



Required: CCPS New Internet Safety Course

(Time: About 60 - 90 mins.)

The Google module on Digital Citizenship is a REQUIRED Internet safety training for ALL employees who are working with children. Your new CCPS email login info. will give you access to this course.

Many of the topics in this course include short informational passages and videos along with quizzes on the subjects below. This information is provided to make all faculty/staff aware of what students may encounter while using the web. If a student confides in you about a problematic Internet issue, please be sure to refer this matter to an administrator or counselor.

Course Topics

- Why Teach Digital Citizenship Safety (10 mins.)
- Teach Students About Internet Safety and Privacy (23 mins.)
- Online Safety On the Go (23 mins.)
- Savvy Searching (23 mins.)
- Stay Safe from Phishing and Scams (23 mins.)
- Manage Your Online Reputation (23 mins.)

Note: *When you take the review quiz at the end of each module, there is a RETAKE button which will allow you to have another chance to do the assessment per chance any was not successfully completed. You MUST pass all the assessments before a certificate will be issued.*

Please respond to the statement below. Then sign and date this document.

___ I clearly understand that the content (the videos) in this course is for teacher training purposes ONLY -- so that I can be aware of what students may encounter. I also understand that this is not a curriculum to use with students. If a student confides an Internet issue with me, it will be referred to an administrator or counselor.

Signature of Employee

Date

Catoosa County Board of Education Acceptable Use Policy

IFBG-R

The school system believes that the staff should provide guidance and instruction to students in the appropriate use of Internet resources. There should be trained adult supervision and the Internet use should be curriculum-related. Each student who is granted individual Internet access should be instructed as to the proper use of the Internet, including security precautions.

Teachers will employ the same supervision and care in determining appropriate use of the Internet as is used with other instructional materials. Guidelines for appropriate use include language that addresses the importance of following all local, state, federal laws, including copyright laws, when using the Internet; the importance of complying with Internet etiquette, including privacy and appropriate language use; appropriate educational uses of the Internet; need for notification to parents regarding individual Internet access; need for parental permission before a student uses the Internet; and possible disciplinary consequences for violating the guidelines or any other school rules established for Internet use.

I, _____, understand that I must supervise student use of the Internet in a manner that is appropriate to the students' age and that said use abides by and complies with Catoosa County Board of Education policy.

(date)

Board Policy
Internet Safety

Descriptor Code: IFBGE

The Catoosa County Board of Education recognizes that information systems, such as the Internet, offer vast, diverse, and unique resources to both students and teachers that should promote educational excellence in our schools. The intent of this policy is to ensure that all uses of the Catoosa County Schools Internet/ network connections are for support of education and research and are consistent with the goals and educational philosophy of the school system.

The school system believes that the staff should provide guidance and instruction to students in the appropriate use of Internet resources. There should be trained adult supervision and the Internet use should be curriculum-related. Each student who is granted individual Internet access should be instructed as to the proper use of the Internet, including security precautions. Before using the Internet with classes, **faculty and staff should successfully complete a system-approved online Internet training course.** The Internet-specific instruction will include the use of bookmarked sites and the limitations on search engines and e-mail.

Teachers will employ the same supervision and care in determining appropriate use of the Internet as is used with other instructional materials. Guidelines for appropriate use include language that addresses the importance of following all local, state, federal laws, including copyright laws, when using the Internet; the importance of complying with Internet etiquette, including privacy and appropriate language use; appropriate educational uses of the Internet; need for notification to parents regarding individual Internet access; need for parental permission before a student uses the Internet; and possible disciplinary consequences for violating the guidelines or any other school rules established for Internet use.

The Catoosa County School District shall utilize a technology protection measure as that item is defined in the Children's Internet Protection Act (CIPA) of 2000. This technology protection measure shall restrict access to visual depictions that are obscene, pornographic or harmful to minors, as those terms are defined in CIPA. A user who accidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. With the knowledge that no filter or protection measure is foolproof, the Catoosa County School District strives to provide the most appropriate protection measure possible.

The Catoosa County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Catoosa County School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, service interruptions and exposure to offensive or threatening material. Use of any information obtained via the Network/Internet is at each user's own risk. Catoosa County School District specifically denies any responsibility for the accuracy or quality of any information obtained through the Network/Internet services.

Catoosa County Schools

Date Adopted: 1/1/1900
Last revised: 11/19/2007

Georgia Code
O.C.G.A. 16-09-0090

DescriptionCode
Georgia Computer Systems Protection Act

Important Reminders: Social Media Sites for Personal Purposes

The decision to participate in various social networking sites, whether publishing or commenting on content is a personal one. While the 1st Amendment (Free Speech) may protect employees who use these sites for certain purposes, the courts have also held that schools may discipline employees if their speech, including online postings, is unprofessional, harmful to others, or disrupts school operations. Therefore, employees should not use their District email address for communications on social media networks for personal accounts. The barrier between the role of a teacher and personal friendships with students should always be maintained and communicated in a way that promotes clear understanding. Posting to social media sites is a very common practice today and employees should ask themselves before making the post, "Is this post ok to appear on the news or be on the front page of the newspaper?" If the answer is "no," then don't post.

Georgia Professional Standards Recommendations for Social Media and Students

The Georgia Professional Standards Commission website (<http://www.gapsc.com/Ethics/index.asp>) PowerPoint presentation offers the following guidelines regarding social networking and students: Don't accept students as friends and decline any student initiated social network friend requests.

CCPS Expectations for Digital Communication

The Catoosa County Schools Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Catoosa County Public School district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives. To that end CCPS employees are expected to follow the Georgia Code of Ethics for Educators (<http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>) and treat all electronic communications in the same way they would handle face-to-face communications with students, parents and colleagues.

The expectations for our employees are designed for the purpose of protecting district stakeholders, providing guidance for communicating electronically and to consider outcomes that may follow when using electronic communication with stakeholders. The following expectations apply to all CCPS employees when communicating with students, parents and stakeholders electronically:

1. The message should be clear. – ALL electronic communication between staff, students, and parents should be clear. Because we are a public school district, it is important to maintain this clarity so that we retain a level of accountability with regard to communicating with our stakeholders.
2. The message may be requested. - ALL electronic communication between staff, students and parents are a matter of public record and/or may be accessible by others.
3. The message represents the professionalism of CCPS employees. – ALL electronic communications with our stakeholders should be written in a way that represents our professionalism. It is important to remember that the subject matter, choice of words and overall tone of the electronic communication reflect our district standards of professionalism.

Electronic communication may take many forms. CCPS employees should use the following as guidance when communicating with students, parents and stakeholders.

Preferred electronic communications methods with students, parents and stakeholders:

School or District Approved Teacher Websites: The district or schools purchase teacher website software which will allow staff to communicate directly with students and parents regarding information related to student academic performance. Currently the district and/or schools

offer SchoolinSites, Infinite Campus, Weebly and TeacherWeb among others to help facilitate this communication

School or District Approved Digital Communication Resources: Among the district or school approved resources are CCPS Google Apps(Grades 6-12), Moodle (E Learning), Edmodo or WordPress: Within Moodle (E Learning) or Edmodo, staff can communicate directly with students and parents regarding information related to academic performance. In Moodle or Edmodo staff can provide some of the same types of communication that public social media networks provide while also offering access to curriculum and learning resources beyond the classroom walls. Moodle or Edmodo allows for effective online learning by supporting online discussions, secure chat rooms (Moodle only), online delivery of assessments (Moodle only), and the sharing of documents, images and other media, all in a secure, password protected environment. WordPress or other district/school approved blogging sites allow staff members to create blogs for their classroom.

District Email, District Approved Student Email and Phone - Use of District email and district phones is always an appropriate method of communicating directly with students and parents. District email provides CCPS employees with a record of the communication. The district also approves the email services of (Gaggle.com) for our students and it is compliant with CIPA (Children's Internet Protection Act).

Communication methods to be used in limited situations with students, parents and stakeholders:

Text Messaging – Today most students have a cell phone and their preferred method of communication is through text messaging. This form of communication is often between individuals and it is a quick and expedient way of communicating. However, staff members should be aware that text messaging between a staff member and an individual student can easily be misinterpreted by a parent. The district offers an approved text method of communicating with stakeholders through the MessengerDog service. If a staff member plans to use texting outside of the district approved MessengerDog service for immediate and urgent contact with students/team members, they must be clear about such use along with communicating to stakeholders the limited situations in which it may become necessary to text. CCPS staff must make parents aware at the beginning of the school year or season that he/she may use texting.

CCPS Staff members should not use the following to communicate with students:

Non-District Email, Instant/Private Messaging – CCPS employees should not use personal email accounts to communicate with students about school matters.

Violations: An employee who fails to comply with the school system's Digital Communications Expectations shall be subject to disciplinary measures, up to and including termination.

O.C.G.A. 16-09-0091	Computer Related Crime
O.C.G.A. 16-09-0092	Definitions
O.C.G.A. 16-09-0093	Computer crimes defined
O.C.G.A. 16-09-0093.1	Misleading transmittal
O.C.G.A. 16-09-0094	Violations

US Code

20 USC 6777	Internet Safety
47 USC 254(h)	Universal Service

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.