

## **Circular: Guidelines on Unofficial WhatsApp Groups**

Date: 30/08/2025

It has come to our attention that some students form WhatsApp groups amongst themselves without the knowledge or approval of the school. While we understand such groups may be intended for social interaction or academic exchange, it is important to clarify that these groups are **unofficial** and **not recognised by Aster School**.

In the interest of maintaining discipline, safety, and responsible digital conduct, the following **guidelines are hereby issued** for all such groups and their admin:

### **1. Status of the Group**

- These groups are informal and student-run, and carry no official status of Aster School.
- The school is not responsible for any content shared therein.

### **2. Role of the Admin**

- The admin must clearly state in the group description that the group is unofficial and student-run.
- It will be the sole responsibility of the admin to monitor content and remove any inappropriate or harmful messages, and to remove the member immediately if any one is found posting any inappropriate message.
- Unknown or outsider contacts must not be added.

### **3. Code of Conduct**

- Members must use respectful language and maintain courtesy.
- Bullying, personal attacks, or discriminatory remarks are strictly prohibited.
- Circulation of offensive memes, obscene material, misinformation, or political/religious propaganda is not permitted.
- Academic discussions may be shared, but no member should circulate misleading or fake instructions in the name of the school.

### **4. Privacy & Safety**

- Students should avoid sharing personal information such as addresses, private photos, or sensitive details.
- Screenshots of group conversations must not be shared publicly without consent.
- In case of repeated misconduct, the admin should remove the member concerned.

## 5. Reporting Serious Violations

- Any instance of cyber-bullying, sharing of explicit material, or threatening behavior must be reported to parents immediately.
- In grave cases, the matter may also be escalated to school authorities.

## 6. Duration & Closure

- Such groups should be created for limited, genuine purposes only (such as academic projects) and must be dissolved once the purpose is served.

### **Note:**

These guidelines are issued to protect the interests of our students. All stakeholders are reminded that Aster School does not endorse, manage, or monitor unofficial WhatsApp groups. The onus of conduct lies with the group administrator(s) and members.

We seek the cooperation of all parents and students in ensuring responsible online behavior.

With Regards,

**Principal**

*Aster School*

