

Internet Safety Education

Pittsylvania County Schools



INFORMATION TECHNOLOGY DEPARTMENT

2010

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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
- **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 *Division Technology Committee*, *Citizens' Advisory Council*, and *Minority Council*. Council meetings are held regularly during the school year, and technology-related information such as Internet safety education is presented. Minutes are posted on the PCS website.

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* is printed as part of the *Student Policy Handbook* and distributed to all students, PK – 12, each August. Parents are required to sign and return an acknowledgement of the receipt of these policies.
- A brochure detailing Pittsylvania County Schools' Internet Safety Education website and Parent Portal for academic information will be distributed at Open House sessions beginning in August 2010.
- The Federal Trade Commission's publication *Netcetera: Chatting with Kids about Being Online* will be distributed to all students, PK – 12, in August 2010. A Spanish translation of this publication will be distributed to families of ESL students through our ESL program.
- Bookmarks with tips for staying safe online will be distributed to students in grades K – 5.

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. 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.

Instructional Personnel

Initial Instruction:

All instructional employees complete an online Internet safety education program offered by I-Safe. A one-hour copyright and fair use in education workshop is also provided by the division's Instructional Technology Resource Teachers. Five points are awarded toward license recertification upon completion of both trainings.

On-going Instruction:

- Faculty Meeting Briefs & Newsletter Updates
- Additional Online Training through PD360's Compliance series
 - Copyright and fair use (lessons 1 & 2)
 - Cyberbullying (lessons 2 & 3)

Non-instructional Personnel

Completion of the online training is optional for non-instructional employees (administrative assistants, custodians, cafeteria staff, maintenance personnel, etc.). All, however, are expected to attend the copyright/fair use workshop prior to using available technology.

Resources:

[I Safe's "I Learn Online"](#)*

**Instructional Personnel should register as educators in order to access "iLearn," the educator training. Non-instructional personnel may choose to register as educators for "iLearn" or as parents/fifty to access "iFifty+" or "iParent" training and information. School Resource Officers should register as law enforcement officials to access appropriate materials.*

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

[Copyright & Fair Use in Education](#) (HTML version of 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

[Common Sense Media / CyberSmart – Home Connections & Support Materials](#) – home/student agreements, certificates, posters, and lessons by topic with information of value to families

Students

Beginning with the 2010 – 2011 academic year, the Family Life program will partner with the Information Technology and Instructional departments to deliver the 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

- NetSmartz “Clicky” or “Wizziwigs” presentation (online safety)
- Internet Safety Pledge for school and home
- McGruff’s “*Shrink the Cyberbully*” (online etiquette and dealing with a bully)

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

- Cyberbee’s *Copyright Quiz* and online game
- Media Awareness: Everything online is not real or true – basics about search sites; rating a web site
- Stop Cyberbullying’s quiz – Are you a bully? Are you being bullied?
- Importance/characteristics of healthy relationships: family and friendships
- Online Safety
 - Rules for online safety
 - How to handle inappropriate messages, texts, or pictures

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
- **Media Literacy:** Research and information literacy; Copyright and fair use (respect for privacy; What is 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.)

Elementary Resources:

Virginia Department of Education:

[Guidelines and Resources for Internet Safety in Schools](#)

[Related Resources for Internet Safety in Schools](#)

[Ideas for Integrating Internet Safety into the Curriculum](#)

[Cyberbullying and School Policy](#)

[Sexting: Implications for Schools](#)

[Internet Safety with Professor Garfield](#)

[Essential Elements of ICT Literacy](#)

Lesson Ideas:

[I Keep Safe \(Faux Paw\)](#)

[NetSmartz \(Clicky and the Wizziwigs\)](#)

[CyberSmart Lessons by Grade Level](#)

[Stop Cyberbullying](#)

[Cyberbee \(Copyright Quiz and other lessons\)](#)

[Media Awareness's Educational Games \(Internet safety\)](#)



Middle (6 – 8)

Beginning in August 2010, core Internet safety lessons will be 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) will be offered through the local Commonwealth Attorney’s office and Juvenile Justice Department. All core lessons will be reinforced through instruction across the curriculum with emphasis in CTE courses, English, Civics and Economics, and World Connections. 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 below indicates that this is also emphasized in the Family Life Education curriculum.*

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, harassment via electronic devices)
- ***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)
- **Health 6.6:** 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
- ***Health 7.1b, g:** Harmful or risky behaviors (including sharing of identifying information online, meeting online friends, cell phone use while driving/riding in vehicles)
- **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

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: Media Literacy:** Evaluating online information for accuracy and appropriateness; proper uses of online media and legal issues associated with misuse; copyright issues

Middle School Resources:

Virginia Department of Education:

[Guidelines and Resources for Internet Safety in Schools](#)

[Related Resources for Internet Safety in Schools](#)

[Ideas for Integrating Internet Safety into the Curriculum](#)

[Cyberbullying and School Policy](#)

[Sexting: Implications for Schools](#)

[The Correlation of Career and Technical Education Courses to Cyber Safety Issues \(2006 Draft version\)](#)

[Essential Elements of ICT Literacy](#)

Lesson Ideas:

[*Common Sense Media’s Digital Citizenship Curriculum \(Grades 6 – 8\)](#)

[*CyberSmart Lessons by Grade Level](#)

**Common Sense Media and CyberSmart have partnered to provide extensive, very comprehensive Internet Safety Education materials. Lessons are updated regularly and offer a wide variety of activities covering all topics.*

Video (Grade 6, Family Life): *B Careful When U Txt* (consequences of improper cell phone use)



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.

In addition, the Commonwealth Attorney's office and School Resource officers will assist in delivering Internet safety instruction through special programs and presentations.



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

- **Health & PE 9.1, 9.3:** Online Image – consequences of sharing or posting inappropriate information
 - CyberSmart lesson: *Your Online Image*
 - CommonCraft video: *Protecting Reputations*
- **Health & PE 9.1, 9.3:** Too much personal information – How much information is TOO much? How easy is it to find someone from online information?
 - *Tracking Teresa* (NetSmartz video clip)
 - *Soccer Girl* clip
- **English 9.8:** Evaluating Online Resources (CyberSmart) – Evaluating sites for credibility
- **Family Life Education:** Sexual harassment; Legal issues associated with sexual harassment and sexting, including a lesson conducted by the school resource officer
- **New for 2010 – 2011:** Presentation (live or recorded) by Commonwealth Attorney's office on legal issues associated with sexting, child pornography laws, etc.

Grade 10: C/T 9-12.3 – 9-12.7; NETS*S 5, 3

- **Health 10.2; Driver's Education:** Identity Theft
 - OnGuard Online – *Identity Theft* section
 - CyberSmart – *Information is Power* (Driver's Ed focus with Citibank's Identity Theft videos)
- **Health 10.3, 10.4, 10.5:** Personal Well-being; Community Health
 - OnGuard Online – *Your Health Online*
 - CyberSmart – *Acceptable Social Networking?*
- **Health 10.3, 10.5:**
 - CyberSmart: *Safeguarding Your Stuff, My Stuff, Our Stuff*
- **Family Life Education:** Follow-up to sexual harassment lesson presented in grade 9
- **New for 2010 – 2011:** Presentation (live or recorded) by Commonwealth Attorney's office on legal issues associated with sexting, child pornography laws, etc.

Grades 11 & 12: C/T 9-12.3 – 9-12.7; NETS*S 5, 3

CyberSmart is developing resources for use at this level. These lessons, suitable for use in **English** or **Social Science** courses, include:

- *Plagiarism, Copyright, & File Sharing*
- *What's Acceptable? Free Speech...Fair Speech*
- *Using Email with Teachers, College, and in the Workplace*

The local Commonwealth Attorney's office will 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.

High School Resources:

Virginia Department of Education:

[Guidelines and Resources for Internet Safety in Schools](#)

[Related Resources for Internet Safety in Schools](#)

[Ideas for Integrating Internet Safety into the Curriculum](#)

[Cyberbullying and School Policy](#)

[Sexting: Implications for Schools](#)

[The Correlation of Career and Technical Education Courses to Cyber Safety Issues \(2006 Draft version\)](#)

[Essential Elements of ICT Literacy](#)

Lesson Ideas

[OnGuard Online](#)

[CyberSmart Lessons by Grade Level](#)

[Thinkfinity](#)



Evaluation of Effectiveness

Annual Online Surveys

Two online surveys conducted each spring provide data that is used to modify professional development, community education, and the instructional focus for students.

Summary of Modifications as Indicated by Evaluation

Professional Development for Administrators, Teachers, and Staff

Findings

The *2011 Internet Survey for PCS Employees* reveals that the overwhelming majority of employees continue to cite the issue of electronic cheating as the greatest problem of Internet access, followed by cyberbullying, sexting, and the posting or sharing of inappropriate material. Other findings of the survey include:

- Over 95% of PCS employees now keep abreast of Internet safety issues through professional development provided to them or through various forms of media.
- Over 75% of PCS educators regularly incorporate Internet safety tips into instruction and/or teach lessons with an Internet safety focus.

Resulting Modifications to Professional Development Component

- Provide in-service to all administrators and instructional personnel by Commonwealth Attorney's office on legal issues associated with cell phone use and the confiscation of phones as evidence: In-service scheduled for August 3, 2010.
- Provide additional professional development through PD360 to address online safety, Cyberbullying, and copyright/plagiarism issues.
- Provide inservice to the Physical Education and Family & Consumer Sciences teachers relative to the Family Life curriculum in an effort to extend the lessons on friendship, social responsibility, peer pressure, bullying, and healthy relationships to these areas of the curriculum. [Inservice to be held in August 2011]
- Continue to provide resources such as newsletters, website updates, and brief faculty in-services as a component of on-going professional development with the 2011 – 2012 focus to be on the issue of cyberbullying.

Community Education

Findings

Survey results indicate that most community stakeholders also view cyberbullying as the Internet issue of greatest concern. Most respondents had not visited the PCS Internet Safety web site; however the 2011 online survey redirected all respondents to this page upon completion of the survey.

Resulting Modifications to Community Outreach

- A brochure containing information about PCS's parent information portal and Internet Safety Education web page will be distributed to all Open House attendees in August 2010. Brochures will also be placed in community businesses.
- Video recordings of presentations by the Commonwealth Attorney's office will be made available on the PCS web site.
- Community presentations will still be available when requested.
- The Family Life Scope & Sequence will be made available through a Moodle site 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. Survey results from teachers and parents, observations of and conversations with students, and reports of AUP 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

- Beginning in the fall of 2010, Family Life and its community associates will partner with the Information Technology and Instructional departments to deliver core lessons. Teachers will be encouraged to remain in the classroom during all core lessons to enable them to provide accurate follow-up information in the classroom.
- The Commonwealth Attorney's office and local Juvenile Justice personnel will address administrators and make presentations to students in an effort to emphasize the legal issues associated with misuse of technology. School resource officers now play a greater role in the reinforcement of these concepts, particularly in the high schools.
- The addition of two courses at the middle school level now provides the much needed opportunity to instruct students in grades 6 – 8 on media literacy as well as social and ethical issues associated with the use of technology.

Superintendent's Advisory Councils & Committees

Five 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 Citizens' Advisory Council, the Minority Council, and the Support Staff Advisory Committee are distributed in print form only. Minutes of [Teachers' Advisory Council meetings](#) and those of the [Division Technology Committee](#) are also posted online.

The Assistant Superintendent for Information Technology 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

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