Electronic Student Conduct - Tips for Unit 10 Staff

General misuse or violations of district or school policies (as outlined in the Collinsville Community Unit School District No. 10 Board of Education policy manual as well as individual Unit 10 school handbooks) are routinely handled by school administrators, following established guidelines.

Educational staff members are sometimes faced with difficult circumstances regarding student misuse of technology. A number of **scenarios** are described below, with suggested responses.

In addition to the scenarios, you will also find a number of **tips to remember** that will help you protect yourself.

Scenarios

There are times that staff members may find themselves faced with difficult, immediate circumstances. These infractions may have legal implications and it is important that you follow proper protocol.

The following scenarios will help you navigate through difficult technology infractions.

Scenario #1
You become aware of dangerous, pornographic, illegal or harassing activity by a student on the Internet.
If you discover the activity yourself, document the following information: • the **date** you discovered the activity • the **location** of the computer where you discovered the activity • the **URL** of the site (from the Internet browser's address bar) **Capture and print** a copy of any Internet pages associated with the activity. To capture these images, press the **Print Screen** button on your keyboard, open your word processing software and **PASTE** the image(s) to a document. Provide this information to your building administrator as soon as possible. The administrator will take any necessary action, including contacting district administration and/or law enforcement. Do **not** forward screen shots of any site with pornographic postings to your email or cell phone. **DO NOT SAVE** pictures to your computer.

Scenario #2
You overhear a student indicate he/she has been bullied online or via cell phone.
If you are comfortable doing so, discuss the situation **privately** with the student. Report the incident to the building administrator. The building administrator will involve the necessary support staff, notify parents/guardians and/or law enforcement as needed. If you have any reason to believe the bullying is occuring on campus or the impact of the bullying is affecting the student's attendance or behavior at school, contact the administrator immediately.

Scenario #3
An underage student has a Facebook (minimum age is 14) or a MySpace (minimum age is 13) account.

Gather as much information as possible about the account. Helpful information includes any of the following:

- student's **name**
- student's **profile name**
- student's **account name**
- student's **screen name**
- site **URL (this is the MOST useful)**
- name's of students' friends

Report this information to your building administrator. The administrator will contact the student's parents as well as provide information to the appropriate district administrator who can work with Facebook and MySpace to remove the underage site.

Scenario #4
A student receives a "sexting" message via cell phone.

If the student reports the incident to you, instruct the student **not** to delete the message. Confiscate the phone and provide an escort for the student and the phone to the building administrator. It is recommended that you **DO NOT** view the picture(s) yourself. The building administrator will make contact with the necessary individuals, including parents/guardians, district administrator and, if warranted, law enforcement. Sexting is a serious legal offense. Locating and punishing the originator of such messages must be left to administration and law enforcement.

Scenario #5
You become aware of inappropriate posting or impersonation about yourself online.

As soon as you discover the information, document the following:

- the date you discovered the activity
- the location of the computer where you discovered the activity
- the URL of the site (from the Internet browser's address bar)

Capture, print and save images of any Internet pages associated with the posting or impersonation. To capture these images, press the **Print Screen** button on your keyboard, open your word processing software and **PASTE** the image(s) to a document. Provide the information to your building administrator as soon as possible.

Scenario #6
You receive an invitation on a personal social networking site (such as MySpace, Facebook, etc.) to accept a friend request from a parent or student.
Deny the request. If the request is from a student, contact the parent to explain that the student sent a request and accepting the request violates District policy (Board Policy 5:120 – Ethics). This makes the parent aware of the action of his/her child and provides an understanding to the parent and the child of why the request was denied.

Tips to Remember

Remember these important tips when dealing with inappropriate online activity:

1. Confiscating a student's cell phone is permissible when a student has violated a district or school policy involving use of the device.

2. Turn over confiscated phones to the building administration.

3. Do not search the contents of a student's cell phone yourself. If warranted, the building administrator will conduct searches of the phone.

4. Never forward text or images from a student's cell phone to your own phone or email account.

5. Report any suspicious online or cell activity to your building administrator as soon as possible.

6. If you become an online target, keep printed copies of all activity and document the discovery as well as the steps you take to address the issue. Document dates, meetings, reports to administrators, follow-up conversations, etc. Contact your building administrator as well as the Assistant Superintendent of Human Resources **as soon as possible.**

CUSD #10 Board Policies

The **CUSD10 Board of Education Policy Manual** provides guidance on issues related to use and misuse of electronic communications. To view the full text for each listed policy, please refer to the URL provided below:

URL: http://www.kahoks.org/about/policy.html

Chapter 5 - Personnel
5101 - Staff Access to Electronic Network

Chapter 6 - Instruction
6:65 - Student Social and Emotional Development
6:235 - Access to Electronic Networks

Chapter 7 - Students

7:20 - Harassment of Students Prohibited
7:130 - Student Rights and Responsibilities
7:180 - Preventing Bullying, Intimidation, and Harassment
7:190 - Prohibited Student Conduct
7:195 - Student Discipline (includes reference to cellular phone use)
7:240 - Conduct Code for Participants in Extracurricular Activities
7:310 - Restrictions on Publications and Written or Electronic Material

Chapter 8 - School-Community Relations

8:30 - Conduct on School Property