compilation of best poems received in the poem writing competition).

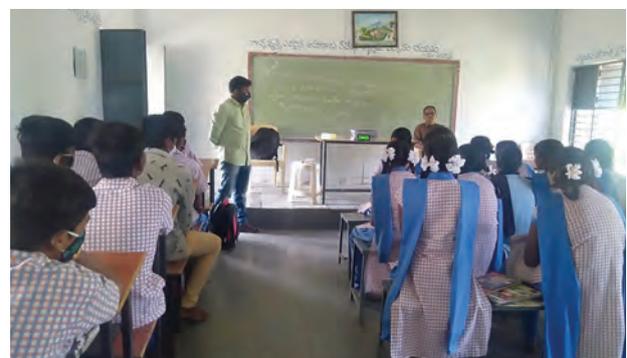
Throughout the campaign, all the supporting partners helped in creating many of the several activities conducted as part of cybHER along with helping in the efficient execution. CybHER, in the course of one month, gained **12,000 participants** and reached out to **50 lakh people**, which is now demonstrated as one of the role model concepts for e-policing in the country.

Thus, the campaign has demonstrated as one of the role model concepts for **e-policing** in the country.

CYBHER II

In addition to the month-long campaign, the extension to CybHER, Women Safety Wing conducted an awareness session in the first week of March 2021 on the topic of 'Cyber Safety and Security'.

The session engaged 3.75 lakh adolescent children from various schools of urban and rural parts of Telangana. All the children were glued to the screens during a thought-provoking session on Cyber Safety which were delivered in a child-friendly manner. During these sessions, the students asked multiple questions on cyber safety which **prompted the need for a long-term project called Cyber Congress**



 Banks do not ask for your PIN/CVV/OTP numbers.

ABOUT TELANGANA WOMEN SAFETY WING



Telangana Women Safety Wing is an agency, medium, wing of police, platform, mouth piece to co-ordinate SHE and BHAROSA Teams/verticals, support skill up gradation and specialisation, monitor POCSO, rape kidnap cyber stalking cases, evaluate & analyse quality of investigation and petition management w.r.t crime against Women and Child, research outcome and trends, train stake holders (IOs, prosecutors, Sr. Officers, others), strengthen system enforcement investigation and trail monitoring, influence policy and desired outcomes, formalise processes.

The main objective of the department is to support partners to become self-reliant and capable of leading their own development journeys. We make progress toward this by reducing the reach of conflict, providing necessary support, and reducing transactional crime and other safety Issues. We promote women's prosperity through skill training and other necessary support systems. The core values of the department are - Safety First, Zero Gender Discrimination, Respect for Everyone and Inclusive Growth.

The Women Safety Wing (WSW) was carved out from the Women Protection Cell, CID. It is a fully equipped and functional department working out of an independent premises. The WSW has its own cadre strength and a very specific mandate. WSW functions as a specialized wing of Police in order to support, co-ordinate, monitor, analyse and evaluate crimes against women and children across the state of Telangana.



Women Safety Wing is a separate vertical looking after the safety and security of the women and children from a 360 degrees angle. WSW has been divided into modules to specialize in areas related to safety and security of women and children.



Don't download anything from a website or content provider whom you don't trust.



CYBER MODULE

The “Cyber Module” is a special purpose team setup vide C. No. 03/E1/WSW-Cyber module/2019 that will focus on the close monitoring of Cyber-crimes where Women and/or Children are the victims of such a crime. This module will not only monitor the complaints to adherence the timelines and assist concerned officers across state, it will also collate the statuses and action taken and analyse the data for decision making and optimizing of SOPs. This will have a direct and positive impact towards improving the quality of the investigation process.

The module will aid in harmonization of service delivery timelines, processes, and inputs to meet the State Police’s objective of “Uniform Service Delivery”, by organizing specific training interventions and orientation/awareness activities towards prevention of cyber-crimes against women and children. It will also represent the State in various national and international forums on the issues pertaining to recommendations on amendments to existing laws, enactment of new laws, devising of SOPs, etc. The module will also provide reverse feedback to all stakeholders by sharing information derived from analytics, sharing of best practices and learnings from case studies etc.

- Collation of periodic reports and data analytics for study of trends, M.Os on the basis if CCTNS and direct reports received from Cyber Cell units across the State.
- Dealing with petitions which directly are reported to WSW/ liasoning with units & redirecting them accordingly & assisting in resolving issues involving removal of content (or) registration of petty cases/ FIR etc.
- Obtaining information on progress in cyber-crime cases pending to W&C whenever through established procedure/programme.
- Setting up 3rd party evaluation.
- Upskilling of concerned officers on investigative techniques applicable for solving Cyber Crimes against Women and Children.
- Updating of various portal and central portals connected with crime against women and children (cyber-crime)
- Trained officers will further act as Master Trainers to implement training on prevention of cyber-crime as well as investigate aspects of crime against women and children.

The team will also coordinate with SHE Teams module and Bharosa Module for the conduction of awareness camps and outreach activities.



Be careful what you post/circulate/ share online / social media.



CybHER III: CYBER CONGRESS





BACKGROUND

Women Safety Wing, Telangana Police Department, in collaboration with NGOs 'Save the Children' and 'Lead Life Foundation' has introduced a 'Volunteering Programme' which facilitates the formation of 'Safety Club' for girls and women in each college/ Schools of Telangana state. 'Safety Club' members will be the agent of change and bridge between the youth who need support and the grievance redressal mechanisms (Police, Legal Aid, Public Health, Counselling, and others). WSW is creating a pool of resources who would bring in practical knowledge on various subjects dealing with girls and women issues. The concept is launched in 18 colleges on Pilot basis and is running successfully.

Taking the girls 'Safety Club' further, WSW intends to extend the volunteering programme to select government schools & teachers of Telangana State Facilitated by Women Safety Wing (WSW), The programme would be named as "Cyber Congress" who would be the Ambassadors of Cyber Safety.

Following is the role envisaged for Cyber Congress- WSW intend to reiterate the message of Online Safety and thus originated the concept of "**Cyber Congress**".

 Know about privacy settings and keep privacy settings on.



WHAT IS CYBER CONGRESS?



Cyber Congress is a training program with selected students from each school with a teacher where the team is empowered to handle the online threats to children and also to promote the positive use of Internet & Mobile. The team then gets connected to experts online for regular updates and features which in turn is shared with the students by the local cyber ambassadors (provided by Women's Safety Wing).

Like every school has House Captains, Sports Captains, Cultural Captains, this project aims to ensure that **Cyber Captains** are created in each school. There is a need to re-orient educational and training systems in a rapidly changing world to inculcate life skills, moral and ethical values among the students so that they become tech savvy and not tech slaves. The Internet has evolved into a force strong enough to reflect the greatest hopes and fears of those who use it.

This project will focus on training this select team of students along with school teachers and counsellors to create **Cyber Safety Ambassadors** who will be trained on all aspects of cyber safety and will in turn educate everyone in their school and community circles on how to be safe from cyber crimes.

The project will be held across 33 districts of Telangana targeting 50 schools from each district. Overall, the project aims to enable 1,650 Teachers and 3,300 children.



Choose strong passwords containing alphanumeric and combination of special characters etc., a minimum of 8 characters length .





OBJECTIVES OF CYBER CONGRESS

- Intervene in the Rural parts of Telangana and educate the people on Cyber Safety
- Increase the awareness on online safety among adolescent children
- Facilitate discussions among adolescent children in order to identify challenges and opportunities as well as sharing experiences on building trust and security in the digital world for sustainable development.
- Bridge the gap between Telangana Police and youngsters, women through SHE teams as a primary connect
- Create a pool of young and well aware cyber ambassadors from each school who will act as a catalyst in spreading awareness on Cyber Safety to their immediate communities

TARGET GROUP

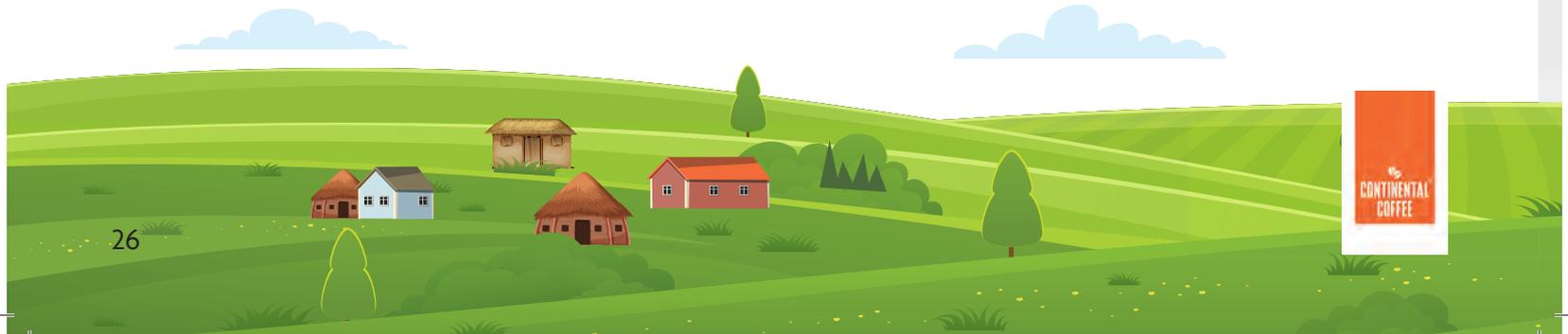
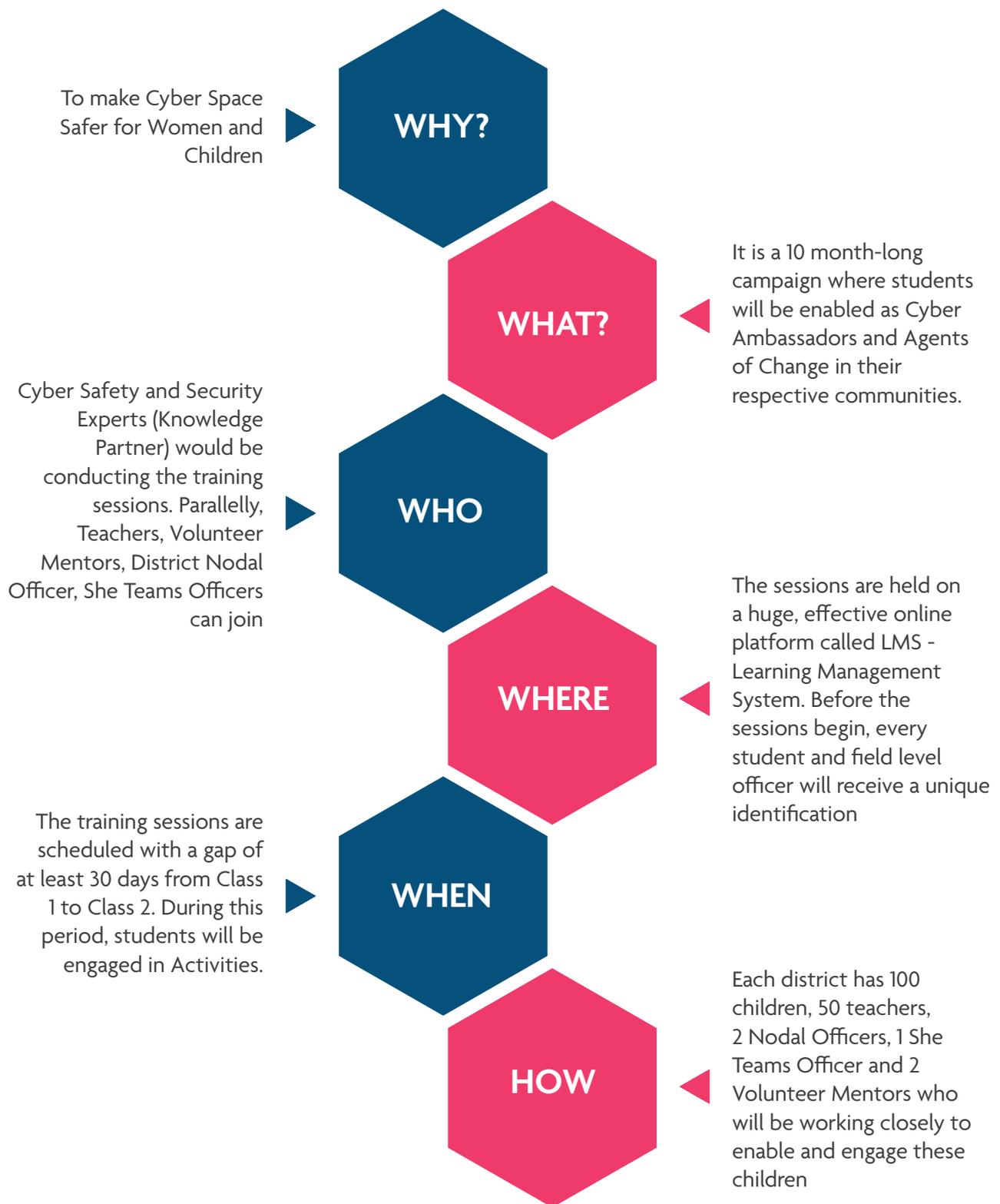
The target group of the Cyber Congress project is: **1650 teachers and 3300 children.**

The project will be held across 33 districts of Telangana targeting 50 schools from each district. Overall, the project aims to enable 1,650 Teachers and 3,300 children.



| | |
|--|-------|
| Number of Districts | 33 |
| Number of Schools (50 schools in each district) | 1,650 |
| Number of Teachers | 1,650 |
| Number of Students (class 6 to class 10) | 3,300 |





BACKGROUND OF EACH STAKEHOLDER

Cyber Ambassadors belong here



ABOUT DEPARTMENT OF EDUCATION, GOVERNMENT OF TELANGANA

Education is one of the foremost requirements for Development. The Telangana government has taken several initiatives to provide quality Education to the youth in the State. The Government is improving the Education status to enhance the standard of living of the people and also to achieve other goals like, overcoming the problem of poverty and unemployment, social equality, equal income distribution, etc. Education contributes to the individuals wellbeing as well as the overall development. It is not only an instrument of enhancing efficiency but is also an effective tool of widening and augmenting democratic participation and upgrading the overall quality of individual and societal life. Government of Telangana Manages 26040 Schools with 107259 Teachers and 2150626 students.

 Delete sensitive information when it's no longer needed.



ABOUT KNOWLEDGE PARTNER: RAKSHIT TANDON (Master Trainer)

Mr. Rakshit Tandon Cyber Security Evangelist has experience of more than a decade in Security Domain. Chairing and part of various Important Security Councils and Chapters. He is Cyber Security Consultant to Internet and Mobile Association of India. Marked as Resource Person/Visiting Faculty for Cyber Crime Investigations at BPRD Bureau of Police Research And Development for Training Law Enforcement Officers across the Country. Training Law Enforcement Agencies and Advisory with Cyber Cells assisting Cyber Crime Investigations. Chairman of India Against Child Abuse, A National Outreach Program by Justice Mohan Children University and NCSSS.

He in personal capacity has sensitized more than 4.1 million students on the issue of Cyber Safety across the nation covering more than 25 states, 4 union territories. Played an important role contributing to Child Online Protection in India Report by UNICEF. Speaker at "Talks at Google", "TEDx Talks" has been Non European Expert at European Commission on Safer Internet in 2010.

Awarded with Karamveer Jyoti Puruskar 2019, Gurugram Achievers Award 2019, SKOTCH GOLD Governance Award to Gurugram Police for Cyber Security Summer Internship 2019 and also Awarded with Karamveer Chakra by Rex Conclive 2015 and 2016 with Gold Karamveer Chakra . Also awarded the Cyber Guru of the Year Award in 2015 by Government of Maharashtra and Global Cyber Crime Helpline



 Do not believe everything that you read and see online social media.



Implementation Partner:
Bridge between Stakeholders
+ Mentorship Program



ABOUT NGO PARTNER

Youngistaan Foundation is an NGO based in India that works to improve the lives of the most underprivileged and disadvantaged people through six programs focusing on 7 UN SDGs. Registered in 2014, Youngistaan Foundation has provided a platform for over 50,000 young people, all across the country to connect with other socially aware individuals and effect real change in our neighbourhoods and communities through our programs as volunteers.

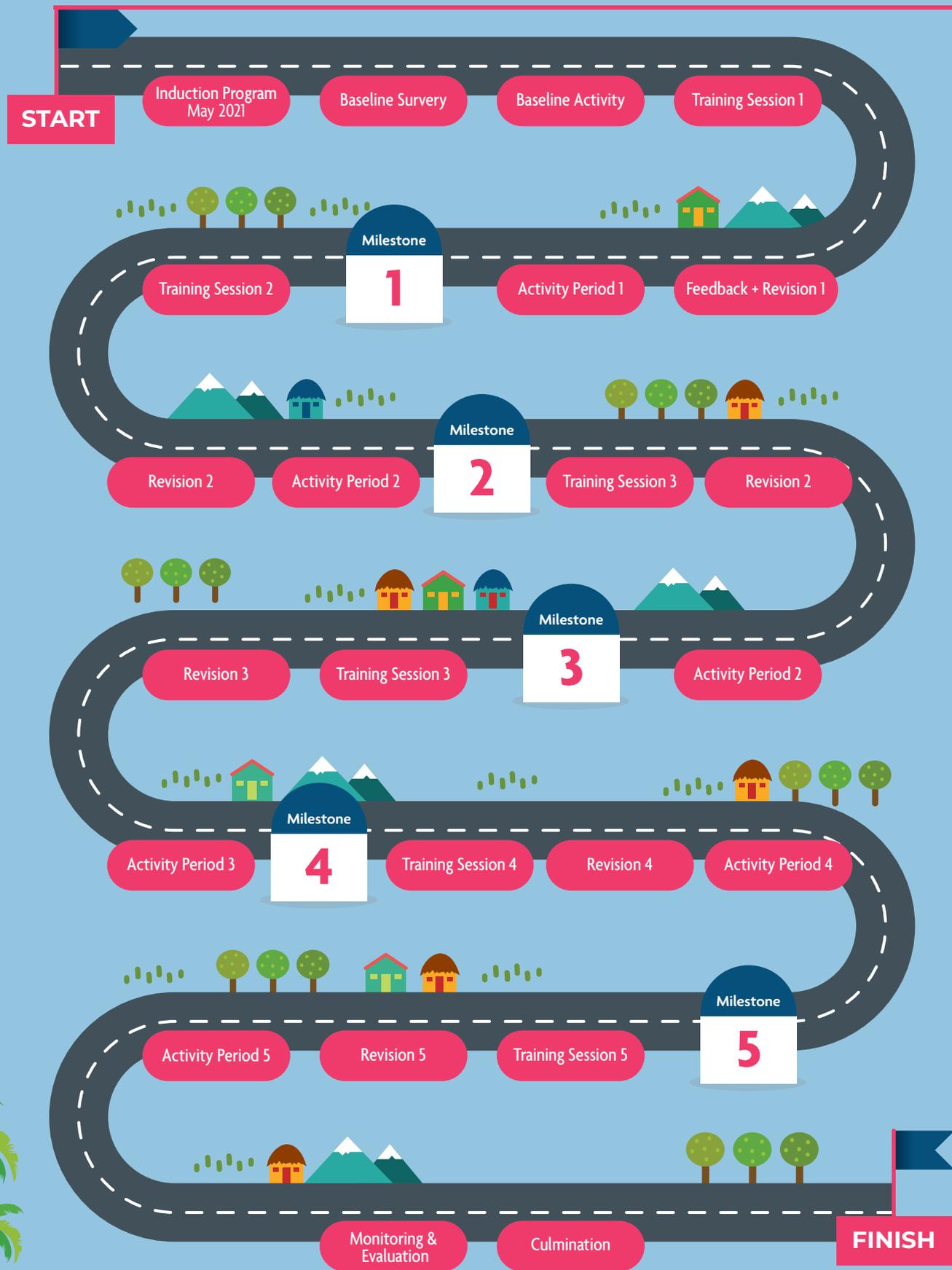
- Hunger Heroes (Food And Nutrition Program)
- Transformers (Rehabilitation And Livelihood Program)
- Bright Spark Education Program
- Gender Awareness & Empowerment Program
- Youngistaan Animal Heroes Program
- Youth Development Program

STRENGTHS

So far, Youngistaan Foundation has created awareness programs for over 15,000 children from different Government, Low-Income Private Schools, Orphanages and Urban slums. The Foundation has also conducted an event to create awareness on Online Childsexual abuse for over 500 urban audiences in Hyderabad. Besides this, the organisation closely nurtures 150 children and has initiated foundational learning programs at a government aided school. This way, structured strategies and spontaneous plans can be implemented to interact with the targeted audience mentioned below.



STRUCTURE OF CYBER CONGRESS



INITIATION PHASE

Believing in the multi-stakeholder approach, Women Safety Wing envisioned to include multiple partners for smooth implementation of the project. Thus, the department sent a hard copy of the memo of the project to the Education Department of Telangana proposing partnership for the 10- month long project.

Parallely, the department approached the knowledge partner and NGO partner offering them to be part of the project. Thus, the knowledge partner submitted the module proposal and the NGO partner proposed the implementation plan proposal of the project.

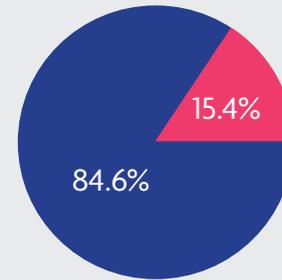
Once the partnership proposal was approved and partners were on boarded

- A Validation meet was conducted between the core committee from each stakeholder organization.
- A Meeting with the field officers from each stakeholder organisation was held with a purpose to orient the Road Map of the Cyber Congress Project and Job Charts of each field level officer.
- Nodal Officers from the Education Department have started procuring the details of 100 students from ZPHS Schools in Telangana.
- She Teams Officers along with Youngistaan Foundation mentors have been designing activities for class 1
- Capacity Building Workshops including to 'Role of Gender' have been organized for the She Teams Officers to engage more effectively in the Cyber Congress Project
- All the field officers together have explored the option of Learning Management System (LMS)
- A Baseline Survey/ first rapport building exercise has been conducted including all the stakeholders followed by a Hand-Holding Session on Zoom call.

Baseline Survey

This survey was majorly conducted to understand the status/ socio-economic factors that each of the students have been surrounded by. In order to make the project more efficient, the survey has collected the data of percentage of children

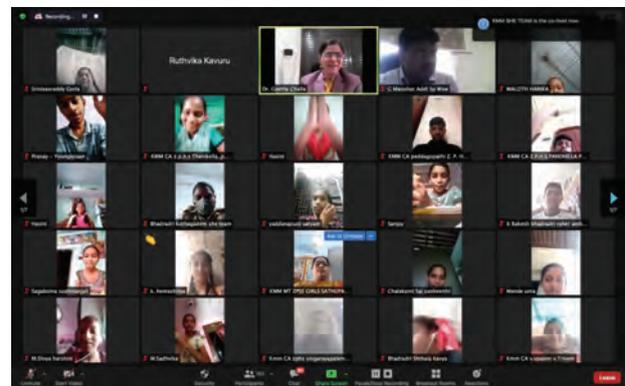
If yes, do you have one or more than one smartphone in your home? (అవును అయితే, మీ ఇంట్లో ఒక ఫోన్ లేదా ఒకటి కంటే ఎక్కువ స్మార్ట్ఫోన్ ఉందా?)



- One (ఒక ఫోన్)
- More than one (ఒకటి కంటే ఎక్కువ స్మార్ట్ఫోన్)

Rapport Building Session

A fun child-friendly Orientation sessions were hosted for over 3000 children, 1600 teachers belonging to the ZPHS Schools across 33 districts/16 Units of Telangana. The sessions were hosted to congratulate the students on being selected as Cyber Ambassadors from their respective schools.



DURING PHASE

1. Hand Holding Sessions for the children

2. Structured Learning Management System

A cloud-based software application called Learning Management System (LMS) is being used for structured learning process, documentation, administration, tracking and reporting the training session, learning tasks and the outcomes of the initiative. This system was introduced to make the learning process structured for students from the Government Schools located in interior parts of the state.

3. Investiture Ceremony

Telangana State Police Women Safety Wing, She Teams, School Education Department of Telangana and NGO Partner Youngistaan Foundation recognized young students from 1650 schools across 33 districts of the State as cyber ambassadors as part of the biggest investiture ceremony.

Two students from each school were presented with a special badge and introduced to the entire school as Cyber Ambassadors. Following the ceremony, students took charge to create awareness on mobile security features, digital citizenship, preventive steps to take in case of financial frauds, crimes against women, children and many more concepts of cyber safety & security that they have learnt as part of two training sessions in the 10 month long Cyber Congress initiative. Concluding the ceremony, all the students together took a pledge to be safe on the internet and to create cyber spaces safe for the public.

4. Enabling Students on Cyber Safety and Security

Dividing the Training Content into 5 modules, students will be trained

- a. Benefits of the internet and its rightful uses, in order to engage the students to use it wisely. It's important to keep the internet exciting for the right reasons and maximise output for beneficial reciprocation amongst students.
- b. Consequently, they need to develop an appropriate set of skills and understanding through developing digital citizenship along with 21st Century Skills like critical thinking, problem solving, etc.

5. Interaction of SHE TEAMS OFFICERS on Grass root levels

Unit She Teams Officers are visiting the schools to create awareness on safety and precautionary measures for women and children both in online and offline spaces. Using an awareness video and other IEC materials as a tool, officers along with Cyber Ambassadors are disseminating information to other students in the school.

Officers are making way for many opportunities to interact positively with adolescent children, teachers and other school staff to advocate the larger vision of policing, importance of working together in the online world and general safety of the people in local communities. Despite the busy schedule, officers are tapping every opportunity to attend meetings hosted by the local audiences, young adolescents/ students/ volunteers to present their learnings and yield productive awareness sessions with a wide spectrum of the community.



POST PHASE

1. Cyber Safety Clubs

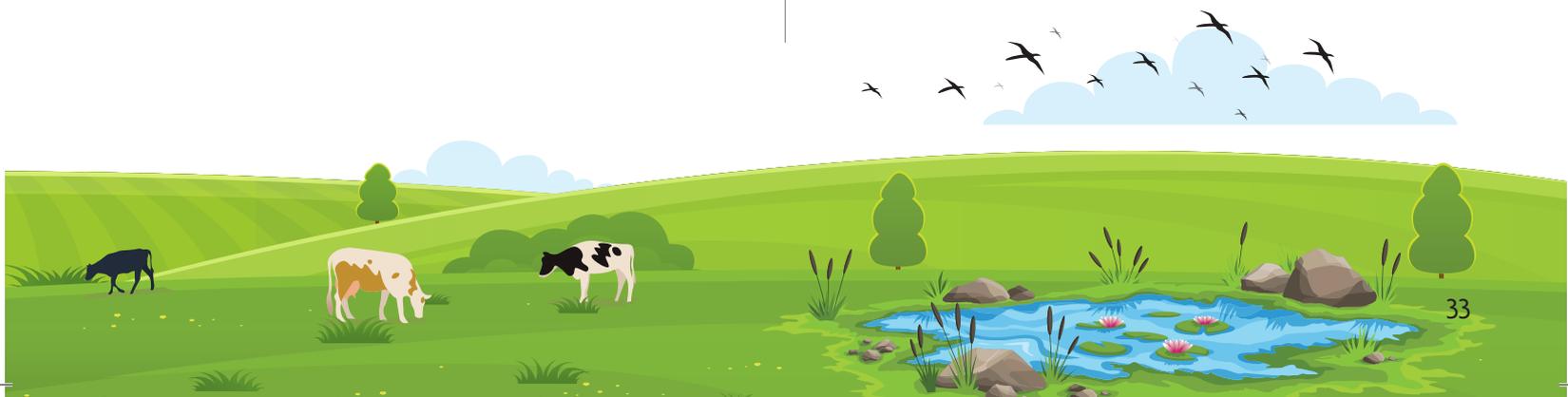
The larger goal of the initiative is to create '**Cyber Safety Clubs**' at each school similar to a basketball club/ Cricket club. Each cyber safety club comprises 1 teacher and 2 students, a progressive classic team who will act as torch bearers doing the following -

- Conducting awareness sessions about cyber safety among other students/ teachers in the institution (*Things to know about Online Safety*),
- Introducing a redressal mechanism (How to Report Cyber Crimes?)
- School staff should identify and have parental involvement as it is an essential ingredient of preparing our youngsters for the present and the future.

2. 'Young Cyber Cops' work along with She Teams Officers

Acting as social catalysts and torch bearers, these young cyber ambassadors will be working as police officers without uniform by sharing the responsibility of the local She Teams officers to safeguard the public. These students will team up with the police to advocate the preventive and precautionary measures on cyber security by providing simple cyber safe solutions to ensure public safety.

Thus, harnessing the potential of young people both in rural and urban areas to contribute towards a safe and a secure state.



KNOWLEDGE FUNCTION

Class I – 120 mins

- Introduction to Cyber Council & Objective (20 min): Why We Need Cyber Council
 - Oath for becoming Council Member
 - Key takeaway from the 10 hours training
- Basic Rules of Digital Citizenship & Netiquette
- Creation of Online Email Group/Whatsapp Group of Members (15 mins)
- How to Use Google Docs, Sheets, Forms, Meet (45 mins)
- Introduction to Activities Road Map for Council Members (20 mins)

Class II – 120 mins

- Safe Browsing (15 Mins)
 - (PC) Desktop Browsers and Safety
 - Cookies, Auto Fill, Passwords, History
 - Incognito Mode
 - Extensions – Add-Ons, Threats and Securities
- Mobile Browsers – Safety and Security
- Anti-Virus – Scanning/ Cleaning and Updates
- Understanding OS (Operating System) (20 mins)
 - Mobile OS Android & IOS
 - Desktop Windows
 - Threats, Safe Practices and Securities

- Play Store and App Store (10 mins)
 - Checking App Safety and Security
 - Checking Website Safety and Security
- Mobile Security Features (15 mins) a. Android
- Apple
 - Finding threats on Phone/Safety and Security
- Digital Identity 45 mins Safety, Security and Threats
 - How to find out if your ID is hacked
 - How to rectify if your ID is hacked
 - What is IP address and its importance
 - How to trace and track IP address
- Website and its fundamentals

Class III – 120 minutes

- Cyber Bullying
- Cyber Drama
- Cyber Trolling
- Cyber Sexting
- Cyber Defamation
- Online Reputation
- Digital Citizenship (Cyber Laws)
- Handling the above mentioned issues, examples, case studies
- Redressal
- Solution

- Social Media Tools
 - Facebook
 - Instagram
 - Twitter
 - Whatsapp
 - YouTube
 - Topics to be covered for above tools
 - Security, Safety, Privacy Tools
 - Reporting Tools
 - Recovery Tools if Hacked
 - Preserving Evidence for reporting if required

Class IV – 120 minutes

- Email Safety and Security
- Email Tracing and Tracking
- Online Gaming – Safety and Security
- Cyber Laws – Implications of flouting the law
- Various Types of Online Scams, Frauds and Shopping Scams
- Reporting and prevention of such incidences

Class V - 120 minutes

- Some OSINT Tools for Information Gathering
- Revision of Class 1- 4
- Query Solving
- Activities Reporting
- Online Assessment



LEARNING TASKS & ACTIVITIES OBJECTIVES

REINFORCE LEARNING

Help students recapitulate & assimilate all the information that has been shared in the synchronous training session.

ASSESS STUDENT SKILL/KNOWLEDGE

What have the Cyber Ambassadors taken away from the session? Have they understood the content correctly? Do they have questions?

ADDRESS GAPS & CLARIFICATIONS

Are there any misconceptions that students might have? Are there certain cyber safety topics that they want to know more about?

DEEPEN UNDERSTANDING

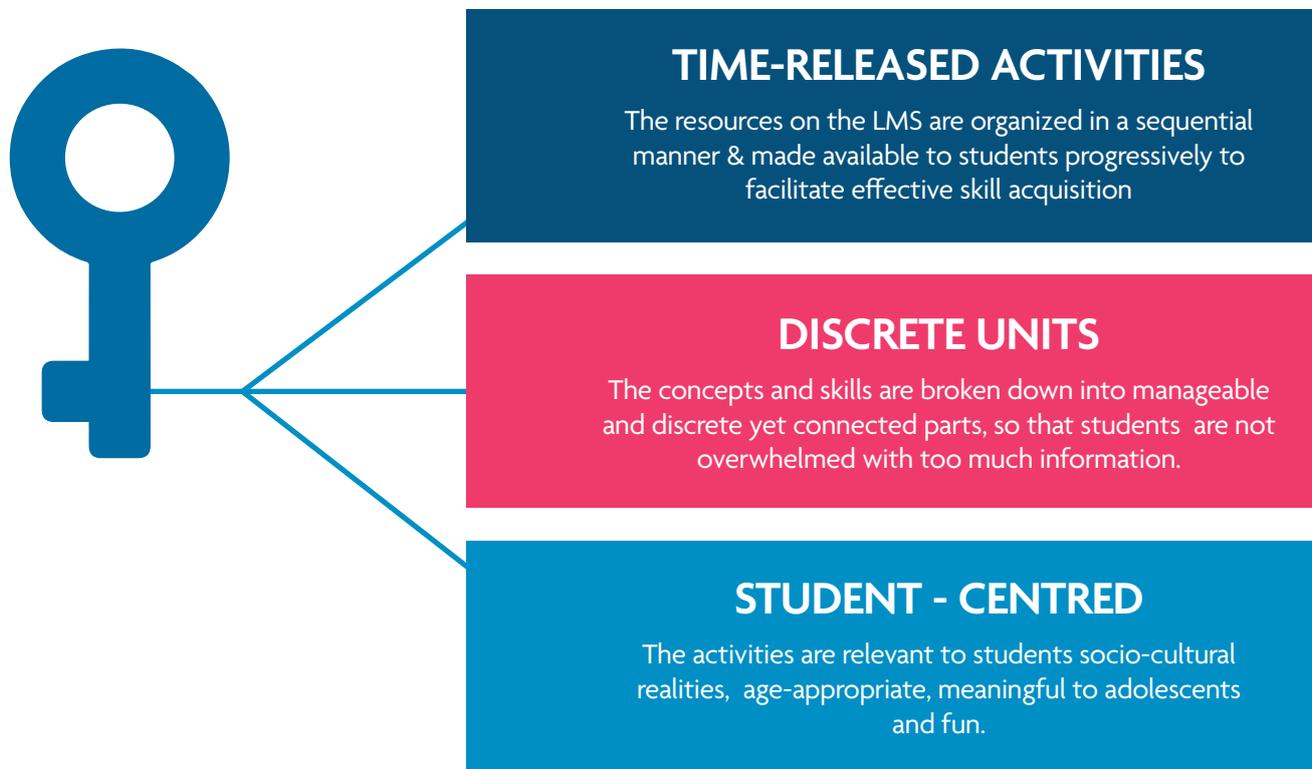
Extend knowledge through authentic tasks so that students can apply it to real-life situations & make informed choices in their daily cyber interactions.

TRIGGER THINKING

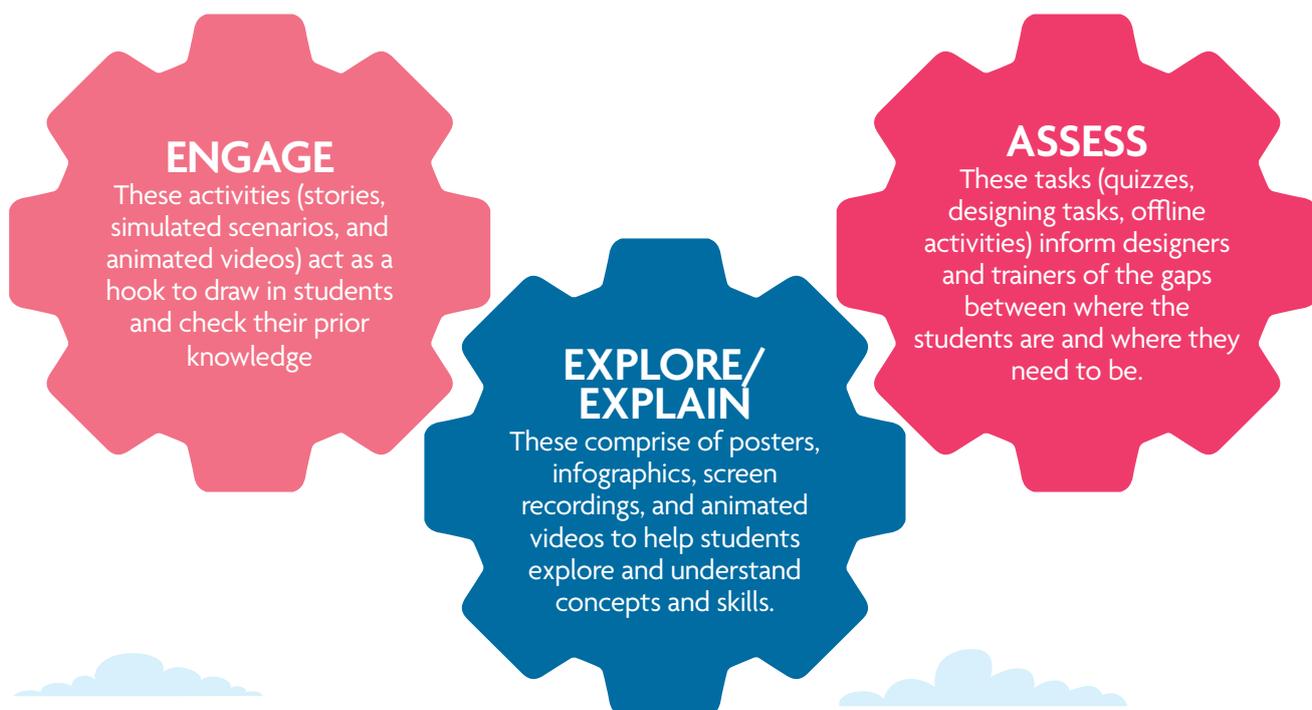
The learning tasks will indirectly build students' 21st century skills such as critical thinking (on pertinent issues such as gender equality and digital divide), problem solving, communication, leadership, digital literacy, and media literacy.



KEY CHARACTERISTICS OF LEARNING TASKS & ACTIVITIES



TYPES OF LEARNING TASKS & ACTIVITIES



SESSION 1 TO 5 – LEARNING TASKS & ACTIVITIES

- Welcome Message - This is Your CybHer Paathshaala
- You Are A Digital Citizen
- What is the Internet?
- Tell Us More About You – (Internet Usage Patterns Survey)
- Why We Need A Cyber Congress?
- Difference between Cyber Safety & Cyber Security
- How Cyber Smart Are You?
- Who Is an Active Citizen?
- Why Google Forms Are Awesome! Different Question Types in Google Forms
- Make Your Own Google Form for Your Teacher
- Respecting Ourselves, Respecting Our Family & Friends, Respecting Girls & Women
- Netiquette - When You Get Angry Online
- Netiquette - Quiz
- Who is a Troll? Why Trolling Hurts
- Fact Vs Opinion – Is this true or fake?
- What Does Digital Access Mean? (Gender Equality)
- What Does Digital Access Mean? (Digital Divide)
- Google Docs – Flowchart
- Google Docs – Your Favourite Dish Recipe
- Test Your Knowledge – Google Docs Quiz
- Good Citizens Follow Digital Laws - Age Limit
- Good Digital Citizens Follow Digital Laws - What is Plagiarism
- Digital Citizen Mind Map - Assessment
- What is Personal Information
- What is a Digital Footprint?
- Your Message is Permanent
- To Share Or Not To Share?
- When To Tell An Adult - Are You Betraying Your Friend's trust?

- Brainstorming – Help Farhan help Karthik
- How To Create a Group on WhatsApp
- How To Create a Group on Gmail
- How To Contact Your Local She Teams Officer
- Stop! Think! Then Connect!
- Safe & Unsafe Choices
- Traffic Signal Quiz
- Digital Citizen Mind Map - Assessment
- My Covid Year Mind Map
- Google Sheets – Mini Project – Information Gathering & Collating Data (Covid vaccinations in my village/city)
- Math Activity - Mean, please add the following points.

Being a Responsible Digital Citizen

1. What Kinds of Information do Apps & Websites want from us?
2. Let's find out - What is Private Information?
3. When Is It Safe to Share My Private Information? (Tips)
4. Safe or Unsafe Choice? Quiz
5. Introducing the Cyber Crime Portal - cybercrime.gov.in
6. Stop, Think, Ask Yourself -Tips to Stay Safe on Social Media
7. What are Red Flags?
8. Spot the Scam Online Campaign (Whatsapp group)
9. Spot the Scam Offline Game Show (Cyber Ambassador turns Mentor - Classroom Quiz)
10. Cyberbullying Story Posters - Stop the Hate (Harika & Humera's story)
11. Role Play on Cyberbullying (Cyber Ambassadors turn Storytellers)

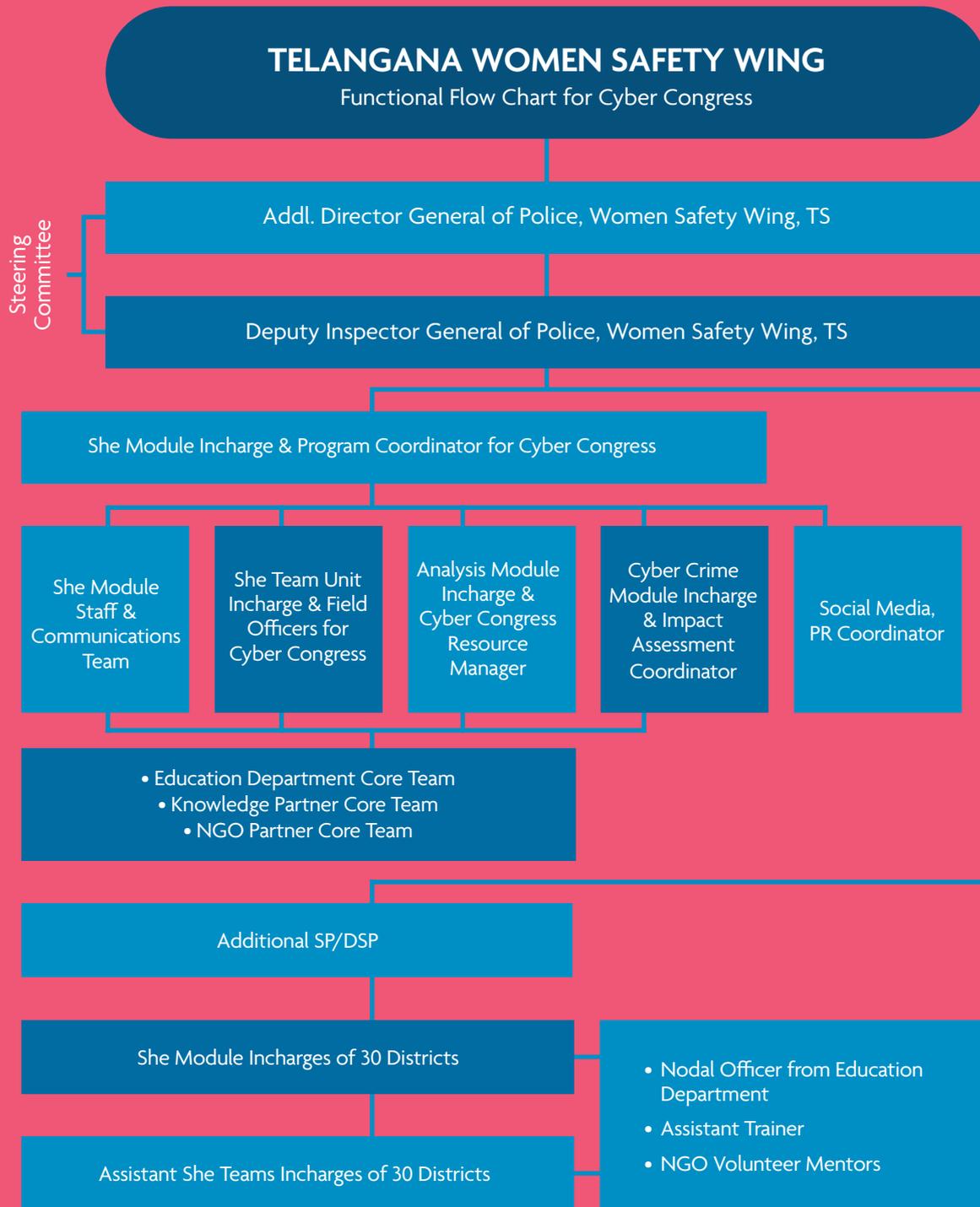


DIVISION OF UNITS

| S.No. | District | Units | Session 1 | Session 2 | Session 3 | Session 4 | Session 5 |
|-------|----------------------------|-------|-----------|-----------|-----------|-----------|-----------|
| 1 | WARANGAL URBAN | 1 | 01/07/21 | 02/09/21 | 02/11/21 | 30/12/21 | 03/03/22 |
| 2 | JANGAON | | | | | | |
| 3 | WARANGAL RURAL | | | | | | |
| 4 | PEDDAPALLI/ RAMAGUNDAM | 2 | 06/07/21 | 07/09/21 | 09/11/21 | 04/01/22 | 08/03/22 |
| 5 | MANCHERIAL | | | | | | |
| 6 | MEDCHAL MALKAJGIRI | 3 | 08/07/21 | 09/09/21 | 11/11/21 | 06/01/22 | 10/03/22 |
| 7 | YADADRI BHONGIR | | | | | | |
| 8 | NALGONDA | 4 | 13/07/21 | 14/09/21 | 16/11/21 | 11/01/22 | 15/03/22 |
| 9 | SURYAPET | | | | | | |
| 10 | WANAPARTHY | 5 | 15/07/21 | 16/09/21 | 18/11/21 | 18/01/22 | 17/03/22 |
| 11 | JOGULAMBA GADWAL | | | | | | |
| 12 | NAGARKURNOOL | 6 | 20/07/21 | 21/09/21 | 23/11/21 | 20/01/22 | 22/03/22 |
| 13 | MAHABUBNAGAR | | | | | | |
| 14 | NARAYANAPET | 7 | 22/07/21 | 23/09/21 | 25/11/21 | 25/01/22 | 24/03/22 |
| 15 | VIKARABAD | | | | | | |
| 16 | SANGAREDDY | 8 | 27/07/21 | 28/09/21 | 30/11/21 | 27/01/22 | 29/03/22 |
| 17 | MEDAK | | | | | | |
| 18 | SIDDIPET | 9 | 29/07/21 | 30/09/21 | 02/12/21 | 01/02/22 | 31/03/22 |
| 19 | KAMAREDDY | | | | | | |
| 20 | NIZAMABAD | 10 | 03/08/21 | 05/10/21 | 07/12/21 | 03/02/22 | 05/04/22 |
| 21 | NIRMAL | | | | | | |
| 22 | ADILABAD | 11 | 05/08/21 | 07/10/21 | 09/12/21 | 08/02/22 | 07/04/22 |
| 23 | KUMARAM BHEEM ASIFABAD | | | | | | |
| 24 | KHAMMAM | 12 | 10/08/21 | 12/10/21 | 14/12/21 | 10/02/22 | 12/04/22 |
| 25 | BHADRADRI KOTHAGUDEM | | | | | | |
| 26 | MAHABUBABAD | 13 | 12/08/21 | 14/10/21 | 16/12/21 | 15/02/22 | 19/04/22 |
| 27 | MULUGU | | | | | | |
| 28 | KARIMNAGAR | 14 | 17/08/21 | 21/10/21 | 21/12/21 | 17/02/22 | 21/04/22 |
| 29 | JAYASHANKAR BHUPALPALLY | | | | | | |
| 30 | RAJANNA SIRCILLA | 15 | 24/08/21 | 26/10/21 | 23/12/21 | 22/02/22 | 26/04/22 |
| 31 | JAGTIAL | | | | | | |
| 32 | HYDERABAD | 16 | 26/08/21 | 28/10/21 | 28/12/21 | 24/02/22 | 28/04/22 |
| 33 | RANGAREDDY | | | | | | |

JOB CHARTS

TELANGANA WOMEN SAFETY WING



JOB CHARTS

SHE MODULE INCHARGE & PROGRAM COORDINATOR FOR CYBER CONGRESS

- Coordinate closely with the communication coordinators of each stakeholder organisation and knowledge partner to conduct special training sessions related to the project for the She Teams Incharge.
- Work closely with the DSP, She module communications team, She Team Unit Incharge & Field Officers for Cyber Congress, Analysis Module Incharge & Cyber Congress Resource Manager, Cyber Crime Module Incharge and Impact Assessment Coordinator, Social Media, PR Coordinator to ask the progress of the project.
- Should ensure every communication about the Cyber Congress Project that is being sent out in public is vetted twice.
- Should proactively ideate and organise special training sessions to enable the Unit She Teams Incharges.
- Should review content on how 'SHE Teams, Role of She Teams and Case Studies' on cyber crimes are introduced to the students and get the format approved by the steering committee along with cyber Module.
- Accurately record the feedback and suggestions made by respected members of the steering committee on the project and pass it on to the respective stakeholders along with Analysis Module.
- Planning and scheduling a time table for activities & modules in coordination with the Knowledge partner and Ngo partner with the help of Analysis Module Team.
- Monitor, attend and document the submissions made by the internal communication team and SHE Teams unit incharges of each district.

- Initiate monthly team review meetings with the internal team to analyse the progress, loopholes, performance of the members and scope to perform better.
- Represent SHE TEAMS and the project on special platforms and monthly meetings.
- Work in alliance with all 3 stakeholders to highlight the project and cyber amabassords on various platforms to receive national and international recognition/ attention.

ANALYSIS MODULE INCHARGE & CYBER CONGRESS RESOURCE MANAGER

- Collaborating on resources management with the Education department, Knowledge partner & NGO partner.
- Documenting processes and maintaining records submitted by each department
- Documenting the daily updates regarding the activities submitted by the SHE team Incharges.
- Monitor and Document the attendance of Unit She Teams officers
- Coordinate with the district level She Teams officers for the attendance of students & teachers after each training and activity session.
- Assist the programme coordinator in scheduling the Timetable for the activities and training session.
- Schedule monthly meetings and share it with all the stakeholders.
- Conduct training sessions with SHE teams officers identifying the needs of the teachers and the Cyber Ambassador.

 Update Operating System (OS) with latest patches.

SHE MODULE STAFF & COMMUNICATIONS TEAM

- Presenting strategy and results to executives and key stakeholders within each department.
- Act as a Medium of exchange of information between the departments to achieve the goals set for every month.
- Schedule monthly meetings and share it with all the stakeholders.
- Keep the communication about the Cyber Congress intact and strong between all the stakeholders.
- Subtly monitor the behaviour of Volunteer Mentors, Teachers and administrators in the Whatsapp Group
- Assist the Program Coordinator in accomplishing the milestones entitled to him on time.
- Act as a bridge between the Internal Team officers from WSW Department and the Program Coordinators.
- Directly report to Programme coordinator about the progress and status of the Cyber Congress Project

CYBER CRIME MODULE INCHARGE AND IMPACT ASSESSMENT COORDINATOR

- Impact Assessment Coordinator should closely work with the Pedagogy Designer, and the core team of each stakeholder organization.
- Develop an analysis report as it is necessary to help faculty evaluate the effectiveness of tests and test items.
- Create a template for She Team, Role of She Team, Case Studies

- Identifying opportunities & developments of each stakeholder organisation.
- Prepare a monthly report on assessments, evaluation and developments in the project.
- Should record the nature of Cyber complaints that are being registered by the Cyber Congress members. To identify the complaints it will be easy if children can register their complaints through their Unique Identification Number.
 - ◊ How to identify the attendee/ victim as a Cyber Congress member?
 - ◊ How to trace the complaints that are submitted by the immediate audience of the Cyber Congress members.
- Monitor and study the impact of the community-level interactions that is held to extend the goal of the Cyber Congress Project

SOCIAL MEDIA, PR COORDINATOR

- Put a post after each training session and activity.
- Highlight testimonials from each district on the social media
- Collaboration with the implementation partner every week for creating content on posting updates on social media.
- Collecting pictures on special occasions relating to the project.
- Collecting video bytes from top officers from the WSW about the project.
- Press Release should be drafted in coordination with the stakeholders.



Disconnect infected system immediately from network.



ROLE OF UNIT SHE TEAMS INCHARGE

Unit She Teams In Charges are referred as Officers, Incharges in the above mentioned points.

- Each She Teams In Charge should coordinate closely and **establish rapport** with the Nodal Officer from the education department and the volunteer mentor of the district from the NGO partners throughout the 10 month long project.
- Join the District wise and State wise **Whatsapp Groups**. Incharges can also include the assistant officers in the District wise group.

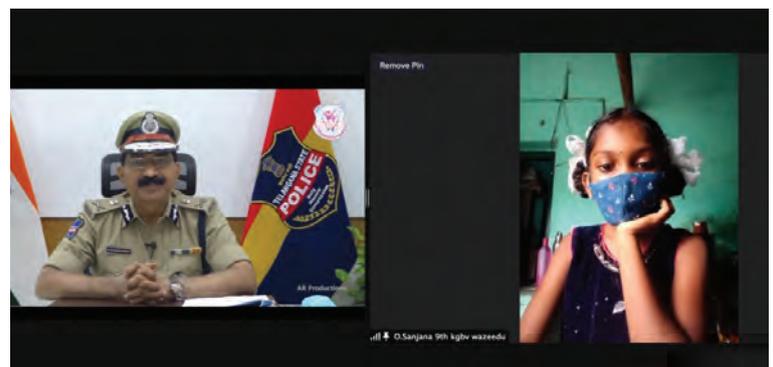


PHASE I BEFORE THE PROJECT LAUNCHES

- Monitor and check if 100 children, 50 teachers, 2 Volunteer mentors and 1 assistant knowledge trainer are part of their respective district Whatsapp Group.
- The above-mentioned data of children, teachers and volunteers should also be collated into google sheets along with their passport size photos. Each Sheet will be uploaded to the Cyber Congress folder. She Teams In Charge should coordinate with the Nodal Officer to check if this information is collated and ready before the rapport-building exercises begin.
- Attend all the zoom meetings that will be held between the children, teachers and volunteer mentors along with the Training Sessions and Milestone meetings.
- Officers of the respective districts should Introduce 'She Teams' and 'Role of She Teams' to the students in a child-friendly manner during the first rapport building activity that will be hosted with 100 students of their respective districts.

- Any content that will be presented to the children under the name of She Teams should be reviewed twice and submitted to the Cyber Crime Module Incharge and Impact Assessment Coordinator from WSW Wing at least 2 days in advance for cross verification.
- Proactively check with the Nodal Officers and Volunteer Mentors if observations of the meetings (Feedback/ Minutes) are being recorded and stored appropriately in one place.
- Be aware of each session and it's content in advance and disseminate relevant material through nodal officers (teachers) to the selected students.

Proactive and timely coordination can happen through regular phone calls, conference calls, zoom meetings, Whatsapp messages. If in case the nodal officer/ volunteer mentor/ any other person in the project you are in touch with is not available, officers are requested to contact their respective authorities/ colleagues to continue the smooth execution of the process. In case of multiple errors such as the above, officers are requested to bring to the notice of She Teams Module Incharge and Program Coordinator for Cyber Congress Project.





PHASE II AFTER LAUNCH DURING THE PROJECT

- Coordinate with the Nodal Officer a week in advance to check if the details of Key Training session conducted by the knowledge partner have been forwarded to all the 100 students, 50 teachers.
- Subtly monitor the behaviour of volunteer mentors, teachers and others who are working closely with the students.
- Conduct 'She Teams' awareness programmes in the selected (50) educational institutions.
- Narrate a Case Study on Cyber related offences that occurred in their respective districts, ask the students how they would react in such a situation and reveal the process how it is solved.
- Coordinate to impart the activities hosted by the cyber ambassadors on a monthly basis. (For example: If students are conducting She Parliament or performing a Street play, She Teams officers should ensure smooth implementation in terms of logistics, safety and security of the students)
- Announcing the Cyber Ambassador of the month and encouraging all the students to actively participate in the project.

- Proactively find more platforms where Cyber Ambassador of the month gets featured and his/her experience in the project is highlighted.
- Submitting testimonials of students/ teachers to the Social Media and PR Team of WSW Department and NGO Partner through a structured channel.
- Give an opportunity to the best performing students / interested students to take a part in the awareness programme on cyber related offences.
- Ensure all the Cyber Ambassadors, Teachers, Volunteer Mentors receive certificates at the end of the project.

She Teams Incharges should encourage all the mentors to take up a proactive role in keeping the positive spirit of the Cyber ambassadors, enabling them to participate, seeking all clarifications etc.



Never get into online arguments or fights.





PHASE III AFTER THE 10-MONTH PROJECT

- Monitor the Impact Report generated and provide the data that is needed.
- Coordinate with the She Teams Module Incharge and Program Coordinator of the Cyber Congress Project on providing their inputs for the Coffee Table Book
- Working towards making the initiative sustainable by using the Cyber Ambassadors, Teachers, Volunteer mentors and assistant trainers to educate and enable the other students in the same institution.
- Plan for a monthly/ bimonthly activity with the student cohort and conduct awareness on cyber security and safety to other people in their respective district.

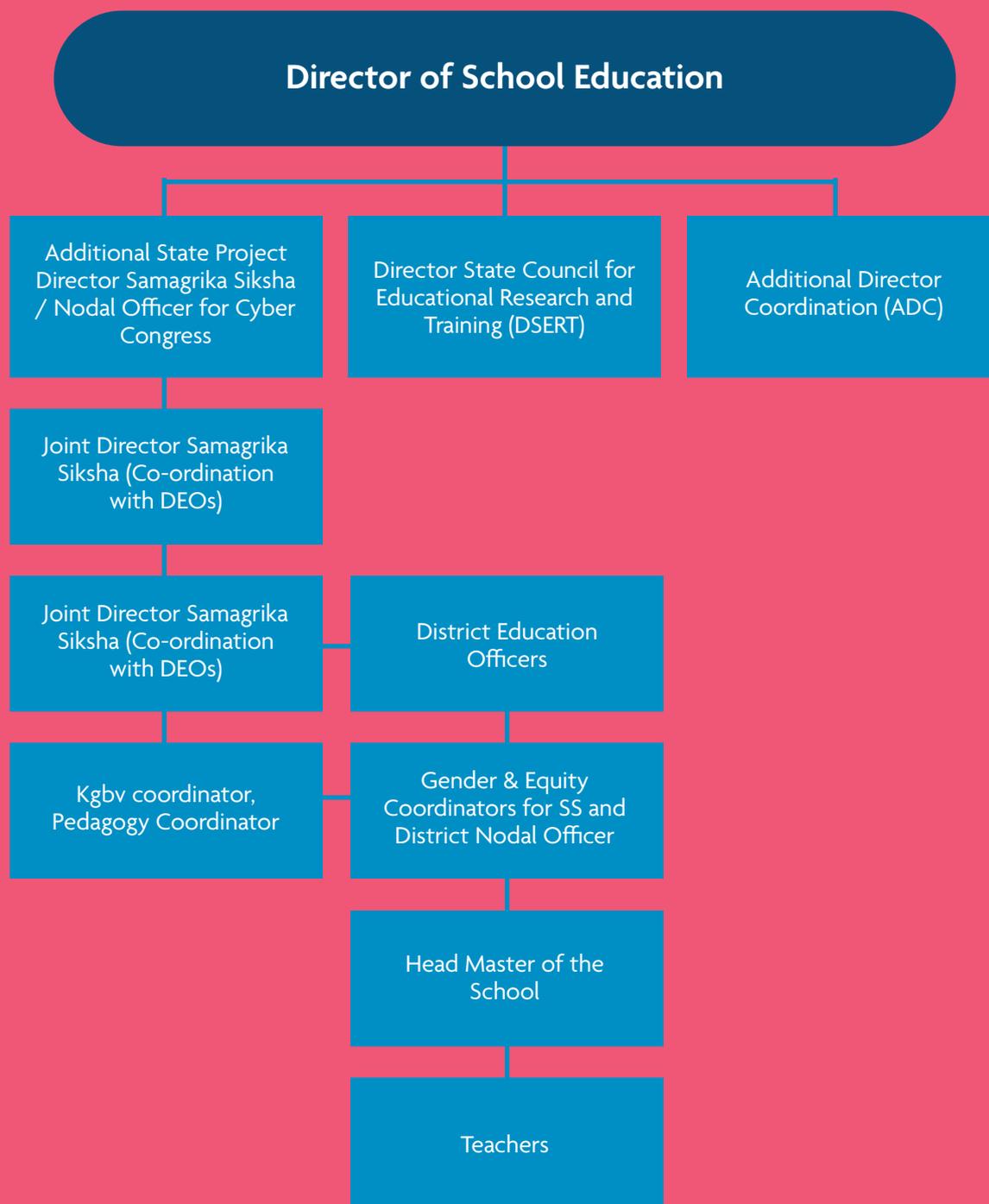


Never give away/share your images online to strangers



JOB CHARTS

DEPARTMENT OF EDUCATION, GOVERNMENT OF TELANGANA



JOB CHARTS

ROLE OF A NODAL OFFICER

- Each Nodal Officer should understand the concept of Cyber Congress
- Selection of ambassadors and mentor teachers from each school should be done in the right manner.
- Creation of Whatsapp group - dissemination of content, time table
- Keen participation in the session - cumulative clarification of doubts
- Identification of device/gadget available with 3300 student ambassadors
- Pre-orient all the student ambassadors on content
- Dissemination of content, activities entrusted to ambassadors
- Actively involve in all activities entrusted to ambassadors
- Evaluation of utility of the session and preparing a report in collaboration with the NGO partner and knowledge partner
- Invite SHE teams to create awareness, prepare time tables and conduct the sessions in selected schools
- Placing the documentation on CybHer page
- Identifying, acknowledging and appreciating best participants - students and teachers - rewarding them
- Cyber related concerns/ be reported to the District Educational Officer and She Teams Officer for taking a timely and necessary action on the issue reported

- Key Point: Coordination between all stakeholders in the program

ROLE OF AN ASSISTANT NODAL OFFICER

- To work alongside and support the Nodal Officer in all the Cyber Congress related works
- To support the Nodal Officer in coordination, documentation and monitoring of the attendance for the Cyber Congress Project



TARGET AUDIENCE

ROLE OF A TEACHER

Teachers from each school will be hand holding the students of their schools. Will ensure that they are punctual to all sessions, learning and completing activities in time. Also will assist in taking it out to the other Students of the school once the training is complete. They will moderate and ensure proper content is posted on the WEB PORTAL with a complete report duly signed by the concerning teacher.

The school teacher's responsibilities will include the following:

- To monitor the attendance of the children from the respective schools
- Teachers should communicate about the training sessions to the two children who are assigned to them.
- Monitor if the two children who are under the supervision of the teacher have attended the training and activity session. If they have not attended, teachers should make a note of the student's concerns and bring it to the notice of the nodal officer along with updating it in the student profile sheet.
- To coordinate with the volunteer mentor in conducting continuous monitoring and assessing of students' work and activities such as:
 - Quick feedback mechanisms post the training session
 - Worksheets submission
- Teachers should also monitor the learning of their students. If in case a student does not understand a certain concept, the teacher should escalate the concern to the volunteer mentor.
- To coordinate with the volunteer mentor ensuring active participation on the WhatsApp group
- To attend all the training sessions and internal meetings
- Each teacher will be responsible for ensuring the kind of content that is being put up by the children on the website.
- Teachers and students who are trained will be responsible for taking the initiative forward, sustaining and extending the initiative in the school for the other students.



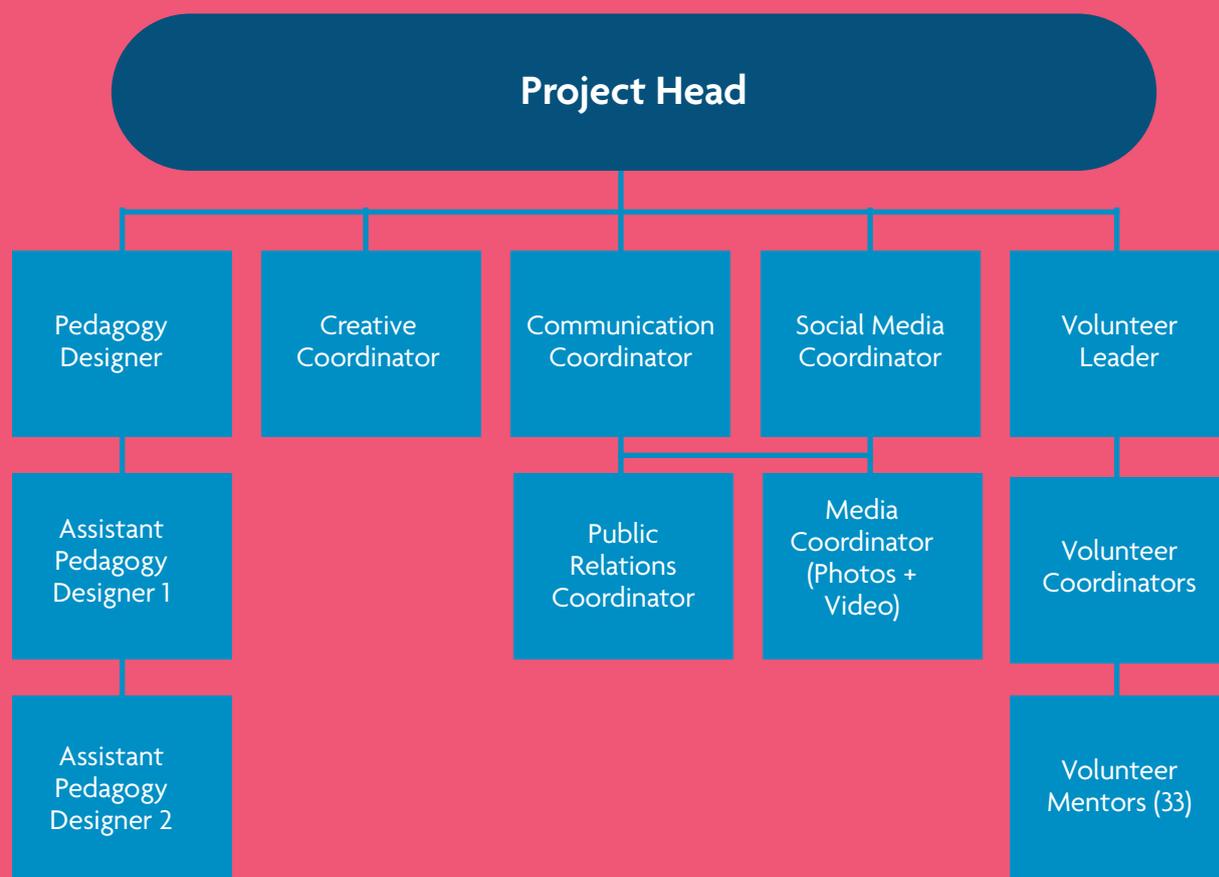


ROLE OF A CYBER AMBASSADOR (STUDENTS)

- Active participation in the sessions with full attendance
- Ambassador will participate and complete all activities in guidance with their teachers
- Ambassadors will help the fellow students of the school to understand the importance of cyber safety with their designated communication mediums. Like zero period sessions, speaking in assembly, doing sessions or webinars, creating small videos or spots and circulating and making it a team effort

JOB CHARTS

NGO PARTNER: YOUNGISTAAN FOUNDATION



JOB CHARTS

PROJECT HEAD

- Creates a clear and concise plan to both execute the project and monitor its progress.
- Develops clear, straightforward plans that stimulate teams to reach their full potential.
- Sets realistic deadlines and communicates them consistently to their teams.
- Maintains effective communication and keeps the project stakeholders up-to-date.
- Works closely with the pedagogy designer, creative coordinator, communications coordinator, social media coordinator and volunteer leader to monitor the implementation and progress of the project.
- Represents the organization and the project from the NGO Partner's end.
- Makes necessary budgets involved in the project.
- Acts as a key point of contact with the head officers from the stakeholder organizations.

PEDAGOGY DESIGNER

- Designs follow up activities in collaboration with Rakshit Tandon.
- Puts together a team of volunteers to work as a team to create activities.
- Should ensure that activities are briefed to the volunteer mentors immediately after each session.
- Incorporates relevant assessment tools to monitor and evaluate student learning.
- Enables student engagement, boosting

motivation levels, encouraging active participation of students and sustained engagement.

CREATIVE COORDINATOR

- Puts together a team of volunteers to create creative collateral, including:
 - Content for website
 - Content and design for post-session internal collateral (posts).
- Works with the Pedagogy team to ensure the collateral reflects/recaps the activities as well as the session.
- Works with Rakshit Tandon's team to ensure content is effective.
- Sends collateral via WhatsApp or other platforms.

SOCIAL MEDIA COORDINATOR

- Puts together a team of volunteers to work as a team to create external collateral.
- Creates external collateral to be shared on social media to keep the public up to date on the project.
- Takes permissions from the stakeholders and share information on social media.
- Follows social media routine/calendar to routinely post on public platforms about the project.



COMMUNICATIONS COORDINATOR (FOR INTERNAL COMMUNICATION WITH STAKEHOLDERS)

- Ensures communication is intact b/w all the stakeholders.
- Develops full working knowledge of the project, specific responsibilities, and project progress, challenges, and accomplishments based on a review of project documents.
- Builds strong and collaborative relationships with project stakeholders.
- Provides oversight, direction, and ensures coordination of project teams to implement 10-month long work plans and deliver high impact results.
- Ensures that all activities are being executed in coordination with the Volunteer coordinator, knowledge partner and pedagogy trainer.
- Hosts bimonthly internal meetings with all the key stakeholders to give an update on the project, discuss the road map and add any suggestions to the project.
- Monitors and assesses implementation progress, identifies barriers and constraints and works collaboratively with teams to devise solutions.
- Facilitates bimonthly/monthly meetings for planning and assessment to assure sound integration across work streams and achieve cross-learning.
- Identifies strategic initiatives related to continuing Cyber Congress activities and identifies new ideas and initiatives that maximize Cyber Congress's ability to leverage not only to the national level but also the international level.
- Identifies key programmatic and management issues, engage all the key stakeholders and develop sound responses and positions.

- Manages the flow of information and communications with TWSW, Education Department and volunteer mentors for including project reporting, communications materials, branding, and success stories, monitoring and evaluation, and budget execution. Specifically, assumes lead responsibility for managing all required reporting for the project.

VOLUNTEER LEADER

- Communicates the details of the project or program and serves as a resource for other volunteers. Organizes, leads, and inspires a group of volunteers before, during, and after their service.
- Heads the Volunteer Coordinator Core team, Volunteer Mentor Team and reports to the Project Head on the status of each volunteer involved in the project.
- Responsible for all the communication and completion of responsibilities that volunteer coordinators core team and volunteer mentors are adhered to follow.
- Drafts detailed volunteer policies, Dos and Don'ts, guidelines and code of conduct for volunteers and volunteer coordinator team in coordination with the communication coordinator.
- Ensures the Planning, Recruitment and Selection, Onboarding and Development; Effectiveness Assessments; and Recognition of the volunteer mentors.
- Coordinates in alliance with the communication coordinator, knowledge partner and pedagogy designer to keep the volunteer mentors posted about their dynamic roles and responsibilities throughout the 10 months duration.



- Hosts regular meetings for volunteer mentors with the help of volunteer coordination teams.
- Represents the organization and the project to other volunteers and keeps the communication between all the stakeholders and volunteers intact.
- Motivates volunteers by reinforcing the objectives and impact of the project using any tools of communication.
- Coordinates the performance of each volunteer mentor directly with the volunteer coordinator core team and makes a report of it.
- Works alongside the pedagogy designer to integrate tools to measure the volunteer mentor performance and productivity.

VOLUNTEER COORDINATOR/CORE TEAM (5 VOLUNTEER COORDINATORS)

- Communicates the details of the project to the volunteer leader and serves as a resource for other volunteer mentors.
- Creates internal communication groups such as Whatsapp Group to stay constantly connected with the volunteer mentors.
- Assists the volunteer leader in Planning, Recruiting and Selecting, Onboarding; conducting effectiveness assessments; and recognition of the volunteer mentors.
- Provides useful information or announcements to members on potential volunteer opportunities.
- The Volunteer Coordinator Core Team consists of 5 members. Each volunteer coordinator will be heading 3 units and 6 districts overseeing the performance of each volunteer mentor from these areas and assisting them closely to maximize performance.

- Assists/works alongside with the volunteer mentors in generating impact reports, collecting student feedback and other such activities/ evaluation methods related to the project.
- Presents weekly updates of the volunteers' performance and bimonthly updates of the implementation in their respective districts using standard evaluation tools.
- Volunteer Coordinators must join the 5 training sessions that will be hosted.
- Evaluates the interest/knowledge of each volunteer mentor who is involved in the project by conducting regular feedback using google forms/ other applicable tools.
- Communicates and updates all the activities volunteers are entitled to do. Check the progress of volunteers and if in any case volunteer mentors have any queries, it can be escalated to the volunteer leader.

VOLUNTEER MENTORS (33 PEOPLE FROM EACH DISTRICT)

- Assists the batches in completing activities as designed and drafted. They will assist / train and facilitate the students to Learn and complete the activities on time.
- Conducts baseline interviews and surveys mentioned by the knowledge partner before starting the sessions.
- Creates whatsapp groups of each district consisting of 50 Teachers, 100 children, 1 volunteer mentor, 1 Nodal officer, 1 She team officer, and 1 Training person.
- Volunteer mentors should by default attend all the training sessions.



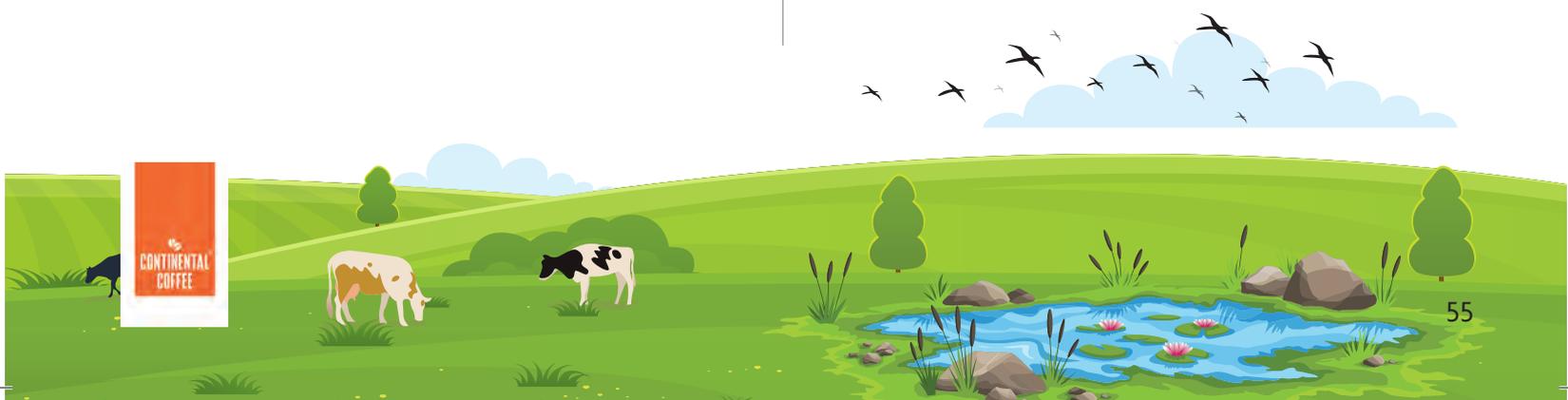
- During the training session: Conducts formative assessments (using anecdotal records).
- Post the training session - Monitoring/ Assessment: Collects feedback and worksheets from children and teachers.
- Implements activities on ground and assists a child in case of any technical glitch.
- Records all the questions that can be directly sent to the knowledge partner. Per
- Innovates to establish a good rapport with the children.
- Monitors and evaluates outcomes mentioned by Rakhsit Tandon.
- Generates an impact report of each session and activity.
- Takes pictures/videos/testimonials that can be recorded and uploaded on the portal.
- Works closely with the field officers of the other departments in order to achieve these goals.

MEDIA (PHOTOGRAPHER, VIDEOGRAPHER)

- Works closely with the communication coordinator, social media coordinator and public relations coordinator.
- Captures candid moments and special occasions such as the launch/felicitation ceremony of the project.
- Makes small snippet videos after each training session that includes children from all 33 districts.

PUBLIC RELATIONS

- Prepares press releases at:
 - The beginning of the program
 - At periodic intervals
 - At the conclusion of the program
- Receives approval of press releases from all three stakeholders before finalizing
- Sends press releases to print/digital media for publication
- Organizes interviews between media organizations and key people in the CC project to talk about the project, its progress, the importance of the project and more.



FEEDBACK

Here are a few voices of police personnels who are working along with the community and of the community members working along with the police.

The entire team at Karimnagar She Teams Office are delighted and proud to be a part of this people-friendly initiative. Since the covid pandemic has shattered normal life style throughout the globe, more and more people are turning to using smart phones and gadgets. But due to their lack of awareness, they fall prey to cyber crimes and many other kinds of crimes against Women and children. The e-community policing initiative aims to sensitize the school/college going youth, irrespective of their gender. It also helps and guides the people who have become victims of such crimes, and instills confidence in them to report these crimes to the police. I encourage many more people to join hands with us to curb the crimes in our society.

B Srinivas,
*Inspector of Police, WPS Incharge,
Karimnagar Commissionerate*

In the midst of our daily work, I feel delighted to be a part of an exclusive project like cyber congress where I get to interact with many young children who will be playing a major role in our country's future. The cases of people being victims of cyber crimes are increasing with the rise in technology and its reach. Within Cyber Congress, there are many students and workmates who are helping both She Teams and the Police Department. Education and awareness are the initial and most crucial steps taken to prevent cyber crimes from taking place which is being rightly implemented through this initiative.

Taduri Srinivas,
*District Nodal Officer,
Komaram Bheem Asifabad District*

As a teacher, I always wanted my students to be well aware of the current scenarios. When I was selected as a mentor teacher for the Cyber Congress project where the future nation-builders are being provided awareness about various cyber crimes and online frauds prevalent today, and also learnt the ways to overcome these frauds. Earlier, both children and adults were hesitant to talk/ communicate with the police, but now the situation has changed. Students have become increasingly friendly with the police and communicate with them whenever they are in a problem no matter how big or small it is.

MD Rayees Ahmed
*School Assistant (Phy. Sci.)
Zpss Muthampet
Mdl: Koutala Dist Asifabad*

Despite all the other work Police personnels contribute towards the society, they are going out of their way to help little children as part of Telangana State Police e-community policing initiative. I'm closely working with Police for the first time and got a chance to witness how much they care for their people. Since awareness about cyber crimes has been created among students, many students have come forward to talk about the issues they faced online. This is where SHE Teams officers have stepped in and assure young people are safeguarded. The SHE teams officers are always a call away to listen to the issues faced by people, and try to resolve them as early as possible.

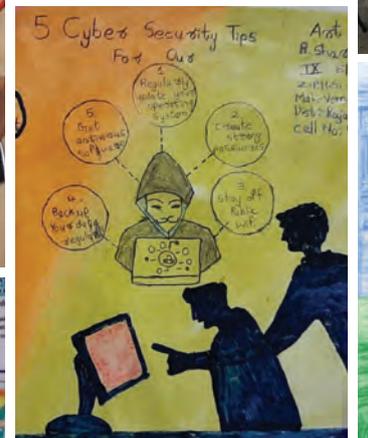
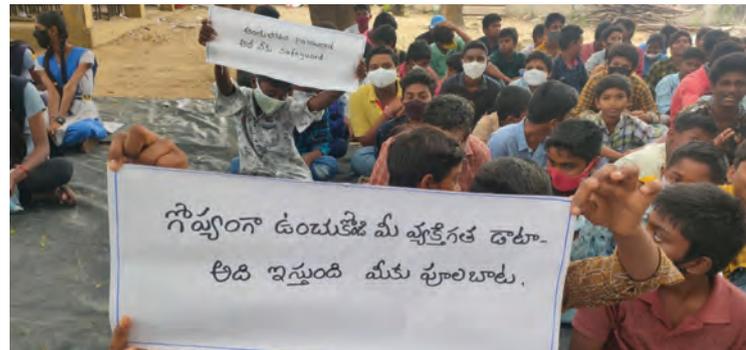
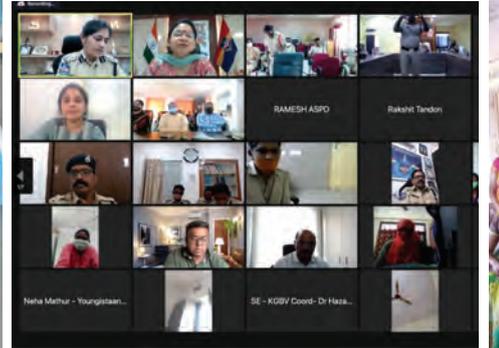
Nikitha Devi,
District Clusters - Volunteer Coordinator,
Youngistaan Foundation

Working with the local She Teams Officers, Core team of Women Safety Wing, Education Department and our leadership team to create awareness about Cyber safety among children has been an amazing journey so far. I feel fortunate to be involved in such robust initiatives that are happening to transform the society at large. It is great to see police extending their hands to work along with people. Now more than ever, citizens should actively participate in working hand-in-hand with the local police.

Y Pavankalyan Reddy,
Sangareddy District Volunteer Mentor,
Youngistaan Foundation



GALLERY SECTION







CODE OF CONDUCT

ONLINE CHILD SAFEGUARDING DOCUMENT

The current educational landscape, in a COVID-19 world, has shifted online with students and teachers adapting to virtual classrooms and digital communication and children spending more and more time online, whether for learning or for leisure.

However, many are unaware that they are at a greater risk of becoming victims of cybercrimes, such as grooming and online sexual exploitation, cyberbullying, and online frauds. There is a strange disconnect where the virtual world is not treated like the real world when, in fact, it is!

Our goal is to facilitate the safe, responsible, and positive use of technology, so that children benefit from digital resources and enriching online experiences while continuously safeguarding their digital footprint.

In order to do so, we adults must model the respectful use of technology through our own online behaviour and attitudes. All personnel associated with Cyber Congress are obliged to adhere to this **Code of Conduct** to ensure the safety and best interests of the children they will directly or indirectly work with:

1. I will strive to interact and work with the Cyber Ambassadors based on a model of mutual respect and dignity.
 - a. I will listen to and value their opinions and experiences without judgement or condescension.
 - b. I will treat their questions and concerns with seriousness and will attempt to locate appropriate, prompt and accurate responses.
 - c. I will treat them as individuals who have legal rights as well as agency and voice.

- d. I will not humiliate a student or 'punish' them in any way. In case of inappropriate behaviour, I will share it immediately with the Volunteer Coordinator and allow her to decide the course of action.
2. I will practice non-discrimination and treat all children equally, irrespective of language, age, colour, gender, caste, religion, race or sexuality.
3. I will communicate with the Cyber Ambassadors through official communication channels only, for e.g., in the designated WhatsApp groups. Neither will I message any student privately (via WhatsApp, email or social media) nor encourage them to do so.
4. I will not share any irrelevant messages (including mature content, indecent images or videos) in the designated WhatsApp groups.
5. I will not exchange any personal information (including photographs, videos, social media account details) with the Cyber Ambassadors and will maintain a strictly professional relationship.
6. I will respect the right to privacy of all children (UN Convention on the Rights of the Child - Article 16) and not share their background details, conversations, photos or any other sensitive information with any individual (except those deemed necessary) or organization.
7. I will model safe and professional behaviour in my own use of technology.
8. I will be mindful of the content I post in my personal WhatsApp status, profile pictures, etc.
9. I will not use language or any image that is violent, abusive or sexually provocative.
10. I will communicate respectfully with students and maintain a friendly but professional tone.
11. I will encourage the Cyber Ambassadors to recognise and report toxic/dangerous online behaviours, because prevention is key.



Never meet a stranger in person





FREQUENTLY ASKED QUESTIONS (FAQS)

1. What is the Role of a SHE Team Officer during the session?

To coordinate with the Nodal Officer from the education department and monitor the attendance of the children. Parallely, officers should keep a track of the number of students who attended the session and who did not attend.

2. What is the Role of a She Teams Officer during an Activity?

On Ground: To oversee the logistics and on-ground coordination in terms of logistics/permissions of the activity.

Online: To narrate 'Case Studies', explain the role of She Teams and encourage students to assist 'She Teams' in community policing.

3. What steps should be taken if the student is absent due to mobile/ network problems?

Make a note of the number of students who are facing such problems on a regular basis and report it to the Analysis Team of the Women Safety Wing.

4. Who will submit class wise feedback?

A simple google form will be shared across to all the participants who joined the Training session including She Teams Officers. Feedback about the event can be submitted there.

5. Who will finalise Case Study content?

The content and template for the Case Study will be finalised by the Cyber Module Team of the Women Safety Wing after taking an approval from the steering committee.

6. Who will hold the monthly meetings and how?

The Analysis Module Team of the Women Safety Wing will be conducting monthly review meetings of the field officers. However, in order to have effective communication, Officers can also host weekly internal meetings with Volunteer Mentors, Nodal Officers and Teachers of their respective districts.

7. How are ambassadors going to be helpful to she teams?

Cyber Ambassadors will assist Unit She Teams Officers to create awareness on Cyber Safety exclusively for women and children.

8. How are ambassadors going to take help of she teams?

Cyber Ambassadors can take She Teams Officers help in reporting the Cyber Crime issues.

9. Do they need to know what she team does? If so, how?

Yes, She Teams Officers should create awareness on 'Role of She Teams' to the Cyber Ambassadors and the rest of the students in their respective schools.

10. Is anything to be done in writing by/ fill any proforma/ rate the classes etc. by she team officers?

A Proforma will be shared to the She Teams Unit Officers after each Training Session and Activity. Officers can share their feedback/ inputs using these proformas.



It is advisable to logout after you use WhatsApp Web on your laptop or PC





NOMENCLATURE

| Organisation / Resource Person | Name of the Officer/ Terminology |
|---|--|
| Women Safety Wing Telangana State Police | Unit She Teams Officers |
| Education Department of Telangana | Gender Coordinators as District Nodal Officers Teachers as Mentor Teachers Students as Cyber Ambassadors |
| Cyber Safety Expert | Knowledge Partner |
| Youngistaan Foundation, NGO | Implementation Partner Volunteer Leader District Volunteer Mentors |

 Take up backup of your important files / critical data.





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WAYS TO APPROACH

"SHE TEAMS"

SHE Teams can be approached 24X7 through

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BHAROSA
Support Center for Women and Children
An Initiative of the Cyberabad City Police

#CybHerSafeForHer



#CyberSafeForHer