

Internet Safety Education

Pittsylvania County Schools



INFORMATION TECHNOLOGY DEPARTMENT

2016

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INTERNET SAFETY EDUCATION

Pittsylvania County Schools

Our Mission

Pittsylvania County Schools provides Internet access to employees and students with the intent that it be used to advance educational and personal goals consistent with the mission of the school division and its policies. Recognizing that the potential exists for both productive and destructive use, our mission is to proactively educate employees, students, and community stakeholders, enabling them to make informed choices relative to their use of the Internet at all times.

Accountability

Responsibilities of division personnel are defined within corresponding School Board Policies:

- **IIBG-PC**: Computer Technology Acceptable Use & Internet Safety (revised in 2012 to address use of social networking by employees and students)
- **JFC-PC**: Student Conduct
- **JS-PC**: Cell Phones / Electronic Devices
- **JFG**: Search and Seizure

Internet Safety Education

Community Stakeholders

Advisory Councils

Parents and community leaders serve as members of the *Citizens' Advisory Council* and *Council for Minority Concerns*. Council meetings are held regularly during the school year, and technology-related information such as Internet safety education is presented. Minutes are recorded.

Church and Civic Groups

ITRT are available to deliver Internet Safety presentations to meetings in the county. The Commonwealth Attorney's office works in conjunction with the school system and supporting community action groups to present information to parents and community groups.

PTO and Other School-sponsored Parent Meetings

ITRT deliver presentations as outlined by School Improvement Plans and as requested by teachers and administrators. The Commonwealth Attorney's office will also give presentations in regards to existing legal information.

Print Materials

- The *Computer Technology Acceptable Use and Internet Safety Policy*, revised in May 2013, is printed as part of the *Student Policy Handbook* and distributed to all students, PK – 12, each August. Parents and students are required to sign and return an acknowledgement of the receipt of these policies.
- Updates, reminders, and information relative to Internet safety and the availability of resources on the PCS website are included on student progress reports and the Information Department's newsletter during the academic year.

Online Resources

Pittsylvania County Schools maintains a comprehensive list of websites and reference materials on its [Internet Safety site](#). The [COMPUTER TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY](#) is also available from that link.

Employees

Computer Technology Acceptable Use and Internet Safety Policy:

All employees receive initial training in the expectations of computer use as outlined by the [COMPUTER TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY](#). In light of the ever-changing nature of technology, this policy is examined annually, revised as necessary, and re-approved by the School Board (revised in May 2013). Administrators are notified of revisions and are expected to share this information with employees. All employees are expected to keep abreast of any additions/changes to the policy as a condition of employment. Beginning in the fall of 2013, employees will attend an annual refresher session during which they will sign an acknowledgement of receipt of the AUP.

Instructional Personnel

On-going instruction is provided through school faculty meetings and via email.

Non-instructional Personnel

Attendance at the on-going instructional sessions is optional for non-instructional personnel (administrative assistants, custodians, cafeteria staff, maintenance personnel, etc.).

Resources:

[Copyright & Fair Use in Education](#) (printable chart)

[OnGuard Online](#) – information from the federal government and technology industry designed to promote Internet safety

[CommonCraft Media](#) – technology in simple, easy-to-understand videos

[CommonSenseMedia](#) – home/student agreements, certificates, posters, and lessons by topic with information of value to families

Students

The Family Life program partners with the Information Technology and Instructional departments to deliver core lessons in grades 4 – 10. Core instruction according to the **SCOPE AND SEQUENCE** guide begins in Kindergarten and continues through grade 12 with the expectation that concepts will be continually reinforced through classroom instruction. Suggested lessons are correlated to Standards of Learning and included in curriculum pacing guides where applicable.



K – 12 Lesson Scope & Sequence

Acceptable Use Policy

All students, PK – 12, participate in a review of the **ACCEPTABLE USE POLICY** prior to using the technology labs each year. Elementary and secondary versions of the AUP are available online for this purpose.

[Elementary AUP](#)

[Secondary AUP](#)



Elementary (K – 5)

In grades K – 5, core Internet safety lessons are taught by Instructional Technology Resource Teachers, Media Specialists, and Guidance Counselors or Family Life teachers and reinforced by classroom teachers each time technology is used. Instruction at this level focuses on digital citizenship, personal safety, rules, respect for others, and safe searching. Additional lessons are incorporated into curriculum pacing guides, particularly in the Social Sciences, as students learn about communities, citizenship, and changes over time.

Core Lessons

Grades K – 3: C/T K-2.3 – K-2.4; NETS*S 5

- NetSmartzKids (www.netsmartzkids.org)
- McGruff the Crime Dog’s games, videos, & advice: online etiquette and dealing with a bully (www.mcgruff.org)
- IKeepSafe / Faux Paw Video (<http://kids.ikeepSAFE.org/>)

Grades 4 – 5: C/T 3-5.3 – 3-5.6; NETS*S 5

- [Cyberbee Copyright](#) (requires Flash)
- [CommonSenseMedia](#) – *Information Literacy, Grades 3 – 5*
- [CommonSenseMedia](#) – *Creative Credit & Copyright, Grades 3 – 5*
- Importance/characteristics of healthy relationships: family and friendships (see Online Safety, next)
- Online Safety – [CommonSenseMedia](#)’s *Self-Image & Identity, Relationships & Communication, Internet Safety, and Privacy & Security, Grades 3 - 5*
 - Rules for online safety
 - How to handle inappropriate messages, texts, or pictures
- Grade 5: Family Life Lesson: *Which Should I Be – My Offline/Online Me?*

Classroom Instruction

Kindergarten

- **History/Social Science K.8d, e:** Need to obey rules (AUP, parental rules for computer use) and consequences of breaking rules; respect property and be kind to others
- Neighborhood community vs. online community
- **History/Social Science K.2:** Changes over time (forms of communication)

Grade 1

- **History/Social Science 1.10a, b, d, e; 1.12:** Apply traits of good citizenship in community to good digital citizenship (respect for the feelings and property of others, understanding and obeying rules, responsibility for own actions)
- **History/Social Science 1.1:** Compare forms of travel and communication over time; relate to “traveling” and communicating online
- **Media Literacy/English:** Use the library to find information.

Grade 2

- **History/Social Science 2.3:** Identify changes over time (cell phones, Internet)
- **History/Social Science 2.10a, d, e; 2.12:** Relate traits of a good citizen (self-discipline, responsibility, honesty, respect for feelings and property) to digital citizenship
- Qualities of a good friend
- Copyright (fairness)

Grade 3

- **History/Social Science 3.10; 3.11d:** Relate responsibilities of a good citizen to digital citizenship
- **History/Social Science 3.12:** Understand and demonstrate tolerance for differing beliefs among diverse populations (in the real community and the online community)

Grade 4

- **English 4.3; English 4.9b, c, e; VS.10:** Write about inventions over time
- **English 4.9:** Research and information literacy; Copyright and fair use (respect for privacy; plagiarism)

Grade 5

- **English 5.8:** Write for a variety of purposes (topics might include the need for the AUP and rules, technologies of the future, a personal account of an online experience, etc.)
- **English 5.9:** Find, evaluate, and select appropriate resources for a research product

Common Sense Media's Online Curriculum Resources

Teachers, media specialists, and counselors may choose additional lessons from this site's [Scope & Sequence](#).

Middle (6 – 8)

Core Internet safety lessons are taught through the Health and Wellness and Media Literacy courses offered to grades 6 – 8 and in conjunction with the Family Life curriculum. In addition, several presentations targeting the legal ramifications of risky behaviors (including sexting, Cyberbullying, and other related issues) are offered through the local Commonwealth Attorney's office and Juvenile Justice Department. Instruction at the middle school level emphasizes healthy behaviors and friendships, resolving conflict, and the consequences of unhealthy choices – topics easily connected to digital citizenship. English classes, in conjunction with Media Literacy, cover online communication and evaluating online media and sources. Digital ethics is examined as a component of Civics instruction, and students in World Connections learn to think globally and respect individual differences.

**An asterisk preceding an objective indicates that this is also emphasized in the Family Life Education curriculum.*



Common Sense Media's Online Curriculum Resources

Teachers, media specialists, and counselors may choose additional lessons from this site's [Scope & Sequence](#).

Grade 6: C/T 6-8.3 – 6-8.7; NETS*S 5, 3

- **Health 6.7c, d, e:** Respect for rules and regulations (relate to AUP and parental/educational expectations for use of cell phone and computer)
- **Health 6.3b, c; 6.7c, d, e:** Respect for individual differences, opinions, and beliefs of others
- **Health 6.7c, d, e:** Conflict resolution skills
- **Health 6.3b, c:** Effects of peer pressure and bullying (including Cyberbullying)
- ***Health 6.4a, b:** Relationship between personal choices and actions, self-image, and personal success (including the importance of accepting responsibility for personal actions such as the posting of inappropriate images and/or messages online)
- **Health 6.1a:** Importance of significant relationships (“real” friends vs. online friends, peer groups)
- **Health 6.5a:** Safety habits in vehicles and public places (including the sharing of identifying information, meeting online friends, and use of a cell phone while driving)
 - Family Life Lesson: *Digital Citizenship/Consequences of Actions*
- **Health 6.6; English 6.3:** Media Literacy/Digital Citizenship

Grade 7: C/T 6-8.3 – 6-8.7; NETS*S 5, 3

- **Health 7.5:** Citizenship/Digital Citizenship: Importance of working cooperatively to support and promote healthy homes, schools, and communities
- **Health 7.3b:** Media Literacy: Locating valid health information online; copyright; proper citing of online resources
- ***Health 7.1b, g:** Healthy interpersonal relationships (including “real” vs. online friendships); online etiquette; Harmful or risky behaviors (including sharing of identifying information online, meeting online friends, cell phone use while driving/riding in vehicles)
 - Family Life Lesson: *Privacy/Digital Footprints: Secret Sharer*
- **Health 7.2b, d, e:** Personal health care: benefits of regular exercise vs. a sedentary lifestyle (including too much time spent online, playing video games, etc.) on both physical and mental health
- **English 7.9:** Find, evaluate, and select appropriate resources for a research product

Grade 8: C/T 6-8.3 – 6-8.7; NETS*S 5, 3

- **Health 8.1d, g:** Issues related to emotional and mental health; health risks associated with a sedentary lifestyle (overuse of computer)
- ***Health 8.2c:** Importance of positive personal relationships on health and well-being (“real” vs. online friendships/relationships)
- ***Digital Citizenship:** Online etiquette; legal issues associated with risky behaviors (including sexting, online solicitation, etc.)
- **Health 8.4; English 8.3: Media Literacy:** Evaluating online information for accuracy and appropriateness; proper uses of online media and legal issues associated with misuse; copyright issues
- **English 8.9:** Apply knowledge of appropriate reference materials to produce a research product

Videos: Human Relations Media (www.hrmvideo.com)

- (Grade 6, Family Life): *B Careful When U Txt* (consequences of improper cell phone use)
- (Grades 7/8, Family Life): *Me and My 500 “Friends”: Staying Safe on Social Networks*

High (9 – 12)

At this age, greater emphasis is placed on personal accountability and on the consequences of poor choices and risky behavior. The impact of decisions is examined in light of legal issues and effects on one's future. Media literacy and online etiquette are continually stressed as students are involved to a greater extent in research, collaboration, and online communication. Core lessons are delivered through Health and Driver's Education courses and Family Life instruction and supported by lessons taught in English and Government courses. Some suggested lessons are included below.



Common Sense Media's Online Curriculum Resources

Teachers, media specialists, and counselors may choose additional lessons from this site's [Scope & Sequence](#).

Commonwealth Attorney:

The local Commonwealth Attorney's office is willing to speak to juniors and seniors at all four high schools about legal issues associated with sexual harassment, sexting, and the possession, solicitation, creation, or distribution of child pornography.

Classroom Instruction

Grades 9 – 12, English: C/T 9-12.3 – 9-12.7; NETS*S 5, 3

- **English 9.2, 10.2, 11.2, 12.2:** Produce, analyze, and evaluate media messages
 - [CommonSense Media](#), 9 – 12: *Information Literacy (variety of lessons)*
- **English 9.8, 10.8, 11.8, 12.8:** Evaluate online resources; credit sources
 - [CommonSense Media](#), 9 - 12: *Creative Credit & Copyright (variety of lessons)*

Grade 9: C/T 9-12.3 – 9-12.7; NETS*S 5.3

- **Health & PE 9.1, 9.2, 9.3:**
 - [CommonCraft video](#): *Protecting Reputations*
 - [CommonSense Media](#): *Self-Image & Identity; Digital Footprint & Reputation (variety of lessons)*
 - [Netsmartz "Real Life Stories"](#) (video clips)
- **Family Life Education:** Sexual harassment; Legal issues associated with sexual harassment and sexting, including a lesson conducted by the school resource officer

Grade 10: C/T 9-12.3 – 9-12.7; NETS*S 5.3

- **Driver's Education:** Identity Theft
 - [OnGuard Online](#) – *Identity Theft* section
 - [CommonSenseMedia](#): *Privacy & Security (variety of lessons)*
- **Health 10.1, 10.2, 10.3:**
 - [OnGuard Online](#) – *Your Health Online*
 - [Netsmartz "Real Life Stories"](#) (video clips)
 - [CommonSenseMedia](#): *Cyberbullying & Digital Drama (variety of lessons)*
- **Family Life Education:** Follow-up to sexual harassment lesson presented in grade 9

Evaluation of Effectiveness

Focus Group Evaluations

Instructional Technology Resource Teachers attend school-level meetings regularly throughout the year. Information is also gathered from administrators concerning discipline incidents in the schools and from Family Life educators concerning issues encountered during their instruction. Information from these meetings is used to modify instruction relative to Internet safety and use of mobile devices.

Other issues noted (password security, email hacking, etc.) are also considered when planning for ongoing professional development for employees.

Summary of Modifications as Indicated by Evaluation

Professional Development for Administrators, Teachers, and Staff

Continue to provide resources and tips via regular emails and newsletters, website updates, and brief faculty in-services as a component of on-going professional development. Topics include:

- Cyberbullying/National Bullying Prevention Month (October)
- Cybersecurity/National Cyber Security Awareness Month (October): email hacking, identity theft, online shopping
- Fair Use in Education/Copyright Reminders (February)
- Social Media: How Should Educators Act on Social Media?
- Popular social media sites and apps being used by students

Community Education

- Continue to provide information relative to Internet Safety web site via progress reports.
- Community presentations will be available when requested.
- The Family Life Scope & Sequence remains available for parental review.

Student Instruction

Findings

As students' access to technology, particularly mobile technologies, becomes more widespread, the need to expand the Internet safety education program becomes increasingly clear. Results of focus group discussions, observations of and conversations with students, and reports of AUP and discipline code violations indicate the need to continue to provide Internet safety instruction with emphasis on the following areas:

- Responsible and ethical use of technology, particularly in social networking and the use of cell phones
- General media literacy with emphasis on adherence to copyright laws, particularly in the area of music
- Protection of personal information
- Effects (immediate and long-term) of soliciting, posting, transmitting, and/or searching for inappropriate images and/or messages

Resulting Modifications to Instruction

- Family Life and its community associates continue to collaborate with the Information Technology and Instructional departments to deliver core lessons. Teachers are encouraged to remain in the classroom during all core lessons to enable them to provide accurate follow-up information in the classroom.
- Information concerning CommonSenseMedia's "Lessons in Action" will be presented to administrators in April 2016 in an effort to encourage use of available Internet safety lessons in classrooms across the division.

- The Commonwealth Attorney’s office and local Juvenile Justice department remain available to make presentations to students in an effort to emphasize the legal issues associated with misuse of technology. Options to present assemblies focusing on appropriate use of social media are being investigated for implementation in middle and high schools. School resource officers continue their role in the reinforcement of these concepts, particularly in the high schools.
- Additional lessons emphasizing media literacy and social and ethical issues associated with the use of technology have been incorporated into high school English classes in accordance with the 2010 Standards of Learning.
- Students sign an acknowledgement stating they have received a copy of the AUP and have been informed of the expectations of Pittsylvania County Schools relative to the use of the school system’s technology.

Superintendent’s Advisory Councils & Committees

Four advisory councils or committees meet throughout the year to discuss issues of concern to members. Representatives to these meetings are responsible for reporting concerns to the Superintendent or his designee, attending meetings, and disseminating information received. [Minutes](#) of the advisory council meetings are posted online.

The Assistant Superintendent for Operations or his designee attends each meeting to address technology-related concerns and to provide information relative to the status of technology in the division. Feedback received from meetings is considered in planning for training opportunities, purchases, policies, and implementation of programs.



Works Cited

Images. <http://office.microsoft.com/en-us/images>

<http://www.edudemic.com/wp-content/uploads/2013/08/student-with-ipad-technology-in-the-classroom1.jpg>