

# APPENDIX D

## Comprehensive Plan to Address Cyberbullying and Cyberthreats

### COMPREHENSIVE PLANNING

Objectives	Rationale	Action Steps	Responsibility	Timeline	Costs	Assessment
District and schools will achieve greater coordination between safe schools (SS) personnel and educational technology (ET) personnel to more effectively address concerns of cyberbullying and cyberthreats (CB/CT). (ET personnel include technology staff and library media specialists.)	SS personnel address youth risk issues but have limited experience with Internet use issues. ET personnel address Internet use issues, but have limited understanding of youth risk issues. To effectively address CB/CT concerns, requires both SS and ET expertise.	District technology coordinator and library media specialist will become permanent members of district SS committee. ET personnel will be added to safe schools committees.	District leadership School leadership SS/ET committees	SS committee membership changes implemented during _____ school year and continued thereafter.	To be determined	Survey SS and ET personnel on an annual basis to assess effectiveness of current coordination arrangement.
	<u>Protective Factor</u> Coordination of SS and ET staff will improve understanding and responsiveness.	(District may want to establish a work group of SS and ET committee members to create and implement comprehensive plan of action. SS committee would have ongoing management responsibility.)				

## POLICY AND PRACTICES REVIEW

Objectives	Rationale	Action Steps	Responsibility	Timeline	Costs	Assessment
The district's Internet use policies and practices will reinforce the importance of use for educational purposes only, reduce the potential for misuse, and increase detection of misuse through effective supervision and monitoring.	District policies do not address current concerns. Policies must address appropriate uses and new technologies, be clearly linked with disciplinary code, establish monitoring and search and seizure standards, and address attempts to bypass school filter.	Survey staff about policy issues. Review Internet use records. Review existing policies and practices, revise language, approve new policies and practices. Develop strategies to communicate policies. Give staff authority and ability to override filter.	SS and ET committees (or work group) coordinate revision of policies and practices. Technology services director/ET committee coordinate other aspects of practices/management of Internet.	Implemented during ___/___ school year and continued thereafter.	To be determined	<ul style="list-style-type: none"> <li>Survey school leadership on annual basis to determine effectiveness of new policies and practices.</li> <li>SS and ET committees (or work group) review reports of policy violations to assess effectiveness of new policies.</li> <li>Selected students and staff will be surveyed at the end of the school year to determine knowledge of policy provisions and effectiveness of practices.</li> </ul>
The district personal digital devices policy and practices reduce the potential for misuse and increase the detection of misuse.	Policies must be communicated effectively to staff, students, parents. <u>Protective Factors</u>	Conduct needs assessment to reveal additional issues that should be addressed, possibly including:				
The district's Internet filter will be managed in a nondiscriminatory manner. Safe school and other staff will have prompt override capacity.	<ul style="list-style-type: none"> <li>Students require a clear understanding of district policies.</li> <li>Limiting Internet use to educational purposes will limit potential for misuse.</li> <li>Increased potential for detection will reduce misuse.</li> </ul>	<ul style="list-style-type: none"> <li>Improving research resources.</li> <li>Establishing controlled communications.</li> </ul>				
All staff, students, and parents will have an excellent understanding of policy provisions.	<ul style="list-style-type: none"> <li>Students will be more inclined to report concerns if they have a better understanding of the policies.</li> </ul>	<ul style="list-style-type: none"> <li>Offering more professional and curriculum development.</li> <li>Acquiring different filtering product and/or monitoring technologies.</li> </ul>				

## REPORT, REVIEW, AND INTERVENTION PROCESS

<b>Objectives</b>	<b>Rationale</b>	<b>Action Steps</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Costs</b>	<b>Assessment</b>
District will establish and schools will implement a process to encourage student reports and allow for effective review and response to online risk concerns.	Adults are not generally present in online communities; therefore, student reporting of concerns is essential to resolving concerns before significant harm is incurred. Students are generally unwilling to talk with adults about Internet activities. They will not be willing to report online concerns unless they perceive that adults can and will effectively review and respond to address concerns.	Schools will implement anonymous reporting mechanism. All members of SS committees will receive professional development in effective review and response process and options. District will establish online complaint-reporting process. Students will be informed about reporting, review, and response process.	District SS committee will establish guidelines for implementation at schools.	Implemented during ___/___ school year and continued thereafter.	To be determined	The school review and response process will include required reporting to the district of any situations involving CB/CT. The reporting form will include an evaluation component. The district SS committee will review all reported situations on a regular basis to determine effectiveness of all aspects of intervention approach.
	<p><u>Protective Factor</u></p> <p>The key to encouraging student reporting of concerns to adults is an effective process to review and respond to such reports.</p> <p>(The recommended review and response process is set forth in Appendixes A and B.)</p>					

**PROFESSIONAL DEVELOPMENT**

<b>Objectives</b>	<b>Rationale</b>	<b>Action Steps</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Costs</b>	<b>Assessment</b>
All district staff will have sufficient knowledge of CB/CT, in light of position and job responsibilities, to ensure effective school response to online concerns.	The approach to providing professional development should be guided by position and job responsibilities. <u>Protective Factor</u> Increased educator understanding will enhance effectiveness of the district's educational initiative and improve detection and intervention in specific instances.	Two key district staff members, one with technology expertise and one with safe schools expertise, obtain sufficient professional development to serve as resources for all district personnel.  All school-level SS and ET personnel will receive sufficient professional development to enable them to fulfill roles necessary for review and response.	SS/ET committees (or work group)	Implemented during ___/___ school year and continued thereafter.	To be determined	Staff evaluation of professional development programs following the completion of such programs.  District SS evaluation of situation reports to determine necessary professional development improvements.
		Other district staff will be provided with general information about online youth risk concerns.				

## PARENT OUTREACH

Objectives	Rationale	Action Steps	Responsibility	Timeline	Costs	Assessment
<p>Parents will gain sufficient understanding of the issues to enable them to provide guidance to their children on:</p> <ul style="list-style-type: none"> <li>• Appropriate standards for online communications.</li> <li>• Effective strategies to prevent and respond to cyberbullying and other online risk situations.</li> <li>• Concerns about posting material that could be viewed as a threat and the importance of reporting any possible threats or situations involving cyberbullying to appropriate adults.</li> <li>• How to more effectively monitor their child's online activities and detect and respond to concerns.</li> </ul>	<p>It is essential to enlist the assistance of parents to address these concerns because much of youth online activity occurs at home.</p> <p>Many parents are not providing sufficient guidance to their children or monitoring their online activities.</p> <p>Providing parent education is difficult; therefore, many different approaches are necessary.</p> <p>The community outreach program will provide an additional approach to parent outreach.</p> <p><u>Protective Factor</u></p> <p>Increasing parental involvement will reduce CB/CT concerns and improve responsiveness to specific incidents to reduce harm to students.</p>	<p>The district will post information for parents on the district Web site.</p> <p>Schools will send brief information home to parents in a newsletter.</p> <p>Schools will offer a workshop on Internet safety and responsible use issues to parents.</p> <p>Schools will provide more in-depth information to parents at school.</p> <p>Safe schools personnel will provide in-depth information to any parents whose children have become involved in a risky online situation.</p>	<p>SS committee</p> <p>School leaders</p>	<p>Implemented during ___/___ school year and continuing thereafter.</p>	<p>To be determined</p>	<p>Parent "leaders" (e.g., PTA leadership) requested to solicit input from other parents and report on the perceived effectiveness of the information dissemination.</p> <p>Parents who attend a parent workshop will be requested to complete an evaluation after the workshop.</p> <p>Parents of children who have become involved in risky online situations and who receive informational material will be requested to provide an evaluation regarding the helpfulness of the material.</p>

COMMUNITY OUTREACH

Objectives	Rationale	Action Steps	Responsibility	Timeline	Costs	Assessment
Key community partners, especially law enforcement (LE) and community mental health (CMH) organizations, will have a sufficient understanding of online youth risk concerns so that school officials can coordinate responses to specific situations when necessary.	Resolution of specific situations may require collaboration with LE and/or CMH professionals. Providing informational materials and education to community organizations will reinforce parent and student education. Some community organizations also provide students with Internet access.	The LE and CMH representatives on the SS committee will develop a plan of action to engage other relevant representatives of these communities. The district will (options):	SS committee	Plan of action to be developed ___ (date).	To be determined	Following any situations involving LE and/or CMH, participants will be requested to submit evaluations.
The district will seek to enlist the aid of other community organizations that serve youth and parents—including the public library, youth organizations, and faith-based organizations—in the dissemination of information about CB/CT.	Local press can provide an effective conduit for education. <u>Protective Factor</u> A community-wide approach will enhance the effectiveness of the district's educational initiative and intervention in specific instances.	<ul style="list-style-type: none"> <li>Send informational materials to key community organizations.</li> <li>Provide information to the local newspaper about the availability of informational materials.</li> <li>Host a workshop for local community organizations.</li> </ul>				Organizations that request or who have been known to use informational materials will be asked to provide information on how those materials were/are being used and their perceived effectiveness.
The district will work with local news media to assist in educating parents and the general public.		The district's press contact will know which knowledgeable staff members can serve as press contacts about these concerns. The district will seek to use press contacts as a vehicle to educate parents and other community members.				



**STUDENT EDUCATION**

<b>Objectives</b>	<b>Rationale</b>	<b>Action Steps</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Costs</b>	<b>Assessment</b>
Starting at the ___ grade level, students will receive instruction on CB/CT issues.	<p>It is necessary to provide students with sufficient information about these concerns so that they understand the risks and know how to take steps to protect themselves independently.</p> <p>Influencing student attitudes about appropriate norms for online behavior and willingness to involve adults in situations are the foundation for effective prevention and response.</p> <p><u>Protective Factors</u></p> <p>Students will:</p> <ul style="list-style-type: none"> <li>• Develop and articulate personal responsible standards for online communications.</li> <li>• Implement effective strategies to prevent and respond to cyberbullying.</li> <li>• Not post material that could be viewed as a threat.</li> <li>• Report threats or situations involving cyberbullying to adults.</li> </ul>	<p>To initiate this new program, students in all grades will receive introductory instruction about these concerns.</p> <p>Thereafter, instruction will be incorporated into appropriate classes, as determined by each middle and high school.</p> <p>Instruction will use basic informational materials and relevant news stories about incidents.</p>	School SS committees	Implemented during ___/___ school year and continuing thereafter.	To be determined	<p>The instructional materials conclude with questions posed to students about these concerns.</p> <p>Student classroom discussions will serve as informal focus groups to assess student experiences, understandings, and attitudes.</p> <p>Teachers who provide instruction will report to SS committees about student reception of the instruction and comments made during discussions related to experiences, understandings, and attitudes.</p> <p>Students who are involved in incidents as bystanders, reporters, or participants will be requested to provide feedback to district on effectiveness of education and district response.</p>