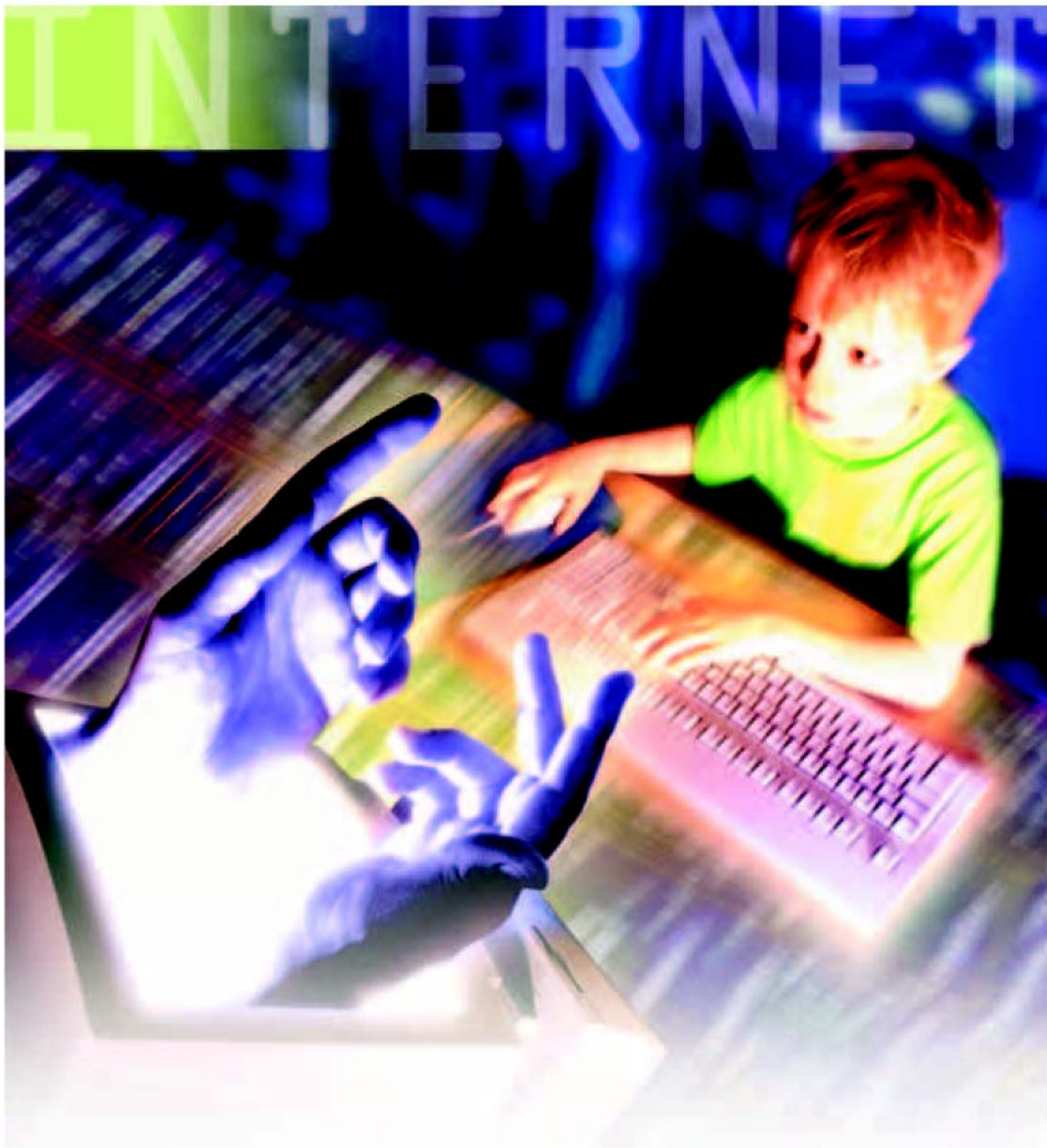


Guidelines and Resources for Teachers



Introduction

Few would argue that the Internet has had a profound influence on education, including an unprecedented access to resources, opportunities for collaboration across geographic and temporal barriers, and engagement in global communities. Current research suggests this impact may extend to student academic achievement. In a recent study of low-income students, Linda Jackson and her colleagues at Michigan State University found that increased Internet use correlates with higher standardized¹ reading-achievement scores and grade-point averages.

The high-speed Internet has made the Web much more interactive, with communication possibilities expanded beyond the written word. While young people tend to adopt new technologies more quickly than adults, many do not have the experience or knowledge to understand the potential risks. Parents, educators, and community members must encourage students to take advantage of the Internet's benefits while reducing its risks.

All Virginia school divisions including Radford City Schools have Internet acceptable use policies and employ filtering software (Appendix A). These policies and filters are necessary but cannot prevent all risks to students. Since Internet threats change constantly, schools and divisions must take additional steps to safeguard students.

¹ L. A. Jackson, A. von Eye, F. A. Biocca, G. Barbatsis, Y. Zhao, and H. E. Fitzgerald, "Does home Internet use influence the academic performance of low-income children?" *Developmental Psychology*, 42(3):1-7 (2006).

Issues School Divisions Must Address

As stated in the 2006 legislation, each Virginia school division must add a comprehensive Internet safety component to its acceptable use policy (Appendix A). The division should review its existing acceptable use policy carefully to determine if the Internet safety component will affect other sections. The division then will draft and submit the revised policy to the state Department of Education, which will review the program for compliance.

Although the various Internet safety programs across the state will share some common elements, each division should examine its resources and requirements closely and fashion an appropriate plan that includes the following:

- Integration of Internet safety into the K-12 curriculum and instruction
- Defined roles and responsibilities for the school board; administrators (central office and building); teachers; counselors; instructional technology resource teachers; library media specialists; building resource officers; technology coordinators; students; and community stakeholders, including but not limited to parents, caregivers, public library staff, after-school and off-campus program instructors, and local law enforcement officials
- Safety measures, including any that already exist
- Data and network security plan
- Procedures to address breaches of Internet security and protect students' safety
- Process for annually reviewing, evaluating, and revising the program
- Professional development opportunities for staff across the division
- Outreach programs for community stakeholders

In revising acceptable use policies, divisions will confront three major issues regarding appropriate and effective Internet use—safety, security, and ethics. Since the existing policies already address Internet ethics, the guidelines in this document focus primarily on safety and security topics.

- **The Internet as a valuable tool.** Like any other tool, the Internet can be misused or dangerous in certain circumstances. Students must learn how to use the Internet safely and effectively.

- **Personal safety on the Internet.** Students must understand that people are not always who they say they are. They should never give out personal information without an adult's permission, especially if it conveys where they can be found at a particular time. They should understand that predators are always present on the Internet. Students should recognize the various forms of *cyberbullying* and know what steps to take if confronted with that behavior.
- **Information on the Internet.** Students and their families should discuss how to identify acceptable sites to visit and what to do if an inappropriate site is accessed. Students should be informed about various Web advertising techniques and realize that not all sites provide truthful information.

Activities on the Internet. Likewise, students and their families should discuss acceptable *social networking* and communication methods and the appropriate steps to take when encountering a problem. Students should know the potential dangers of emailing, gaming, downloading files, and *peer-to-peer computing* (e.g., *viruses*, legal issues, harassment, sexual predators, *identity theft*).

Each school division should outline options for presenting Internet safety instruction to students. A pilot of the instruction program, coupled with a review of related materials, is recommended prior to division wide implementation. The division needs to develop an evaluation component that continually examines the program's effectiveness and recommends revisions.

A frequently overlooked element is school and community support for the acceptable use policy. All stakeholders—division staff and community members—need accurate upto-date facts. This document is organized by stakeholder group to help divisions define each role clearly.

In addition, all school personnel should keep abreast of constantly changing Internet safety information and communicate regularly on the topic. Some Internet threats, such as bullies and sexual predators, exist in the community as well. As a result, administrators, counselors, and resource officers previously have confronted some of the problems now emerging on the Internet. Division and school personnel also should tap into community resources, such as law enforcement agencies and technology companies that can lend their own expertise.

While devising the revised policy, remember that students may not recognize virtual-life safety issues as readily as real-life safety issues. Virtual-life risks often are invisible, unsolicited, and instant. The division should educate students to recognize potential illegal activities and outline a clear process for reporting problems.

What Teachers, Instructional Technology Resource Teachers, Library Media Specialists, Counselors, and Resource Officers Need to Know

Classroom Internet use can be exciting, rewarding, and challenging. Students' Internet use should be tailored to their ages

- Teachers should create age appropriate activities for students.
- Students' varying developmental stages and Internet skills will produce different issues and problems for each age group.
- Educators should maintain open communication with parents about students' academic Internet use—in guided classroom settings and independently.

A Parent's Guide to Online Safety: Ages and Stages (Microsoft) <http://www.microsoft.com/at/home/security/children/parentsguide.msp>

Online Risks (NetSmartz) <http://www.netsmartz.org/safety/risks.htm>

See Appendix B for additional resources.

Filters are not fail proof. Teachers and librarians must watch where students go on the Internet—just as they would keep an eye on them during a field trip. Computer labs may be configured to assist with this supervision.

- Students should not be allowed to wander aimlessly on the Internet. Teachers must provide an academic purpose before allowing students to go online.
- Teachers need to acquaint themselves with new tools that allow students to visit protected sites. As much as possible, they should go into *history* and examine the pages students have viewed.
- Classroom and library rules must comply with the division's acceptable use policy regarding the steps students should take after accidentally accessing an inappropriate site.
- Technical staff need to utilize the division's network tracking controls and study the generated reports, which may identify patterns of inappropriate use.

Dangers Kids Face Online (McGruff) http://www.mcgruff.org/Grownups/is_issues.htm

How To ([staysafe.org](http://www.staysafe.org)) http://www.msn.staysafeonline.com/toolbox/how_to/index.html

See Appendix B for additional resources.

- Teachers need to keep up-to-date on Internet safety issues and provide accurate, timely information to students.

Student technological interactions in the virtual world can be negative and spill over into the real world

- Educators need to learn about **Kids' Rules for Online Safety (SafeKids.com)** <http://www.safekids.com/kidsrules.htm> **cyberbullying**, recognize the signs of a bullied student, and know what to do about it.
- Students must be taught which types of personal information are safe to share with others. **Common Sense Rules Can Protect Kids on the Internet (SafeKids)** <http://www.safekids.com/commonsense.htm> <http://www.childnet-int.org/blogsafety>

Cyberbullying (Cyberbullying.org) <http://www.cyberbullying.org/>

Exchanging information with others is a great way to use the Internet but also possesses inherent dangers.

Educators must know and enforce school policies on exchanging or downloading files.

- School staff should be alerted continually about potential email dangers and learn how to recognize the problem signs.
- Online journals and *blogs*, even when password-protected, may reveal more personal information than a student intends. Technology-savvy predators can circumvent many safeguards offered by journal and *blogging* sites.
- Educators should check the age appropriateness of any *social-networking* sites that students visit.

Kids' Rules for Online Safety (SafeKids.com) <http://www.safekids.com/kidsrules.htm>

Common Sense Rules Can Protect Kids on the Internet
<http://www.safekids.com/commonsense.htm>

See Appendix B for additional resources

- Teachers should establish and post rules for safe Internet use near computers in classrooms, libraries, and labs. Students should be reminded regularly that the rules are intended to ensure their safety.
- Teachers should go over the rules with students periodically. As a result, the students—even when excited or upset—will be more likely to remember the rules.

Appendix A

Acceptable Use Policy (AUP) and Computing Rules Radford City Schools

1. Users must not attempt to penetrate any school computing system security or the security system of off-campus organizations.
2. Users must not intentionally locate, write, send, or store material that is lewd, obscene, or pornographic.
3. Users must abide by system regulations posted in the computer laboratories and by any other rules established by faculty in regard to computer use.
4. The user is responsible for all activity that occurs under his or her account. Passwords must not be shared.
5. The user must abide by all copyright laws applicable to software, Internet materials, and other resources.
6. Radford City Schools' computing facilities may not be used for any commercial or business activity unless expressly authorized in writing by the school administration.
7. Users must not intentionally cause the computer or system to behave atypically.
8. Users may not intentionally gain unlawful access to others' files, programs, or accounts.
9. Users must use appropriate, inoffensive language in all electronic communications.
10. Users must not place unlawful information on the Internet nor use the Internet in any unlawful manner.

There are times when school personnel may need to examine files and actual or logged network sessions of a computer user. These times, though infrequent, are necessary for the reasonable and proper administration of school computing resources. At such times, school personnel are investigating violations or possible violations of security and /or rules and interactions that may be contributing to poor computer performance or computer malfunctions.

The Virginia Department of Education requires school divisions across the commonwealth to administer the Virginia Standards of Learning Tests each year. These tests are administered to students in grades 3, 5, and 8 as well as end of course tests in Algebra I, Algebra II, Geometry, World History I, World History II, US History, Earth Science, Biology, Chemistry, English 11 Reading and English 11 Writing. Beginning in the spring 2002 Radford City Schools will participate in the Virginia Standards of Learning on-line testing program. This program will provide students the opportunity to take the Virginia SOL test on the computer, which will provide a faster report of test data to school officials. Students testing on-line will access the test via the Internet through a secured site. Parents who choose not to allow their child to access the Internet through a computer at school are asked to give permission for their child to access the Internet for on-line testing purposes.

I agree to the rules and hereby give permission for _____ to use the computer and the Internet.

Parent or Guardian Signature: _____ **Date:** _____

I agree to the above rules and will abide by them in my use of the computer and the Internet.

Student Signature: _____ **Date:** _____

I do not wish for _____ to personally use the computers to access the Internet. I understand that the teacher, guidance counselors, lab assistants, may use the Internet in classroom instruction.

Parent or Guardian Signature: _____ **Date:** _____

I do not wish for _____ to use the computer to access the Internet. I do however, grant permission for use of the computer for the Virginia Standards of Learning on-line testing program.

Parent or Guardian Signature: _____ **Date:** _____

Appendix B

Web Based Resources

This appendix lists Web sites related to Internet safety. All Web sites were accurate and online as of August 13, 2006.

Age-Appropriate Guidelines for Internet Use

Be Web Aware by Media Awareness Network (see Safety Tips by Age on left side of screen)

<http://www.bewebaware.ca/english/default.aspx>

- Safety tips by age (left-side menu)

GetNetWise: Online Safety Guide by Internet Education Foundation

<http://kids.getnetwise.org/safetyguide/>

- A parent's perspective and information about online privacy

A Parent's Guide to Online Safety: Ages and Stages by Microsoft

<http://www.microsoft.com/athome/security/children/parentsguide.msp>

- Guide to how children of different ages use the Internet

Cyberbullying

Be Web Aware: Challenging Cyber Bullying by Media Awareness Network

<http://www.bewebaware.ca/english/CyberBullying.aspx>

- Legal overview, role of Internet service providers, and information for taking action

Cyberbullies by National Crime Prevention Council

<http://www.mcgruff.org/ProblemSolver/cyberbully.htm>

- Tips for avoiding and handling *cyberbullies*

Cyberbullying handouts [untitled] by Bullying.org

http://www.cyberbullying.org/pdf/Cyberbullying_Information.pdf

- Details about *cyberbullying* (Canadian)

OnGuard Online—US CERT Tip: Dealing with Cyberbullies by United States Computer Emergency Readiness Team

<http://www.onguardonline.gov/certtips/st06-005.html>

- Recognition of and protection from *cyberbullies*

STOP cyberbullying by WiredKids

<http://www.stopcyberbullying.org/index2.html>

- Legal overview, prevention, and reporting

Definitions

BeWebAware: Internet 101 by Media Awareness Network <http://www.bewebaware.ca/english/internet101.aspx>

<http://www.bewebaware.ca/english/internet101.aspx>

- Short glossary of Internet terms

Glossary by Symantec

<http://securityresponse.symantec.com/avcenter/refa.html>

- Extensive glossary of computer terms

Internet Definitions by Netsmartz

<http://www.netsmartz.org/safety/definitions.htm>

- Extensive online glossary

The Librarian's Guide to Great Web Sites for Kids by American Library Association

<http://www.ala.org/parents/greatsites/guide.html>

- Definitions of new technologies (end of paper)

OnGuard Online: Glossary by Federal Trade Commission

<http://onguardonline.gov/glossary.html>

- Standard glossary of computer terms

E-mail

BeWebAware: Spam by Media Awareness Network

<http://www.bewebaware.ca/english/spam.aspx>

- Tips for parents regarding *spam*

GetNetWise: Risks by Technology: Email by Internet Education Foundation

<http://kids.getnetwise.org/safetyguide/technology/email>

- Basic overview of *spam* and junk mail

Help Keep Spam Out of Your Inbox by Microsoft <http://www.microsoft.com/athome/security/email/fightspam.mspx>

- Tips and *filters* for blocking junk mail

OnGuard Online: Spam Scams by Federal Trade Commission

<http://onguardonline.gov/spam.html>

- List of popular scams and recommendations for avoiding problems

Sorted: Keep your information secure online by Childnet International [http://](http://www.childnet-int.org/sorted/)

www.childnet-int.org/sorted/

- Maintaining student safety and privacy

Ethics

Cyberethics by U.S. Department of Justice, Computer Crime & Intellectual Property Section

<http://www.cybercrime.gov/cyberethics.htm>

- Links to sites about *cybercrime*

RespectCopyrights.org by Motion Picture Association of America

<http://www.respectcopyrights.org/content.html>

- Issues involved with illegal downloads

Filtering

BeWebAware: Get the Most out of the Internet: Technological Tools by Media Awareness Network

<http://www.media>

[awareness.ca/english/teachers/wa_teachers/safe_passage_teachers/getmost_techtools.cfm](http://www.mediaawareness.ca/english/teachers/wa_teachers/safe_passage_teachers/getmost_techtools.cfm)

- Checklist for evaluating content-management products and related issues

Filtering and Blocking by WiredKids

<http://www.wiredkids.org/safesites/filtering.html>

- Information about *filtering*, blocking, and outgoing software

FilterReview.com by National Coalition for the Protection of Children and Families

<http://www.filterreview.com/index.htm>

- Background for selecting the most appropriate *filters*

“Why Filters Won’t Protect Children or Adults” by Nancy Kranich, *Library Administration and Management* 18(1): 14-18 (published by American Library Association)

<http://www.ala.org/ala/oif/ifissues/issuesrelatedlinks/whyfilterswontprotect.htm>

- Educating about Internet safety as opposed to using *filters*

Hate Sites

BeWebAware: Violent and Hateful Content by Media Awareness Network

<http://www.bewebaware.ca/english/violent.aspx>

- Information about violent content, online hate, and what parents should do

WHOIS Search by Network Solutions

<http://www.networksolutions.com/whois/index.jsp>

- Search engine to determine ownership of domain names

Identity Theft

Help Prevent Identity Theft from Phishing Scams by Microsoft

<http://www.microsoft.com/athome/security/email/phishingemail.mspix>

- Basic overview of *phishing* scams

Keep Your Identity To Yourself by National Crime Prevention Council

http://www.ncpc.org/media/Identity_Theft.php

- Free download of *Preventing Identity Theft: A Guide for Consumers*

OnGuard Online: ID Theft by Federal Trade Commission

<http://onguardonline.gov/idtheft.html>

- Steps to take in case of *identity theft*

Your National Resource about Identity Theft by Federal Trade Commission

<http://www.consumer.gov/idtheft/>

- Resources about *identity theft*, including printable brochure and PowerPoint slides

Instant Messaging

10 Tips for Safer Instant Messaging by Microsoft <http://www.microsoft.com/>

[athome/security/online/imsafety.mspix](http://www.microsoft.com/athome/security/online/imsafety.mspix)

- Suggestions for using *instant messaging*

International, National, and State Organizations

ChildNet International Home Page

<http://www.childnet-int.org>

Cyberbullying.org

<http://www.cyberbullying.org/>

Cybercitizenship.org

<http://www.cybercitizenship.org/index.html>

Cyberethics, Cybersafety, Cybersecurity (C3) Institute by University of Maryland, College of Education

<http://www.edtechoutreach.umd.edu/C3Institute/c3resources.html>

Family Internet Safety by Attorney General of Virginia

http://www.oag.state.va.us/KEY_ISSUES/FAMILY_INTERNET/index.html

GetNetWise by Internet Education Foundation <http://>

www.getnetwise.com/

Internet Safety by Polly Klaas Foundation

<http://www.pollyklaas.org/internet-safety/index.html>

i-SAFE by Internet Safety Foundation

<http://www.isafe.org/>

Justice for Kids & Youth by U.S. Department of Justice [http://](http://www.usdoj.gov/kidspage/)

www.usdoj.gov/kidspage/

Kidz Privacy by Federal Trade Commission

<http://www.ftc.gov/bcp/online/edcams/kidzprivacy/index.html>

National Center for Missing & Exploited Children Home Page

<http://www.missingkids.com/>

NetSmartz by National Center for Missing & Exploited Children <http://www.netsmartz.org/>

OnGuard Online by Federal Trade Commission

<http://onguardonline.gov/index.html>

OnGuard Online: U.S. Computer Emergency Readiness Team by Federal Trade Commission [http://](http://www.onguardonline.gov/certtips/index.html)

www.onguardonline.gov/certtips/index.html

Operation Blue Ridge Thunder by Bedford County Sheriff's Office

<http://www.blueridgethunder.com/default.htm>

ProtectKids.com by Enough Is Enough <http://www.protectkids.com/>

SafeKids.Com

<http://www.safekids.com/>

Safe Surfin' Foundation Home Page

<http://www.safesurfincentral.org/>

Staysafe.org Home Page

<http://www.msn.staysafeonline.com/>

Virginia Center for School Safety by Virginia Department of Criminal Justice Services

<http://www.dcjs.virginia.gov/vcss/?menuLevel=5>

Web Wise Kids Home Page by Web Wise Kids <http://www.wiredwithwisdom.org/>

WiredSafety.org by WiredKids (includes *Teenangels*, *WiredSafety*, and *WiredKids*)

<http://www.wiredsafety.org/>

Internet Benefits and Risks

Cybercrime Newsletter by National Association of Attorneys General

<http://naag.org/publications/cybercrime/index.php>

- Online articles about different aspects of *cybercrime*

GetNetWise: What are the Risks for Children Online? by Internet Education Foundation

<http://kids.getnetwise.org/safetyguide/danger/>

- Overview of various Internet risks

Parenting Online by WiredKids

<http://wiredkids.org/parents/parentingonline/index.html>

<http://wiredkids.org/resources/documents/pdf/parentingonline.pdf> (Printable version)

<http://www.wiredkids.org/parents/parentingonline/parentingonline-ES-v1.pdf> (Spanish version)

- Internet positives and negatives, plus tips for avoiding problems

“The Positives and Perils of the Internet: Working Together to Make Your Family’s Online Experience Safe and Fun” by Donna Rice Hughes (ProtectKids.com)

http://www.protectkids.com/parentsafety/positive_peril.htm

- Safety tips for parents and children

What Are the Risks by SafeKids.Com

<http://www.safekids.com/risks.htm>

- Brief overview of potential risks

Legal: National

Class Action: Virginia Students and the Law by Attorney General of Virginia [http://](http://www.oag.state.va.us/KEY_ISSUES/CLASS_ACTION/)

www.oag.state.va.us/KEY_ISSUES/CLASS_ACTION/

- Information about computer crimes (material implemented generally by school resource officers)

Education Law Association Home Page [http://](http://www.educationlaw.org/)

www.educationlaw.org/

- Developed by educational and legal scholars

Internet Safety Policies and CIPA: An E-Rate Primer for Schools and Libraries by E-Rate Central

http://www.e-ratecentral.com/CIPA/cipa_policy_primer.pdf

- Requirements for federal funding related to the Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA)

School Law in Review 2006 by National School Boards Association

https://secure.nsba.org/pubs/item_info.cfm?ID=727

- CD-ROM, available for purchase, including most aspects of education law

School Law: Technology by National School Boards Association

<http://www.nsba.org/site/page.asp?TRACKID=&CID=397&DID=8638>

- Legal technology information, including resources, news, and recent cases

SPAM/Technology Crimes: Computer Crime Unit by Attorney General of Virginia

<http://www.oag.state.va.us/CONSUMER/SPAM/index.html>

- Overview of *cybercrimes* in the Commonwealth of Virginia

THOMAS by Library of Congress <http://thomas.loc.gov/>

- Web site of Congress, including searchable database of *cybercrime* laws

U.S. Code Collection by Cornell Law School

<http://www4.law.cornell.edu/uscode/html/uscode20/>

- Past and current U.S. Code chapters related to education, including *cybercrime* issues

Virginia Department of Criminal Justice Services by Virginia Center for School Safety

<http://www.dcjs.virginia.gov/vcss/>

- Virginia legislative mandates for school safety

Legal: Virginia Laws

Computer fraud

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-152.3> § 18.2-152.3

Computer invasion of privacy <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-152.5>

§ 18.2-152.5

Computer trespass (hacking/cracking) [http://leg1.state.va.us/cgi-](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-152.4)

[bin/legp504.exe?000+cod+18.2-152.4](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-152.4) § 18.2-152.4

Enhanced penalties for using a computer in certain violations (advertising/producing obscene materials)

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-376.1> § 18.2-376.1

Harassment by computer (cyberbullying) <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-152.7C1> §

theft <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-186.3> § 18.2-186.3

Online Games

Ready, Set, Game: Learn How to Keep Video Gaming Safe and Fun by Microsoft

<http://www.microsoft.com/athome/security/children/gamingonline.mspx>

- Tips for parents to help children “play it safe with online games”

“10 Tips for Dealing with Game Cyberbullies and Grievers” on *Ready, Set, Game: Learn How to Keep Video Gaming Safe and Fun* by Microsoft

<http://www.microsoft.com/athome/security/children/griefers.msp>

- Suggestions for handling *griefers*, who cause trouble for other online game players

Parent/Child Sample Agreements

Family Contract for Online Safety by [SafeKids.com](http://www.safekids.com)

<http://www.safekids.com/contract.htm>

- Kid’s Pledge and Parent’s Pledge

Kids’ Rules for Online Safety by [SafeKids.com](http://www.safekids.com)

<http://www.safekids.com/kidsrules.htm>

- Clear list of commitments

Rules ‘N Tools Youth Pledge by [ProtectKids.com](http://www.protectkids.com)

<http://www.protectkids.com/parentsafety/pledge.htm>

- Family Internet safety contract

Using Family Contracts to Help Protect Your Kids Online by Microsoft

<http://www.microsoft.com/athome/security/children/famwebrules.msp>

- Sample contract for online code of conduct

Web Wise Kids: Internet Safety Plan by Wired With Wisdom

<http://www.wiredwithwisdom.org/internet-safety-plan.pdf>

- Formatted as, “If [blank] happens, I will [blank]”

Peer to Peer (P2P) or File Sharing

OnGuard Online: Peer to Peer File-Sharing by Federal Trade Commission

<http://onguardonline.gov/p2p.html>

- Facts and issues involved with *P2P*

Sorted: File Sharing by ChildNet International

<http://www.childnet-int.org/sorted/filessharing.aspx>

- Information on copyright and other legal issues related to *file sharing*

Young People, Music & the Internet by ChildNet International

<http://www.childnet-int.org/music/>

- Information and frequently asked questions for parents and young people

Predators (Including Information on Luring and Grooming)

“How to recognize ‘grooming’: Teach your kids” by Anne Collier (*BlogSafety* by Tech Parenting Group)

<http://www.blogsafety.com/thread.jspa?threadID=1200000033>

- Tactics and links to other resources

Online Predators: What You Can Do to Minimize the Risk by Microsoft

<http://www.microsoft.com/athome/security/children/kidpred.msp>

- Information on how predators work, tips for parents, and guidelines for children

Predator Tip Sheet by i-SAFE

http://xblock.isafe.org/docs/Eluding_Internet_Predators_Tip_Sheet.pdf

- Tips and reminders for recognizing potential problems

Professional Development

i-LEARN by i-SAFE

<http://ilearn.isafe.org/>

- Free training with online video modules and lesson plans; requires login ID

K-12 Professional Development and Overview Presentation by CyberSmart

<http://www.cybersmart.org/pd/>

http://www.cybersmart.org/info/overview_pres.asp

- Free online course for groups of 25 or more

Reporting Problems

Cyberstalking, Harassment, and Cyberbullying Form by Wired Safety [https://](https://www.wiredsafety.org/forms/stalking.html)

www.wiredsafety.org/forms/stalking.html

- Online form for reporting *cyberstalking* and *cyberbullying*

TheCyberTipline by National Center for Missing & Exploited Children

<http://www.cybertipline.com/>

- Reporting mechanism for child sexual exploitation

GetNetWise: Reporting Trouble by Internet Education Foundation

<http://kids.getnetwise.org/trouble/>

<http://onguardonline.gov/filecomplaint.html>

- Identifying, reporting, and educating children about online crimes

Internet Crime Complaint Center by FBI and National White Collar Crime Center

<http://www.ic3.gov/>

- Mechanism for reporting and investigating online crimes

OnGuard Online: File a Complaint by Federal Trade Commission

<http://onguardonline.gov/filecomplaint.html>

- Types of online crimes and who should be notified

Report a CyberCrime by [ProtectKids.com](http://www.protectkids.com)

<http://www.protectkids.com/report/index.htm>

- Cyber tipline and links to local FBI offices

Research

Online Victimization: A Report on the Nation's Youth by Center for Missing & Exploited Children

http://www.missingkids.com/missingkids/servlet/ResourceServlet?LanguageCountry=en_US&PageId=869

- Documentation of youth exposure to sexual solicitation, sexual material, and harassment

Safe & Smart: Research and Guidelines for Children's Use of the Internet by National School Boards Foundation

<http://www.nsbf.org/safe-smart/index.html>

- Suggestions for using the Internet as a positive force

Statistics: Teen Internet Safety by National Center for Missing & Exploited Children (commissioned by Cox Communications)

<http://www.netSMART.org/safety/statistics.htm>

- Risks and opportunities of teen Internet use

Study of Entertainment Media & Health: Internet by Kaiser Family Foundation

<http://www.kff.org/entmedia/internet.cfm>

- Two reports: (1) Internet use by young people in grades 3-12 and (2) online food advertising that targets children

Sample School and Division Policies

Andover (Mass.) Public Schools

http://www.aps1.net/Internet%20Safety/internet_safety.htm

- Internet safety Web page

Dedham (Mass.) Schools

http://www.dedham.k12.ma.us/technology/Internet_Safety_Policy.pdf

- Internet safety policy, pertaining primarily to *filtering* and *monitoring*

Geneva (Ohio) Area City Schools

<http://www.genevaschools.org/aup/>

- Acceptable use and Internet safety policy

Henrico County (Va.) Public Schools

http://www.henrico.k12.va.us/pdf/technology/accept_use2005.pdf

<http://www.henrico.k12.va.us/administration/instruction/technology/safety.html>

- Acceptable use and Internet safety policy
- *Internet Safety* Web page

Lake Washington (Wash.) School District

<http://www.lkwash.wednet.edu/lwsd/pdf/InternetSafetyPolicy.pdf>

- Internet safety policy

Montgomery County (Md.) Public Schools

<http://www.mcps.k12.md.us/info/cipa/index.shtm>

- *Using the Internet Safely for Educational Purposes* Web page, including links to Internet safety and acceptable use policies

Portland (Maine) Public Schools

<http://www.portlandschools.org/CTS/documents/posterSAUP.pdf>

- Student acceptable use and internet safety policy

Sites for Educators

Computer Security Resource Center by National Institute of Standards and Technology, Computer Security Division

<http://csrc.nist.gov/>

- Resources on security tools and practices

CSIA Policy Papers by Cyber Security Industry Alliance

https://www.csalliance.org/publications/csia_whitepapers/

- Various issues related to *cybersecurity*, including Talking Points For Cyber Security

Cyberethics for Teachers: A Lesson Plan Outline for Elementary and Middle School Divisions by U.S.

Department of Justice

<http://www.cybercrime.gov/rules/lessonplan1.htm>

- Lesson plan that defines and explains how to prevent computer crimes

Cyber Security Basics: Consumers by National Cyber Security Alliance

<http://www.staysafeonline.info/basics/consumers.html>

- Resources to protect the home from cyber threats

Cyber Security Basics: Educators by National Cyber Security Alliance

<http://www.staysafeonline.info/basics/educators.html>

- Resources to help students become better cyber citizens

Cyber Security Basics: Help Keep Kids Connected and Protected by National Cyber Security Alliance

<http://www.staysafeonline.org/connectedandprotected.html>

- Information for educators and parents about *social networking*

Cyber Security for the Digital District by Consortium for School Networking

<http://securedistrict.cosn.org/>

- Security issues superintendents need to know

Cyber Security for the Digital District: Understanding the Issues: The K-12 Technology Context by Consortium for School Networking

<http://securedistrict.cosn.org/admin/issue/context.html>

- Far-ranging paper for district superintendents about various security concerns, including student safety

Cybersecurity by EDUCAUSE

http://www.educause.edu/Browse/645?PARENT_ID=702

- Resources that target primarily higher education, but also useful to K-12 administrators

How to Protect Kids' Privacy Online: A Guide for Teachers by Federal Trade Commission <http://www.ftc.gov/bcp/online/pubs/online/teachers.pdf>

[/www.ftc.gov/bcp/online/pubs/online/teachers.pdf](http://www.ftc.gov/bcp/online/pubs/online/teachers.pdf)

- Impact of the federal Children's Online Privacy Protection Act on Web site operators and teachers

OnGuard Online: Videos and Tutorials by Federal Trade Commission [http://](http://onguardonline.gov/tutorials/index.html)

onguardonline.gov/tutorials/index.html

- Practical tips about *cybersecurity*

“ONLINE SAFETY: What the Children's Internet Protection Act has in store for you this fall” by Elliott Levine (*Electronic School*, National School Boards Association)

<http://www.electronic-school.com/2001/09/0901onlinesafety.html>

- Information about developing an Internet safety policy and using *filters*

Play It Cyber Safe by Business Software Alliance

<http://www.playitcybersafe.com/resources/index.cfm>

- Resources for teachers and parents

Safe and Secure? by Scholastic

<http://content.scholastic.com/browse/article.jsp?id=127>

- Steps for determining network security

Safe & Smart: Research and Guidelines for Children's Use of the Internet by National School Boards Foundation

<http://www.nsb.org/safe-smart/index.html>

- Suggestions for using the Internet as a positive force

Safeguarding Your Technology by U.S. Department of Education, National Center for Education Statistics [http://](http://nces.ed.gov/pubs98/safetech/)

nces.ed.gov/pubs98/safetech/

- Guidelines for administrators to secure computer information, software, and equipment

US-CERT: U.S. Computer Emergency Readiness Team

<http://www.uscert.gov/>

- Up-to-date information about threats to *cybersecurity*

Virginia Alliance for Secure Computing and Networking

<http://vascan.org/>

- Targeted for Virginia higher-education IT security experts, but also helpful to K-12 IT security officials

WiredKids: Educators by WiredKids

<http://www.wiredkids.org/educators/index.html>

- Articles for educators, including “Internet Problem Issues for Schools” and “Teacher Safety”

Sites for Kids

Are You a Safe Cybersurfer? by Federal Trade Commission

<http://www.ftc.gov/bcp/online/edcams/infosecurity/forkids.html>

- Online quiz for kids, with printable stickers, posters, and *bookmarks*

Copyright Kids! by Copyright Society of the U.S.A.

<http://www.copyrightkids.org/>

- Information for students, parents, and children about copyright

Cyberethics for Kids by U.S. Department of Justice

<http://www.cybercrime.gov/rules/kidinternet.htm>

- Rules for using the Internet and information about hacking

CyberSpacers sponsored by U.S. Department of Justice, Dell, and Information Technology Association of America

<http://www.cyberspacers.com/>

- Games, comics, and celebrity interviews focusing on cyberethics issues

Cybertreehouse by Business Software Alliance

<http://www.cybertreehouse.com/>

- Information about cyberethics

FauxPaw the Techno Cat by iKeepSafe Coalition

http://ikeepSAFE.org/iksc_statemessage/state.php?abbr=VA

- Animated movie and book on the left-side menu relate the adventures of a cat in cyberspace

Get Your Web License by PBS KIDS <http://pbskids.org/license/>

- Interactive quiz on Internet safety

GetNetWise: Safety Tips for Kids by Internet Education Foundation

<http://kids.getnetwise.org/safetyguide/kids>

- Guidelines for Internet safety

KidzPrivacy: Just for Kidz by Federal Trade Commission

<http://www.ftc.gov/bcp/online/edcams/kidzprivacy/kidz.htm>

- Information about surfing, privacy, and personal information

NetSmartzKids

<http://www.netsmartzkids.org/indexfl.htm>

- Cartoon characters, games, music videos, and e-cards related to Internet safety

Problem Solver: Stay Safe Online by National Crime Prevention Council

<http://www.mcgruff.org/ProblemSolver/webSafety.htm>

- Rules, pledge, quiz, activities about Internet safety

Safety Tips: Internet Safety by FBI Kids

<http://www.fbi.gov/kids/k5th/safety2.htm>

- Concise overview of cyberethics

Sophia's Safe Surfing Club by WiredKids

http://www.wiredkids.org/ktt_universal/games/sophia/sophie1.html

- Information and quiz regarding Internet safety, including a printable Internet Safe Surfing Permit

staysafe.org for Kids

<http://www.msn.staysafeonline.com/kids/default.html>

- Activities and games about Internet safety and an explanation of a virtual community

Surf Swell Island: Adventures in Internet Safety by Disney

<http://disney.go.com/surfswell/index.html>

- Fun activity site, with many ads

Web Literacy Tips by PBS KIDS

<http://pbskids.org/privacy/literacytips.html>

- Concise, simple language kids can understand

Web Wise Kids: Safety Tips for Kids by WiredWithWisdom

<http://www.wiredwithwisdom.org/internet-safety-tips-kids.pdf>

- Short list of do's and don't's

Sites for Older Kids

Computer Security Awareness Video Contest by EDUCAUSE

<http://www.educause.edu/SecurityVideoContest/7103>

Don't Believe the Type by NetSmartz

<http://tcs.cybertipline.com/>

- Links to "Know the Dangers," including tips for keeping safe with various technologies

GetNetWise: Safety Tips for Teens by Internet Education Foundation

<http://kids.getnetwise.org/safetyguide/teens>

- Guidelines for online communications

Internet Superheroes by WiredKids

<http://www.internetsuperheroes.org/>

- Internet safety/security issues, such as *cyberbullying* and *instant messaging*, using Marvel superheroes

SafeTeens.Com by SafeKids.Com and Internet Safety Project

<http://www.safeteens.com/>

- Common sense advice on newer technologies

staysafe.org for Teens by staysafe.org

<http://www.msn.staysafeonline.com/teens/default.html>

- Straightforward articles about various technologies and how to enjoy the Internet, stay safe, and communicate with parents

Teenangels by WiredSafety

<http://www.teenangels.org/>

- Specially trained teens who spread the word in their schools about Internet safety

X-BLOCK: i-MENTORs by i-SAFE

<http://xblock.isafe.org/imentors.php>

- Free online training for students (grades 5-12) to become i-MENTORs and promote Internet safety at school

Sites for Parents

Cyber Security Basics: Consumers by National Cyber Security Alliance

<http://www.staysafeonline.info/basics/consumers.html>

- Resources related to Internet security

Cyber Security Basics: Family & Children by National Cyber Security Alliance [http://](http://www.staysafeonline.info/basics/family.html)

www.staysafeonline.info/basics/family.html

- Resources for parents to protect children

Cyber Security Basics: Help Keep Kids Connected and Protected by National Cyber Security Alliance

<http://staysafeonline.org/connectedandprotected.html>

- Guide for educators, parents, and guardians regarding *social networking* sites

Don't Believe the Type: For Parents and Guardians by NetSmartz

<http://tcs.cybertipline.com/parentsguardians.htm>

- Tips for parents to keep their teens safe

GetNetWise: Safety Tips for Families by Internet Education Foundation

<http://kids.getnetwise.org/safetyguide/families>

- Guidelines for protecting children

How to Protect Kids' Privacy Online by Federal Trade Commission [http://](http://www.ftc.gov/bcp/online/pubs/online/kidsprivacy.pdf)

www.ftc.gov/bcp/online/pubs/online/kidsprivacy.pdf

- Impact of the federal Children's Online Privacy Protection Act on Web site operators and parents

Internet Safety: Information for Parents by WiredKids <http://www.wiredsafety.org/parent.html>

- Frequently asked questions by parents, including many related to new technologies

i-PARENT by i-SAFE

<http://ilearn.isafe.org/>

- Free online training modules help parents protect their children

Keeping Children Safe Online by U.S. Computer Emergency Response Team

<http://www.us-cert.gov/cas/tips/ST05-002.html>

- Suggestions for parents to protect their children online

Keeping Your Kids Internet Safe and Smart: A Survival Guide for Parents by Common Sense Media

<http://www.common sense.com/download/index.php>

- Free downloadable booklet and weekly e-mail updates

“My Turn: There's One More Talk You Need to Have” by Martha Stansell-Gamm (*Newsweek*, September 15, 2003)

<http://www.cybercrime.gov/onemoretalk.htm>

- Short article by the head of the U.S. Department of Justice's Computer Crime and Intellectual Property Section

A Parent's Guide to Internet Safety by FBI

<http://www.fbi.gov/publications/pguide/pguidee.htm>

- Detailed publication, including tips and definitions

A Parent's Guide to Online Kids by The Children's Partnership

http://www.childrenpartnership.org/AM/Template.cfm?Section=Speeches_and_Presentations&CONTENTID=9071&TEMPLATE=/CM/ContentDisplay.cfm

[ONTENTID=9071&TEMPLATE=/CM/ContentDisplay.cfm](http://www.childrenpartnership.org/AM/Template.cfm?Section=Speeches_and_Presentations&CONTENTID=9071&TEMPLATE=/CM/ContentDisplay.cfm)

- Online PowerPoint presentation covering various types of Internet access and potential benefits/dangers parents should know

The Parent's Guide to the Information Superhighway: Rules and Tools for Families Online by The Children's Partnership

http://www.childrenpartnership.org/AM/Template.cfm?Section=Speeches_and_Presentations&CONTENTID=4687&TEMPLATE=/CM/HTMLDisplay.cfm

[ONTENTID=4687&TEMPLATE=/CM/HTMLDisplay.cfm](http://www.childrenpartnership.org/AM/Template.cfm?Section=Speeches_and_Presentations&CONTENTID=4687&TEMPLATE=/CM/HTMLDisplay.cfm)

- Downloadable PDF guide, published in 1998 but still provides useful information about children and the Internet

Parent's Rules 'N Tools by ProtectKids.com

<http://www.protectkids.com/parentsafety/index.htm>

- Guidelines for parents to protect their children

Raising CyberSafe Kids by National Crime Prevention Council

<http://www.mcgruff.org/Grownups/is.htm>

- Overview of dangers and how to protect kids

Safe Surfin' Foundation

<http://www.safesurfincentral.org/>

- Resources on educating young people about Internet crimes

Social Networking Sites: A Parent's Guide by Federal Trade Commission

<http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec13.pdf>

- Tips for protecting children

staysafe.org for Parents by [staysafe.org](http://www.staysafeonline.com/parents/default.html)

<http://www.msn.staysafeonline.com/parents/default.html>

- Articles explaining newer technologies, communication and safety issues, and practical tips for using software to keep children safe

10 Common Questions about Internet Safety by [iKeepSafe.org](http://www.ikeepsafe.org/iksc_partners/symantec/) and Symantec

http://www.ikeepsafe.org/iksc_partners/symantec/

- Free online "Parent's Tech Tutorial"

Web Wise Kids: Tips for Parents by WiredWithWisdom

<http://www.wiredwithwisdom.org/internet-safety-tips-parents.pdf>

- List of recommendations for parents

Web Wise Kids: Wired with Wisdom by WiredWithWisdom(Online or CD course, fee)

<http://www.wiredwithwisdom.org/wiredwithwisdom.asp>

- Tutorial for parents on how to keep their children safe on the Internet; available on CD or downloadable for fee

WiredKids: Parents by WiredKids

<http://www.wiredkids.org/parents/index.html>

- Resources available under "Parent" pull-down menu

Yahooligans! Parents' Guide by Yahoo!

<http://yahooligans.yahoo.com/docs/safety/index.html>

- Safe-surfing guidelines

Yahooligans! Parent's Guide to Internet Rating Systems by Yahoo!

http://yahooligans.yahoo.com/Parents_Guide/Safety_Sites/Rating_Systems/

- Links for parents

Social Networking (Blogs, Personal Web Pages, Chats)

Blogsafety by Childnet International

<http://www.childnet-int.org/blogsafety/>

- Excellent site with advice for all stakeholders

BlogSafety Forum by Tech Parenting Group

<http://www.blogsafety.com/>

- Information for kids, parents, and teachers about how to use *blogs* safely, including acronyms

ChatDanger: How to Keep SAFE While Chatting Online by Childnet International

<http://www.chatdanger.com/>

- *Social networking* true stories

GetNetWise: Chat by Internet Education Foundation

<http://kids.getnetwise.org/safetyguide/technology/chat>

GetNetWise: Social Networking Sites by Internet Education Foundation
<http://kids.getnetwise.org/safetyguide/technology/socialnetworking>

- Suggestions for parents and children

Social Networking Sites: Safety Tips for Tweens and Teens by Federal Trade Commission
<http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec14.pdf>

- Tips for socializing safely online

Tips for Safer Chatting by Microsoft
<http://www.microsoft.com/athome/security/online/chatsafety.aspx>

- Recommendations for both parents and kids

Student Instruction: Lesson Plans/Curricula

Activities and Lessons by Wired Safety
<http://www.wiredsafety.org/wiredlearning/toc.html>

- New site with great lessons

Curriculum Scope by CyberSmart Education Company
http://www.cybersmartcurriculum.org/curr_over/

- 65 lesson plans—arranged by age level and subtopic (safety, manners, advertising, research and technology)—with individual lessons (under “Lesson Plans and Activity Sheets”) and posters, sample letters to parents, and tips for home Internet use (under “More Free Stuff”)

Educational Games by Media Awareness Network
<http://www.media-awareness.ca/english/games/index.cfm>

- Interactive games with teacher’s guides for educating about Internet safety, advertising ploys, and hate sites

Educators Home by NetSmartz
<http://www.netsmartz.org/educators.htm>

- Classroom materials that teach children to be safe online

iLEARN Curriculum by i-SAFE
<http://ilearn.isafe.org/>

- Curriculum available after online training

Online Safety and Digital Ethics by Nortel LearnIT
http://www.nortellearnit.org/LearnIT/technology/Online_Safety/
http://www.nortellearnit.org/LearnIT/technology/Digital_Ethics/

- Links to short informational videos about Internet Safety and Ethics

Safe Passage: Introduction by Media Awareness Network http://www.media-awareness.ca/english/teachers/wa_teachers/safe_passage_teachers/index.cfm

Glossary

blog/blogging: This term is derived from *Web log* and is an increasingly popular type of Web site.

Most take the form of journal entries and allow readers to post comments.

bookmark(s): This browser feature stores a Web address in memory and allows the user to link quickly to the site.

chat rooms: These Web sites or online services facilitate electronic discussions by quickly posting the comments and responses of multiple users.

circumventor sites: These parallel Web sites allow children to get around some *filtering* software and access sites that have been blocked.

cyberbullies/cyberbullying: This refers to any online threats by one student toward another, typically through e-mails or on Web sites (e.g., *blogs*, *social networking* sites).

cybercrime: This refers to any Internet-related illegal activity.

cybersecurity (sometimes *cyber security*): This refers to any technique, software, etc., used to protect computers and prevent online crime.

cyberstalking: This refers to a number of methods individuals use to track, lure, or harass another person online.

electronic footprints: Computers maintain a record of all Web site visits and e-mail messages, leaving a trail of the user's activity in cyberspace. These data can still exist even after the browser *history* has been cleared and e-mail messages have been deleted.

favorite(s): This is the name for *bookmarks* (see above) used by Microsoft's Internet Explorer browser.

file sharing: This software enables multiple users to access the same computer file simultaneously. File sharing sometimes is used illegally to download music or software.

filter/filtering: This refers to different types of software that screen and block online content.

gaming: This term describes Internet games, which can be played either individually or by multiple online users at the same time.

griefers: These Internet users intentionally cause problems for other *gamers*.

grooming: This refers to the techniques sexual predators use to get to know their victims in preparation for sexual abuse.

history: This is a tracking feature of Internet browsers that shows all the recent Web sites visited.

identity theft: In this crime, someone obtains the vital information (e.g., credit card, Social Security, bank account numbers) of another person, usually to steal money. Email scams, *spyware*, and *viruses* are among the most typical methods for stealing someone's identity.

instant message/messaging: Known by the acronym *IM*, this is a variation of *chat rooms* that allows users to communicate through text messages.

malicious code: This refers to any computer code that is intentionally introduced into a system to damage or destroy files or disrupt the operation of a computer.

monitoring: This refers generally to the technique of tracking where people have been on the Internet by looking at the *history* of the browser. It also refers to software used for the same purpose.

P2P (see peer-to-peer computing)

peer-to-peer (P2P) computing: This is a popular way for Internet users to share one another's computer files—usually music, game, or software files.

phishing: This scam involves sending a fraudulent e-mail soliciting credit card, Social Security, or other personal information from an unsuspecting user.

social networking: This refers broadly to online communities where people share information about themselves, music files, photos, etc. There are many social networking Web sites (e.g., MySpace, Facebook, or Friendster).

spam: This refers to any unsolicited e-mail, or junk mail. Most spam is either a money scam or sexual in nature. Internet Service Providers, e-mail software, and other software can help block some, but not all, spam.

viruses: These are software programs that typically arrive through e-mail attachments and multiply on the hard drive, quickly exhausting the computer's memory. A *trojan* is a variation that allows unauthorized users access to the computer, from which they can send infected e-mails or *spam*.

wireless computers: Many networks now allow computers access to the Internet without being connected with wires. These networks are becoming increasingly more popular and powerful, allowing people to access the Internet using cell phones and