2007-09

# EDUCATIONAL TECHNOLOGY PLAN FOR ALBEMARLE COUNTY PUBLIC SCHOOLS

## ADDENDUM: INTERNET SAFETY

Albemarle County
Public Schools
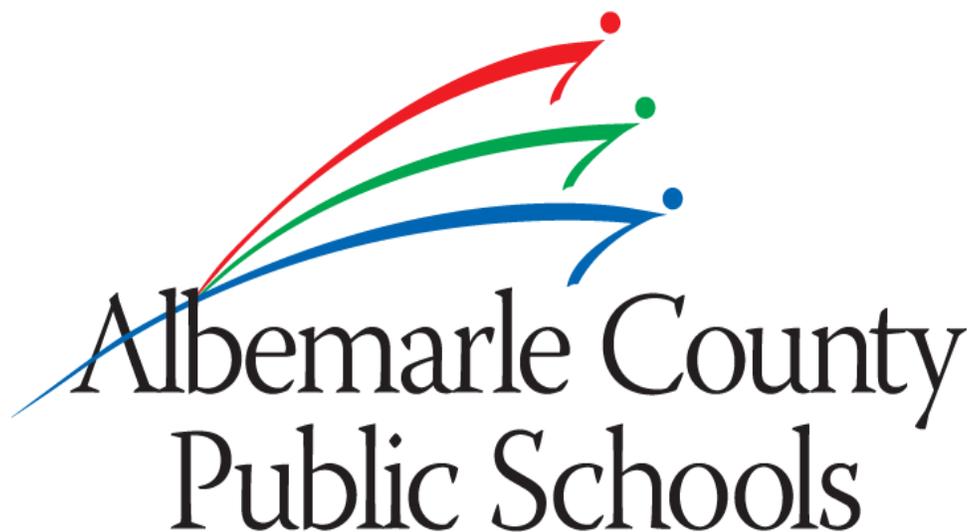
## AUP Internet Safety Plan Overview

I. **Instructional Philosophies and Strategies to be Supported by Internet Access in Schools:**
Albemarle County Public Schools' philosophy on Internet use in education is to promote educational excellence by facilitating resource sharing, innovation, and telecommunications as outlined in the Technology Acceptable Use policy and applicable regulations. Internet and computer network and non-network access is available to authorized students, teachers, and other staff in the Albemarle County Public Schools.

**Specific strategies supported by Internet access include but are not limited to:**

A. Staff members assigning or permitting Internet use will seek to promote a safe online environment by preventing access by students to material that the school division deems to be harmful to juveniles, and as defined in § 18.2-390 of the Code of Virginia.

B. Staff members assigning student Internet use will recommend safe search strategies and resources which meet the curricular needs of the assignment and the developmental level of the student.

C. Staff members assigning or permitting Internet use will provide or arrange for instruction in acceptable use of the Internet based on information or materials provided by the Office of Instruction. Topics to be addressed include:

D. Content of the Technology Acceptable Use Policy and Regulations

E. Generally accepted rules of network etiquette and safety

F. Copyright guidelines

G. Respect for use of time and resources

H. Evaluating sites for appropriateness and validity

I. Discriminating among types of information sources and assessing the appropriateness of using the Internet as a resource for a specific learning activity.

II. **Roles and responsibilities for division personnel and students with regard to Internet safety:** In the detailed Internet Safety plan below, division personnel implementation roles and responsibilities are detailed in the "Implemented By:" section of each component. Student roles and responsibilities are defined in the "Student Regulations" section of the AUP which are reviewed and signed by students and parents and kept on file at school. An overview and outline of the AUP and the Internet Safety Plan is available in electronic format for all to view through the Albemarle County Public Schools website: http://www.k12albemarle.org/.

III. **Roles and responsibilities for community stakeholders with regard to the acceptable use of electronic-based resources and Internet:** In the detailed Internet Safety plan below, community stakeholders roles and responsibilities are detailed in the "Implemented By:" section and are further detailed in the "Community Outreach" section of each component.

IV. **Safety measures in place, including filtering and monitoring procedures:** In accordance with § 22.1-70.2 of the Code of Virginia, Albemarle County Public Schools has implemented a technology for the division's computers having Internet access to filter or block Internet access through such computers to child pornography as set out in § 18.2-374.1:1 of the Code of Virginia and obscenity as defined in § 18.2-372 of the Code of Virginia.

**Specific strategies and guidelines include but are not limited to:**

A. Staff members assigning or permitting Internet use will seek to prevent access by students to material that the school division deems to be harmful to juveniles, and as defined in § 18.2-390 of the Code of Virginia.

B. Staff members assigning student Internet use will recommend safe search strategies and resources which meet the curricular needs of the assignment and the developmental level of the student.

C. School Division employees who, based upon job responsibilities, have access to monitor the technology use of students or staff must follow guidelines established by the site administrator (school

principal or administrative director).  These guidelines shall be placed on file with the Office of Technology.

D. Any Office of Technology employee monitoring the technology use of students or staff must follow established site-based or District-level guidelines, a copy of which is included in these regulations.

**Measures for Future Implementation:**

A. There will be an ongoing evaluation by the Office of Technology of measures in the AUP to promote a safe environment for all school division employees and students.  The action plan will be reviewed as needed.

V. **Methods by which the division ensures data and network security:**  The normal operation and maintenance of the division's technical infrastructure and services requires that general usage and activity is monitored, data and electronic communications are routinely backed up, and programs or other devices are employed to maintain the functionality, integrity, or security of the network infrastructure.

VI. **Technology-based applications and hardware prohibited for employee and student use:**
While ACPS does not prohibit any particular technology-based applications or hardware because of their educational implementation possibilities.  There are guidelines in paces as detailed in the Technology Acceptable Use Policy regarding inappropriate use including but not limited to:

A. Some world-wide resources available on the Internet are not of educational value in a school setting and, if not filtered, should not be accessed.

B. Students may access personal e-mail accounts and other forms of electronic communication with specific, written parental permission as provided on the Good Computer User Agreement, to the extent that access does not interfere with the educational process as determined by school staff. Student access to personal e-mail at school is intended for educational purposes and is not guaranteed to be private.  No student may use Albemarle County Public Schools software or equipment to access any service for the purpose of conducting a purchase or participating in any other commercial activity.

C. Employees should not use electronic mail for confidential matters or privileged communications, such as student education records, unless appropriate measures are taken to ensure confidentiality and to maintain the appropriate privilege.  Employees shall adhere to all school, School Division, state and federal laws, policies and standards including the Family Education Rights and Privacy Act (FERPA).

**Penalties:**

A. Inappropriate use will result in an immediate termination of access and other privileges relating to use and may also result in disciplinary action (up to and including suspension or expulsion, formal reprimand, or dismissal) as well as potential civil or criminal liability and prosecution.

B. Administration, faculty, or staff may request that the systems administrator deny, revoke, or suspend specific user access in the event of violation of the Technology Acceptable Use policy.

C. The use of computer resources is a privilege, not a right.  Misuse of Internet access or a violation of this regulation may result in the account or the user's access privilege being denied, revoked, or suspended. Misuse may also subject the user to disciplinary action up to and including suspension, expulsion, formal reprimand, or dismissal as well as potential civil or criminal liability and prosecution. Any illegal activities will be reported to the appropriate agencies.

VIII. **Procedures to address breaches of Internet and intranet security and safety:**

A. Administration, faculty, or staff may request that the systems administrator deny, revoke, or suspend specific user access in the event of violation of this policy.

B. Maintaining the security of School Division computers, networks and other technology systems is of great importance and requires the cooperation and diligence of all users.  Any user who identifies a security problem must notify the site administrator (principal or director) who must then notify the School Division Help Desk.  The user shall not demonstrate the problem to others.  Any user who

attempts or causes a breach of the system security shall have his/her privileges revoked and may be subject to any additional disciplinary and/or legal action.

**Legal actions resulting from breaches:**
A.  Inappropriate use will result in an immediate termination of access and other privileges relating to use and may also result in disciplinary action (up to and including suspension or expulsion, formal reprimand, or dismissal) as well as potential civil or criminal liability and prosecution.
B.  Use or transmission of any material in violation of any United States or state law is strictly prohibited. Also prohibited are the uses or transmission of the following:  material protected by federal or state intellectual property laws; copyrighted material (except in accordance with School Board policy EGAAA); licensed material; threatening, harassing, or obscene material; and/or pornographic material. In addition, it shall be prohibited to access, attempt to access, use, or attempt to use the Internet or other computer network or non-network facilities for any other unauthorized purposes, including but not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files, and other related resources.

IX.  **Ongoing professional development opportunities for each stakeholder group:**  The Internet Safety plan below names all stakeholders in the "Implemented By:" section who will be provided guided ongoing professional development in the process of incorporating Internet Safety into the curriculum.

X.  **Community outreach activities that are consistent with the program's goals:**  In the detailed Internet Safety plan below, community outreach activities are detailed in the in the "Community Outreach" section of each component.

XI.  **Division procedures for the evaluation and revision of the AUP, including the Internet safety program:**  The evaluation of the AUP occurs not only when mandated by the Virginia Department of Education but when determined as needed by ACPS to ensure the safety of division employees, students and network infrastructure.

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# I. <u>Cyber Citizenship</u>

## A. K-2

1. *Cyber Community Citizenship*

   a. <u>Vocabulary</u>

      (1) Cyberspace-Virtual Internet community in which real people interact through electronic means.

      (2) URL-Defined as Universal/Uniform Resource Locator, is another name for a Web address. The URL is located at the top of a web page and generally begins with http://www.

      (3) Netiquette-Blend of "network" and "etiquette" describing the informal code on Internet conduct.

   b. <u>Suggested Resources and Activities</u>

      (1) (Grade K) iSafe:  Cyber Community Citizenship-In this lesson, students will develop an understanding of the concept of community and apply it to knowledge of the Internet: compare the physical community to the abstract Cyberspace community.  A discussion will take place after the song "I Got a Buddy" is played to introduce Internet safety.  (Taught by CTIP, LMS when teaching the community unit, Classroom Teacher, Guidance, PE)

      (2) (Grades 1-2) iSafe:  Cyber Community Citizenship-This lesson will reinforce the comparison of physical community to cyber community through discussion and in an activity mini-booklet.  (Taught by CTIP, LMS, Classroom Teacher)

      (3) (Grades K-2) Website:  http://www.doe.virginia.gov/VDOE/Technology/OET/Internet-safety-guidelines.shtml The Virginia Department of Education Office of Educational Technology Guidelines and Resources for Internet Safety in Schools; has a link at the bottom of its site to a long list of resources.

(4) (Grades K-2) Website: www.NetSmartz.org/education Online curriculum and interactive/downloadable activities for students in K-2

(5) (Grades K-2) Website: http://www.safekids.com/kidsrules.htm Printable pledge for kids to take to be safe

(6) (Grades K-2) Website: http://www.cybersmartcurriculum.org/curr_over/ Additional curriculum ideas with scope and sequence

c. <u>Implemented By:</u>

(1) 3-5 grade iMentors with Teachers teach Netiquette early in the year before or when doing a web-based activity

(2) Additional support and instruction provided by LMS, Classroom Teacher and Guidance

d. <u>Community Outreach</u>

(1) County-wide web-based resource

(2) Coordinate a county-wide/city technology convention for parents, students and community members to include student projects, activities, robotics, resources, vendors, and Internet safety

(3) Informative brochure created by ACPS for parents and students to review at home

(4) Include in student handbook

e. <u>Follow-Up/Assessment</u>

(1) CTIP coordinates program to be sure all grade K-2 classrooms are visited by 3-5 graders

# B. 3-5

*1. Cyber Community Citizenship*

a. <u>Vocabulary</u>

(1) Cyberspace-Virtual Internet community in which real people interact through electronic means.

(2) URL-Defined as Universal/Uniform Resource Locator, is another name for a Web address. The URL is located at the top of a web page and generally begins with http://www.

(3) Bulletin Boards-Message boards, public areas on the Internet where messages or comments can be posted for other board members to read and reply to.

(4) Posting-Placing a message or photo to an online message board or website.

(5) Chat Room-A virtual room, or gathering place, for Internet users with shared interests to congregate and converse.

(6) IM-Instant Messaging-Real time Internet communication. A "private chat room".

(7) Screen name-Online name or nickname. An alias used in Cyberspace.

(8) Buddy List-Instant message addresses of favorite users. List enabled designated users to know when their "buddy" is online so that both can easily communicate.

(9) Flame-To send a mean or hurtful electronic message.

(10)    Mentors Club-iSafe website where Mentors exchange ideas, chat with other Mentors and learn Internet safety information to provide to their schools and communities.

(11)    Mentor "Link"-Adult in a school who helps iSafe Student Mentors organize events and activities.

b. Suggested Resources and Activities

(1) (Grades 3-4) iSafe:  Cyber Citizenship and Safety Online-This lesson compares real community to cyber community.  Includes rules, community members and appropriate communications.  (Taught by CTIP, LMS, classroom teacher, guidance, PE in context of classroom community and rules)

(2) (Grade 3) iSafe:  Cyber Community Citizenship-This lesson introduces terms such as URL, cyberspace, e-mail, etc.  Many Internet concepts are introduced.  Compares the physical community to the cyber community, and there's a folded book activity.  (Taught by classroom teacher, CTIP, LMS)

(3) (Grade 3) iSafe:  Cyber Bullying-This lesson is all about being friendly vs. bullying.  Delves into social interactions, feelings, compliments, etc. and, then, compares this to online treatments.  (Taught by classroom teacher, guidance counselor, CTIP)

(4) (Grade 3) iSafe:  Personal Safety-This lesson uses the character iBuddy to address safety tips for the cyber community.  Includes sample dialogue for the lesson as well as an FBI tips reference page and an online field trip via FBI kids' site.  (Taught by Classroom teacher, CTIP, Guidance Counselor)

(5) (Grades 3-5) iSafe:  Music and Movement-This lesson includes the music for songs that can be used to teach about Internet safety.  A CD can be ordered thru iSafe at a cost.  Movement activities that go with lyrics and chants, etc. (Taught by music teacher, PE teacher, classroom teacher)

(6) (Grades 3-5) iSafe:  Text Messaging Safety-This lessons involves defining text messaging, IM'ing and the vocabulary that is associated with these forms of communication.  It also includes personal and security consequences.  (Taught by parents, any adult in the school that has to address the impact of text messaging within the educational setting)

(7) (Grades 3-5) iSafe:  Safety and Your Identity-This lesson differentiates between common information and personal information.  It also allows discussions on identifying dangers and understanding consequences when personal information is shared.  There's a song included that supports the objectives of this lesson.  (Taught by Parents, all teachers and staff)

(8) (Grade 4) iSafe:  Personal Safety- This lesson focuses on making responsible choices while on the Internet and includes open-ended questions and activities.  The lesson also includes mini-poster of tips and the link to FBI field trip.  Spanish activity sheets available.  (Taught by

CTIP, Guidance Counselor, classroom teacher, LMS, GRT)

(9) (Grade 4) iSafe: Cyber Bullying-This lesson introduces netiquette. Great one-page posters that offer tips for display or home communication. Kids get a chance to edit a copy of an e-mail based on info learned in this lesson. Great integration of the OLWEUS anti-bullying model in ACPS. (Taught by Classroom teacher, CTIP, Guidance Counselor)

(10) (Grade 5) iSafe: Cyber Community Citizenship-This lesson builds on 3rd-4th grade lessons in comparing physical community to cyber community. Students become mentors for other students, and there's an iMentor registration opportunity. There's a PowerPoint and a web activity that supports this lesson. Student activity includes comparing places of real life to cyber places and talks about appropriateness. (Taught by CTIP, LMS, Classroom Teacher, Guidance Counselor)

(11) (Grade 5) iSafe: Cyber Bullying-This lesson builds on the 4th grade lesson and offers the same posters and tip sheets. It has a PowerPoint to support the lesson. New information includes IM'ing, and there's an IM aptitude test included. Real focus on Netiquette and what to do when bullying happens. Great integration of the OLWEUS anti-bullying model in ACPS. (Taught by CTIP, Classroom teacher, Guidance Counselor, LMS)

(12) (Grade 5) iSafe Online Personal Safety Unit-This series of four separate lessons can be taught in a long session or in a series of shorter ones. There is a component on online predators and predator identification if this is deemed appropriate for your students. Other topics include choosing passwords, screen names, dealing with Internet strangers, reporting suspicious behaviors, etc. Includes a PowerPoint to use with lessons. (Taught by Classroom teacher, CTIP, Guidance Counselor, LMS)

(13) (Grades 3-5) Website: An Internet Pledge for kids…
http://www.safekids.com/kidsrules.htm

(14) (Grades 3-5) Website: Chart of acronyms used in text messaging, blogging, IM'ing…
http://www.netlingo.com/e-mailsh.cfm

(15) (Grades 3-5) Website: Cyberethics for kids (interactive)
http://www.cybercrime.gov/rules/kidInternet.htm

(16) (Grades 3-5) Website: Surf Swell Island (Disney)
http://disney.go.com/surfswell/index.html?name=ac_med6_surfSwell

c. Implemented By:

(1) 6-8 Grade iMentors with Teachers during individual classroom visits to 3rd-5th grade classes

(2) Guidance-in conjunction with bullying counseling

(3) Additional support and instruction provided by LMS, GRT and Parents

d. Community Outreach

(1) County-wide web-based resource

(2) Informative brochure created by ACPS for parents and students to review at home

(3) Include in student handbook

(4) Awareness Posters

e. Follow-Up/Assessment

(1) CTIP coordinates program to be sure all grade 3-5 classrooms are visited by 6-8 graders

# C. 6-8

1. *Cyber Community Citizenship*

a. Vocabulary

(1) Chat Room-A virtual room, or gathering place, for Internet users with shared interests to congregate and converse.

(2) IM-Instant Messaging-Real time Internet communication. A "private chat room".

(3) Screen name-Online name or nickname. An alias used in Cyberspace.

(4) Buddy List-Instant message addresses of favorite users. List enabled designated users to know when their "buddy" is online so that both can easily communicate.

(5) YE-Youth Empowerment-iSafe campaign in which students take ownership of what they have learned by reaching out to others through peer-to-peer communication.

(6) Mentors Club-iSafe website where Mentors exchange ideas, chat with other Mentors and learn Internet safety information to provide to their schools and communities.

(7) Mentor "Link"-Adult in a school who helps iSafe Student Mentors organize events and activities.

b. Suggested Resources and Activities

(1) (Grade 6) iSafe: Cyber Community Citizenship-Learners will be provided with reference materials to engage in an enrichment activity, which includes creating a simple awareness campaign about cyber community issue awareness at school and/or locally. (Taught by Guidance/Health Teacher/CTIP/Intervention Period Teacher/Teacher Advisory)

(2) (Grade 6) iSafe: Integrated Literacy-Learners will review and reinforce the security concepts associated with interaction in the cyber community. Learners will then engage in an enrichment activity which involves reading developed stories to another class either inside own school or at neighboring school as appropriate. (Taught by Teacher Advisory/Facilitated in the Teacher Advisory Group in collaboration with the Classroom Teacher/CTIP/Intervention Period Teacher)

(3) (Grade 6) iSafe: AUP's-In this lesson, learners will publicize the information found in the school's AUP, and/or, if necessary, make positive recommendations for change in the school's AUP. (Taught by CTIP/LMS/Intervention Period Teacher)

(4) (Grade 7) iSafe: Negative Networking: A Look at Gangs Online-In this lesson, learners will

be provided with background information to create a poster or flyer awareness campaign about online gang activity to promote safe online interaction. (Taught by Guidance/Health/CTIP/Teacher Advisory/Facilitated in the Teacher Advisory Group in collaboration with the Classroom Teacher)

(5) (Grade 7) iSafe: Cyber Community Citizenship: Students will develop a comprehensive understanding of the concept of community and its application to the Internet. Learners will be provided with reference materials to engage in an enrichment activity, which includes writing articles for the school and/or local newspaper about what they learn regarding cyber citizenship. (Taught by Classroom Teacher/CTIP/Intervention Period Teacher/Teacher Advisory/Facilitated in the Teacher Advisory Group in collaboration with the Classroom Teacher)

(6) (Grade 7) iSafe: AUP's: In this lesson, learners will publicize the information found in the school's AUP, and/or, if necessary, make positive recommendations for change in the school's AUP. (Taught by CTIP/LMS/Intervention Period Teacher)

(7) (Grade 7) iSafe: Legal Trends in Cyber Safety and Security: Learners will interact in the classroom environment through group discussion and examination of current legal trends as they apply to central cyber safety and security issues. Learners will be provided with materials to engage in an enrichment activity, which involves helping to form policy by writing to an elected official concerning a legal cyber security/safety issue of their choice. Resources and information for further involvement in policy are also provided. (Taught by Health Teacher/CTIP)

(8) (Grade 8) iSafe: Cyber Community Citizenship-Students will develop a comprehensive understanding of the concept of community and its application to the Internet. Learners will be provided with reference materials to engage in an enrichment activity, which includes creating an awareness poster campaign. (Taught by Classroom Teacher/CTIP/Intervention Period Teacher/Teacher Advisory/Facilitated in the Teacher Advisory Group in collaboration with the Classroom Teacher)

(9) (Grade 8) iSafe: AUP's-In this lesson, learners will publicize the information found in the school's AUP, and/or, if necessary, make positive recommendations for change in the school's AUP. (Taught by CTIP/Principal/LMS/Intervention Period Teacher)

(10) (Grade 8) iSafe: Cyber Security-Learners will become more familiar with online communication and consequences of uneducated interaction on the Internet such as virus downloading and cyber bullying. Learners will interact in the classroom environment through group discussion, and creation and presentation of skits on cyber security issues. (Taught by Health Teacher/CTIP/Intervention Period Teacher/Teacher Advisory/Facilitated in the Teacher Advisory Group in collaboration with the Classroom Teacher)

    c.  <u>Implemented By:</u>

        (1)  Teachers (i.e. Technology Elective Teacher)-work in conjunction with CTIP on Youth Empowerment program for peer-to-peer communication

        (2)  CTIP-work in conjunction with Mentor Teacher on Youth Empowerment program for peer-to-peer communication

        (3)  Guidance-discuss in conjunction with bullying counseling

        (4)  Teacher Advisory Groups

        (5)  Additional support provided by Principal

    d.  <u>Community Outreach</u>

        (1)  County-wide web-based resource

        (2)  Informative brochure created by ACPS for parents and students to review at home

        (3)  Include in student handbook

        (4)  Student groups aid teachers of 3-5 students to implement iSafe program

    e.  <u>Follow-Up/Assessment</u>

        (1)  CTIP coordinates program to be sure lessons are implemented

# D. 9-12

    *1. Security:  Cyber Citizenship*

    a.  <u>Vocabulary</u>

        (1)  YE-Youth Empowerment-iSafe campaign in which students take ownership of what they have learned by reaching out to others through peer-to-peer communication.

        (2)  PSA's (Public Service Announcements)-A TV or radio commercial that educates people on specific issues such as the need to be safe online.

    b.  <u>Suggested Resources and Activities</u>

        (1)  (Grades 9-12) iSafe:  Lesson on Legal Trends in Cyber Safety and Security-Student group discussion on current trends, writing letters to congressional leaders on the topic of their choice, and future involvement ideas

        (2)  (Grades 9-12) iSafe:  Lesson on Online Freedoms and the Culture of the Internet Community-Students will take the online preassessments, students enroll in the iMentor program, teacher guides discussion about the Internet, students read an article about the cultural divide, students divide into groups and investigate Internet issues in the US and abroad and present their findings to the class, teacher leads class discussion on Internet freedoms, students host a parent/community night to inform on Internet safety

        (3)  (Grades 9-12) iSafe:  Webcast Lesson on Security-Cyber Citizenship-Students take online preassessment, watch webcasts and discuss at predetermined breaks, students engage Community Leaders in a meeting to discuss issues

(4) (Grades 9-12) iSafe:  Service Learning Curriculum-Access materials to implement the iSafe program by students through service learning and using the iSafe Student Toolkit as a reference

(5) (Grades 9-12) iSafe: Webcast Lesson on Social Issues-Watch webcasts and discuss at predetermined breaks, complete cooperative group exercises, create Internet safety message with film

(6) (Grades 9-12) Include colleges and job impact information in lessons

c. Implemented By:

(1) Health Teacher-teach lessons under personal safety theme

(2) Government Teacher-teach legal trends and online freedoms

(3) Social Studies Teacher-incorporate Internet safety into community service projects

(4) Broadcast Studio Teacher, Leadership class, Key Club, Mentors Programs-work in conjunction with CTIP to enable Youth Empowerment program participants to create PSA's for the school

(5) CTIP-work in conjunction with Mentor Teacher to enable Youth Empowerment program participants to create PSA's for the school and/or conduct sessions in the beginning of the year.

(6) Guidance-discuss in conjunction with bullying counseling

d. Community Outreach

(1) County-wide web-based resource

(2) Informative brochure created by ACPS for parents and students to review at home

(3) Include in student handbook

(4) Put PSA's up on Public Access channel

e. Follow-Up/Assessment

(1) CTIP coordinates program to be sure lessons are implemented

2. *Social Issues*

a. Vocabulary

(1) YE (Youth Empowerment)-iSafe campaign in which students take ownership of what they have learned by reaching out to others through peer-to-peer communication.

(2) PSA's (Public Service announcements)-A TV or radio commercial that educates people on specific issues, such as the need to be safe online.

b. Suggested Resources and Activities

(1) (Grades 9-12) iSafe:  Lesson-Students take online assessments, students conduct community surveys, parents take a survey, students register in iMentor program

(2) (Grades 9-12) iSafe:  Lesson on Online Gambling-Students take online preassessment, teacher leads discussion about online gambling, students read and discuss Online

Gambling reference page, students debate issues of online gambling, discuss the debate as a class, iMentors conduct a Parent presentation

  (3) (Grades 9-12) iSafe:  Webcast Lesson on Cyber Harassment-Bullying and Stalking Online-Students take online preassessment, watch webcasts and discuss at predetermined breaks, students start a poster/digital announcements campaign to promote anti-cyber bullying policy

  (4) (Grades 9-12) iSafe:  Webcast Lesson on Pornography on the Web-Students take online preassessment, watch webcasts and discuss at predetermined breaks, students start an iAdopt a school program to teach to lower grade levels

  (5) (Grades 9-12) iSafe:  Lesson on Online Relationships-Students take online preassessment, students enroll in the iMentors program, teachers engage students in discussion on online relationships, divide students in groups to complete an activity page to spur conversation, students present findings, teacher leads whole class discussion on online activities, students create a drop box for whole school to ask questions and express concerns about online safety

  (6) (Grades 9-12) iSafe:  Webcast Lesson on Cyber Relationships-Students take online preassessment, watch webcasts and discuss at predetermined breaks, students divide into groups and discuss cyber relationships and report back to class, an assembly experience on the topic occurs

c. <u>Implemented By:</u>

  (1) Health Teacher-teach lessons under personal safety theme

  (2) Broadcast Studio Teacher-work in conjunction with CTIP to enable Youth Empowerment program participants to create PSA's for the school

  (3) CTIP-work in conjunction with Mentor Teacher to enable Youth Empowerment program participants to create PSA's for the school and helps to coordinate whole school presentation

  (4) Guidance-in conjunction with bullying counseling

d. <u>Community Outreach</u>

  (1) County-wide web-based resource

  (2) Informative brochure created by ACPS for parents and students to review at home

  (3) Include in student handbook

  (4) Put PSA's up on Public Access channel

e. <u>Follow-Up/Assessment</u>

  (1) CTIP coordinates program to be sure lessons are implemented

# II. Cyber Safety

## A. K-2

### 1. *Personal Safety*

    a. Vocabulary

        (1) Internet Safety-Being educated and empowered to take control of online experiences.

    b. Suggested Resources and Activities

        (1) (Grade K) iSafe: This lesson focuses on the reinforcement of the idea that it is unsafe to talk to strangers. Teachers will lead a discussion about why it is important to get help from an adult to make the Internet safe. A copy of an e-mail message is shared so students know what it looks like. The word stranger is discussed. (Taught by CTIP, LMS, Classroom Teacher, Guidance)

        (2) (Grade 1) iSafe: This lesson reinforces the discussions of strangers from (K) and discusses the importance of telling adults when the child feels uncomfortable and what to do about it. The iBuddy character is referred to again for reinforcement of what that character would do. The terms personal and permission are introduced. The FBI's 5 Internet Safety Tips are included to share. (Taught by CTIP, LMS, Classroom Teacher, Guidance, PE)

        (3) (Grade 2) iSafe: Safety and Identity- This lesson includes discussion of why everyone is special and different and focuses on the term/concept of identity. The use of the song

"PRIVACY" from the purchased iSafe CD is available to reinforce the idea that personal identity/information is private, especially on the Internet. (Taught by CTIP, LMS, Classroom

(4) teacher, Guidance, PE)

(5) (Grades K-2) Website: http://www.cybercrime.gov/rules/rules.htm The U.S. Department of Justice Cybercrime site presents tips for online safety and privacy

(6) (Grades K-2) Website: http://www.ftc.gov/bcp/conline/edcams/kidzprivacy/ Federal Trade Commission's Kidz Privacy website

c. Implemented By:

(1) Teachers-Teach in PE curriculum in conjunction with OLWEUS Anti-Bullying Committee.

(2) OLWEUS Anti-Bullying Committee-Give whole school presentation and work with PE teachers to implement in classroom.

(3) Guidance in conjunction with bullying counseling

(4) CTIP during a computer-based lesson

d. Community Outreach

(1) County-wide web-based resource

(2) Informative brochure created by ACPS for parents and students to review at home

(3) Whole school presentation to include parents and community

(4) Include in student handbook

e. Follow-Up/Assessment

(1) CTIP coordinates program to be sure lessons are implemented

2. *Cyber Security*

a. Vocabulary

(1) File-The specific location of data within a computer record.

(2) Parental Controls-Special features or software packages that enable restricted access to Internet sites.

b. Suggested Resources and Activities

(1) (Grades K-2) iSafe: This lesson develops the understanding that computers can become infected with viruses and that caution should be used when opening e-mail. The concepts of computer virus and how it can spread, and e-mail can carry viruses through attachments are discussed and are reinforced with a hands-on activity of making a mini-booklet. A discussion with open-ended questions is included. A selection from iSafe songs is a culminating activity. (Taught by CTIP, LMS, Classroom Teacher)

(2) (Grade 1) iSafe: Safety and Identity-This lesson discusses how to differentiate between common information and personal information and what dangers lie in revealing personal information to strangers while online. Terms include: personal information, communication, Internet, online. (Taught by CTIP, LMS, Classroom Teacher, Guidance, PE)

(3) (Grade 2) iSafe:  This lesson reinforces an understanding of the need to make responsible choices to make sure students are safe while using the Internet.  Dangers of Cyberspace are discussed.  Posters, iBuddy e-mail and role-playing are included.  (Taught by CTIP, LMS, Classroom Teacher, Guidance, PE)

(4) (Grades K-2) Website:  http://www.fbi.gov/fbikids.htm  Federal Bureau of Investigation

(5) (Grades K-2) Website:  http://www.isafe.org/  Non-profit foundation supporting online safety experiences

(6) (Grades K-2) Website:  http://www.getnetwise.org/  Resource for parents and children on how to keep kids and computers safe.  It also has an extensive list of safe sites for kids and families

(7) (Grades K-2) Website:  http://disney.go.com/surfswell/index.html?name=ac_med6_surfSwell  Disney's interactive treasure hunt for learning how to be safe

(8) (Grades K-2) Website:  http://pbskids.org/license/  Official "Get Your Web License"

(9) (Grades K-2) Website:  http://www.kidscomjr.com/games/safety/safety.html  Iggy and Rasper's Tips for Internet Safety and Good Manners

c. Implemented By:

(1) Teachers-Teach in PE curriculum in conjunction with OLWEUS Committee.

(2) OLWEUS Anti-Bullying Committee-Give whole school presentation and work with PE teachers to implement in classroom.

(3) Additional support and instruction provided by CTIP, LMS, Classroom Teacher, Guidance, PE

d. Community Outreach

(1) County-wide web-based resource

(2) Informative brochure created by ACPS for parents and students to review at home.

(3) Whole school presentation to include parents and community

(4) Include in student handbook

e. Follow-Up/Assessment

(1) CTIP coordinates program to be sure lessons are implemented

# B. 3-5

1. *Online Personal Safety*

a. Vocabulary

(1) Internet Safety-Being educated and empowered to take control of online experiences.

(2) Identifying Information-Personal information that can be used by online predators to distinguish you from another person and possibly to find you in real life (e.g.:  name, gender, age, etc.).

b.  Suggested Resources and Activities

    (1) (Grades 3-5) iSafe:  Spam Scam Safety-Lesson involves discussion on SPAM.  (in Spanish and English)  (Taught by CTIP, Classroom Teacher)

    (2) (Grades 3-5) iSafe:  Spyware Risks and Acceptable Use Policies-Two lessons that offer more advanced discussions on Cybersecurity risks and the need for institutional AUP's.  AUP PowerPoint available.  (Taught by CTIP, LMS, Classroom Teacher)

    (3) (Grades 3-5) Website:  Additional resources and easy to read scope and sequence chart.  http://www.cybersmartcurriculum.org/curr_over/

    (4) (Grades 3-5) Website:  More education for teachers, including publications…  http://csriu.org/index.html

    (5) (Grades 3-5) Website:  Another web resource that offers online and hard copy activities, animated characters in the lesson plans, etc.  http://www.netsmartz.org/

    (6) (Grades 3-5) Website:  An online field trip for Internet safety by FBI  http://www.fbi.gov/kids/k5th/safety2.htm

    (7) (Grades 3-5) Website:  Safety tips for various age groups and more  http://www.bewebaware.ca/english/safety_tips_8_10.aspx

    (8) (Grades 3-5) Website:  Additional resources on Internet Safety topics, and detailed glossary of terms  http://www.getnetwise.org/

    (9) (Grades 3-5) Website:  Printable Internet safety poster for upper elementary  http://www.cybersmart.org/for/kids.asp

    (10)   (Grades 3-5) Website: "Get Your Web License", an interactive PBS site  http://pbskids.org/license/

    (11)   (Grades 3-5) Website:  Iggy and Rasper's Internet Safety Game  http://www.kidscomjr.com/games/safety/safety.html

    (12)   (Grades 3-5) Website:  Online safety quiz  http://www.safekids.com/quiz/index.html

c.  Implemented By:

    (1) Teachers-Teach in PE curriculum in conjunction with OLWEUS Anti-Bullying Committee.

    (2) OLWEUS Anti-Bullying Committee-Give whole school presentation and work with health teachers to implement in classroom.

    (3) Additional support and instruction provided by CTIP and LMS.

d.  Community Outreach

    (1) County-wide web-based resource

    (2) Informative brochure created by ACPS for parents and students to review at home

    (3) Whole school presentation to include parents and community

    (4) Include in student handbook

e.  Follow-Up/Assessment

(1) CTIP coordinates program to be sure lessons are implemented

2. *Cyber Security*

    a. <u>Vocabulary</u>

      (1) File-The specific location of data within a computer record.

      (2) File Extensions-The three or more letters at the end of a file name (e.g.: .exe, .jpg, and .doc) defining the file "type", such as a text file, executable file, database file, or graphic file.

      (3) Parental Controls-Special features or software packages that enable restricted access to Internet sites.

      (4) Firewall-Set of related hardware and software programs designed specifically to protect a computer or computer network from unauthorized external use.

      (5) Code-Written instructions in a computing language.

      (6) Malicious Code-Intentionally destructive computer program (e.g.: viruses, worms, and Trojan horses).

      (7) Anti-virus-Software that protects a computer from malicious code.

      (8) SPAM-Mass mailing or posting of messages. Also known as Internet junk mail.

      (9) Flame-To send a mean or hurtful electronic message.

      (10) FW (Forward)-Informs the recipient a redirected message has been sent to them. The sender is not the author and, therefore, is suspicious.

      (11) Phishing-Phishing attacks use "spoofed" e-mails and fraudulent websites designed to fool recipients into divulging personal financial data (see "Spoofs/Spoofing").

    b. <u>Suggested Resources and Activities</u>

      (1) (Grade 3) iSafe: *Cyber Security*-This lesson involves making responsible choices while using the Internet. This lesson introduces computer viruses and compares to health. Activity includes a mini-booklet to make. Spanish activity sheets available. (Taught by Classroom teacher, CTIP, LMS)

      (2) (Grade 4) iSafe: *Cyber Security*-This lesson involves all of gr. 3 lessons and builds into more in-depth vocabulary and concepts. Lesson includes a sample dialogue that the teacher can use. Introduces terms like attachment and more virus terminology. Mini-booklet available. (Taught by Classroom teacher, CTIP, Guidance Counselor, LMS)

      (3) (Grade 5) iSafe: *Cyber Security*-This lesson introduces malware, malicious, and code terms. It also involves proper e-mail protocols, etc. This lesson can be done with or without computers and involves a Handshake game that demonstrates how viruses spread, and discusses opening attachments, etc. This lesson involves the student as mentor and offers opportunity to register with iSafe. Other terms introduced: phishing, flaming, forwarding, spamming. PowerPoint and web activity available. (Taught by CTIP, Classroom Teacher, LMS)

  c. <u>Implemented By:</u>

    (1) Teachers-Teach in PE curriculum in conjunction with OLWEUS Anti-Bullying Committee.

    (2) OLWEUS Anti-Bullying Committee-Give whole school presentation and work with PE teachers to implement in classroom.

    (3) Additional support provided by CTIP, LMS and Guidance.

  d. <u>Community Outreach</u>

    (1) County-wide web-based resource

    (2) Informative brochure created by ACPS for parents and students to review at home

    (3) Whole school presentation to include parents and community

    (4) Include in student handbook

  e. <u>Follow-Up/Assessment</u>

    (1) CTIP coordinates program to be sure lessons are implemented

*3. Cyber Bullying*

  a. <u>Vocabulary</u>

    (1) Flame-To send a mean or hurtful electronic message.

  b. <u>Suggested Resources and Activities</u>

    (1) (Grade 5) iSafe: Cyber Bullying Lesson-After completing a KEWL sheet, learners will be provided with reference materials to engage in an enrichment activity, which includes creating a Pledge Wall about cyber bullying awareness at the school. (Taught by Health Teacher)

  c. <u>Implemented By:</u>

    (1) Teachers-Teach in PE curriculum in conjunction with OLWEUS Anti-Bullying Committee.

    (2) OLWEUS Anti-Bullying Committee-Give whole school presentation and work with PE teachers to implement in classroom.

  d. <u>Community Outreach</u>

    (1) County-wide web-based resource

    (2) Informative brochure created by ACPS for parents and students to review at home

    (3) Whole school presentation to include parents and community

    (4) Include in student handbook

  e. <u>Follow-Up/Assessment</u>

    (1) CTIP coordinates program to be sure lessons are implemented

# C. 6-8

*1. Cyber Bullying and Harassment*

  a. <u>Vocabulary</u>

    (1) Code-Written instructions in a computing language.

(2) Malicious Code-Intentionally destructive computer program (e.g.:  viruses, worms, and Trojan horses).

(3) Trojan Horse-A malicious code that appears harmless yet launches a virus or worm.

(4) Virus-Executable code (computer program) that infects or attaches itself to other executable code in order to cause destructive computer events.

(5) Worm-Self-propagating computer virus embedded in a file.

(6) Anti-virus-Software that protects a computer from malicious code.

(7) Firewall-Set of related hardware and software programs designed specifically to protect a computer or computer network from unauthorized external use.

(8) Attachment-A data file sent from one computer to another along with an e-mail or an instant message.

(9) FW (Forward)-Informs the recipient a redirected message has been sent to them.  The sender is not the author and, therefore, is suspicious.

b. <u>Suggested Resources and Activities</u>

(1) (Grade 6) iSafe:  Negative Networking: A Look at Gangs Online Lesson-In this lesson, learners will be provided with background information to create a poster or flyer awareness campaign to promote safe online interaction.  (Taught by Health Teacher)

(2) (Grade 6) iSafe:  Safety in Online Gaming Lesson-Students will understand the concept of online gaming, its safety and security risks, and develop an action plan for informing others of how to play online safely.  (Taught by Health Teacher/Intervention Period/Broadcast)

(3) (Grade 6) iSafe:  Cyber Bullying Lesson-After completing a KEWL sheet, learners will be provided with reference materials to engage in an enrichment activity, which includes creating a Pledge Wall about cyber bullying awareness at the school.  (Taught by Health Teacher)

(4)  (Grades 6-7) iSafe:  Risks of Spyware Lesson-In this lesson, learners will develop Public Service Announcements (PSA) to inform others about spyware.  The enrichment activity will provide guidance to broadcast one or more of the PSA's at school or through local news media.  (Taught by CTIP/Broadcast Teacher)

(5) (Grades 6-7) iSafe:  Cyber Security Lesson-Learners will develop an understanding of proper e-mail protocol, and the necessity of using caution when opening e-mail to protect computer security and inform others about cyber security issues.  (Taught by CTIP/Health Teacher)

(6) (Grades 6-8) iSafe:  Safe Website Design Lesson-Learners will design and build a website using Internet safety principles.  (Taught by Health Teacher/CTIP/Exploratory Teacher)

(7) (Grade 7) iSafe:  Cyber Harassment Lesson-Learners will develop an awareness of the problems associated with cyber communication and the various aspects of cyber

harassment including cyber bullying and cyber stalking.  This awareness will lead to an understanding of safer Internet usage to minimize risks.  (Taught by Health Teacher)

(8) (Grade 7) iSafe:  Cyber Harassment Lesson-The current lesson format is designed to provide an opportunity to write a story for younger children to be shared in a school setting.  (Taught by Language Arts Teacher)

(9) (Grade 7) iSafe:  Cyber Security Lesson-Learners will become more familiar with online communication and consequences of uneducated interaction on the Internet such as virus downloading and cyber bullying.  Learners will interact in the classroom environment through group discussion, and creation and presentation of skits on cyber security issues.  (Taught by CTIP/Language Arts Teacher)

(10)    (Grade 7) iSafe:  Introduction to Graphs with Internet Safety Lesson-Learners will continue developing their understanding of online dangers through a math-themed lesson aimed at reinforcing basic graphing skills.  Students will be introduced to the bar graph and practice making bar graphs.  (Taught by Math Teacher)

(11)    (Grade 7) iSafe:  Online Shopping Risks Lesson-Learners will interact in the classroom environment through group discussion and examination of various online shopping sites using a self-created evaluation tool.  Learners will develop and publicize an informational web page about safe online shopping.  (Taught by Classroom Teacher/Broadcast Teacher)

(12)    (Grade 7) iSafe:  Social Networking in Online Communities Lesson-Learners will become familiar with the various types of online communities, including dangers and benefits associated with online social networking, and tips for safe and secure online communication. In this lesson, learners will be provided with reference materials to develop and broadcast public service announcements to inform their peers about safe online social networking.  (Taught by CTIP/Broadcast Teacher/Intervention Period Teacher)

(13)    (Grade 7) iSafe:  Web Logs – A Positive Approach to Blogging Lesson-Learners will model safe and secure blogging techniques through the maintenance of a blog concerning ongoing school events and activities.  (Taught by Language Arts Teacher)

(14)    (Grades 7-8) iSafe:  Safety in Online Gaming Lesson-Learners will interact in the classroom environment through group discussion and the creation of an online gaming creed.  (Taught by Health Teacher/Intervention Period Teacher/Broadcast)

(15)    (Grades 7-8) iSafe:  Cyber Bullying Lesson-Students will practice netiquette as they communicate with others on the Internet and develop resources to cope with online bullying.  (Taught by Health Teacher)

(16)     (Grade 8) iSafe:  Negative Networking:  A Look at Gangs Online Lesson-In this lesson, learners will be provided with background information to create a poster or flyer awareness campaign to promote safe online interaction.  Learners will identify ways online communities

can be used in negative ways; become familiar with the negative ways the Internet is being used to network gangs and gang activity; identify online services designed to counteract negative online activity; discuss how online gang interaction can help authorities; identify online gang activity that needs to be reported to authorities immediately; and to know to whom to report online gang activity.  (Taught by Health Teacher)

    c.  Implemented By:

        (1)  Teachers-Teach in health curriculum in conjunction with OLWEUS Anti-Bullying Committee.

        (2)  OLWEUS Anti-Bullying Committee-Give whole school presentation and work with health teachers to implement in classroom.

        (3)  Additional support and instruction provided by CTIP.

    d.  Community Outreach

        (1)  County-wide web-based resource

        (2)  Informative brochure created by ACPS for parents and students to review at home

        (3)  Whole school presentation to include parents and community

        (4)  Include in student handbook

    e.  Follow-Up/Assessment

        (1)  CTIP coordinates program to be sure lessons are implemented

2. *Predator Identification*

    a.  Vocabulary

        (1)  Identifying Information-Personal information that can be used by online predators to distinguish you from another person and possibly to find you in real life (e.g.:  name, gender, age, etc.).

    b.  Suggested Resources and Activities

        (1)  (Grade 6) iSafe:  Predator Identification Lesson-Students will be able to identify the characteristics of tactics used by an online predator and make wise choices while interacting online.  (Taught by Health Teacher)

        (2)  (Grade 6) iSafe:  Willing Participant Lesson-Learners will create a poster or bulletin board to inform others about strangers on the Internet and to provide strategies to stay safe in online communication.  (Taught by Health Teacher)

        (3)  (Grade 7) iSafe:  Predator Identification Lesson-Learners will be provided with materials to engage their parents in an online survey about Internet safety issues.  Students will be able to identify the characteristics of tactics used by an online predator and make wise choices while interacting online.  (Taught by Health Teacher)

        (4)  (Grade 7) iSafe:  Willing Participant Lesson-Learners will create a poster or bulletin board to inform others about strangers on the Internet and to provide strategies to stay safe in online communication.  Students will understand the concept of willing participation understand the

safety risks of pursuing online relationships/friendships.  (Taught by Health Teacher)

    (5) (Grade 8) iSafe:  Predator Identification Lesson-Students will be able to identify the characteristics of tactics used by an online predator and make wise choices while interacting online.  (Taught by Health Teacher)

    (6) (Grade 8) iSafe:  Willing Participant Lesson-Students will understand the concept of willing participation and understand the safety risks of pursuing online relationships/friendships. Learners will create a poster or bulletin board to inform others about strangers on the Internet and to provide strategies to stay safe in online communication.  (Taught by Health Teacher)

  c. <u>Implemented By:</u>

    (1) Teachers-Teach in health curriculum in conjunction with OLWEUS Anti-Bullying Committee.

    (2) OLWEUS Anti-Bullying Committee-Give whole school presentation and work with health teachers to implement in classroom.

  d. <u>Community Outreach</u>

    (1) County-wide web-based resource

    (2) Informative brochure created by ACPS for parents and students to review at home.

    (3) Whole school presentation to include parents and community

    (4) Include in student handbook

  e. <u>Follow-Up/Assessment</u>

    (1) CTIP coordinates program to be sure lessons are implemented

## D. 9-12

*1. Privacy and the Internet*

  a. <u>Vocabulary</u>

    (1) Identity Theft-When someone uses your personal info (e.g.:  Social Security #, credit card #) to steal your identity for illegal purposes.  The fastest-growing crime in the U.S.

    (2) Phishing-Phishing attacks use "spoofed" e-mails and fraudulent websites designed to fool recipients into divulging personal financial data (see "Spoofs/Spoofing").

    (3) Spoofs/Spoofing-Fake e-mail messages or web pages mimicking those of legitimate businesses in order to trick you into providing personal information (identity theft).

  b. <u>Suggested Resources and Activities</u>

    (1) (Grades 9-12) iSafe:  Lesson on Identity Theft-Students take online preassessment, enroll in iMentors program, students discuss identity theft issues, students prepare a presentation for parents on identity theft

    (2) (Grades 9-12) iSafe:  Lesson on Homeland Security-Students take online preassessment, enroll in iMentors program, teacher leads discussion on cyber issues related to homeland

security, students complete CD-ROM or paper-based activity, students share out what they learned, students take online post-assessment

    (3) (Grades 9-12) iSafe:  Webcast on Privacy and the Internet-Students take the online preassessment, students watch the webcast, teacher leads three directed discussion breaks during the webcast, students participate in cooperative group exercises at the conclusion of the webcast, students participate in the iAdopt a school program to share findings to lower grade levels, students take the online post-assessment

    (4) (Grades 9-12) iSafe:  Lesson on Online Privacy-Students take online preassessment, teacher guides discussion on online privacy, students take online privacy survey, teacher leads whole-class discussion of survey, students write a letter to the editor on this issue, students complete the online post-assessment

    (5) (Grades 9-12) iSafe:  Lesson on Online Shopping-Students take online preassessment, teacher leads class discussion on online shopping, in groups, students brainstorm what can go wrong in online shopping, students read and discuss an online shopping reference page, in groups, students complete an online shopping evaluation form activity and explain their findings, teacher leads whole class concluding discussion, students create a brochure to educate others, students take the online post-assessment

  c. <u>Implemented By:</u>

    (1) Teachers-Teach in health curriculum in conjunction with OLWEUS Anti-Bullying Committee.

    (2) OLWEUS Anti-Bullying Committee-Give whole school presentation and work with health teachers to implement in classroom.

  d. <u>Community Outreach</u>

    (1) County-wide web-based resource

    (2) Informative brochure created by ACPS for parents and students to review at home

    (3) Whole school presentation to include parents and community

    (4) Include in student handbook

  e. <u>Follow-Up/Assessment</u>

    (1) CTIP coordinates program to be sure lessons are implemented

2. *Security:  Malicious Code and Pornography on the Web*

  a. <u>Vocabulary</u>

    (1) Looping-Website code that does not allow a visitor to exit.  Feature of many adult Internet sites.

  b. <u>Suggested Resources and Activities</u>

    (1) (Grades 9-12) iSafe:  Webcast Lesson on Cyber Security-Malicious Code-Student take online preassessment, students watch the webcast and participate in three teacher-facilitated student discussion breaks during the webcast, students participate in cooperative

group exercises at the conclusion of the webcast which include implementation of a plan for an Information table, students take the online or post-assessment

    c. <u>Implemented By:</u>

        (1) Teachers-Teach in health curriculum in conjunction with OLWEUS Anti-Bullying Committee.

        (2) OLWEUS Anti-Bullying Committee-Give whole school presentation and work with health teachers to implement in classroom.

    d. <u>Community Outreach</u>

        (1) County-wide web-based resource

        (2) Informative brochure created by ACPS for parents and students to review at home

        (3) Whole school presentation to include parents and community

        (4) Include in student handbook

    e. <u>Follow-Up/Assessment</u>

        (1) CTIP coordinates program to be sure lessons are implemented

3. *Cyber Relationships & Harassment*

    a. <u>Vocabulary</u>

        (1) SPAM-Mass mailing or posting of messages.  Also known as Internet junk mail.

    b. Suggested Resources and Activities

        (1) iSafe:  Lesson on Online Social Networking-Students take online preassessment, teacher leads online social networking discussion, in groups or individually, students share what they have learned about online risks and create posters or webpages with safety tips, teacher leads class discussion, students help to create a student advisory board on online social networking, students take online post-assessment

    c. <u>Implemented By:</u>

        (1) Teachers-Teach in health curriculum in conjunction with OLWEUS Anti-Bullying Committee.

        (2) OLWEUS Anti-Bullying Committee-Give whole school presentation and work with health teachers to implement in classroom.

    d. <u>Community Outreach</u>

        (1) County-wide web-based resource

        (2) Informative brochure created by ACPS for parents and students to review at home.

        (3) Whole school presentation to include parents and community

        (4) Include in student handbook

    e. <u>Follow-Up/Assessment</u>

        (1) CTIP coordinates program to be sure lessons are implemented

# III. Intellectual Property

## A. 3-5

### 1. Intellectual Property

  a. Vocabulary

    (1) Copyright-The exclusive rights to reproduce, publish, and sell things produced by the person who owns the copyright.

    (2) Intellectual Property-Material protected by copyright laws including songs, movies, software, and books.

    (3) Download-To copy information (data) from the Internet.

    (4) Plagiarism-Stealing someone else's work and pretending it's yours.

  b. Suggested Resources and Activities

    (1) (Grade 3) iSafe: Be Responsible with Intellectual Property Lesson-Introduces the basic concept of what is intellectual property, using it from the Internet, and citing sources. Lesson provides a sample dialogue of exactly what to say. There's a "Cite your Source" activity with iBuddy worksheet. (Taught by Classroom teacher, LMS, CTIP, GRT, any other adults that work with students and conduct Internet research)

    (2) (Grade 4) iSafe: Intellectual Property Lesson-Students will learn the basic concepts of property and intellectual property and understand the basics of how to cite a source. Students will learn how to cite a source correctly. This lesson has great reference pages. Spanish pages available. (Taught by Classroom teacher, LMS, CTIP, GRT, any adult involved in research with students)

    (3) (Grade 5) iSafe: Intellectual Property-This lessons goes more in-depth on intellectual property. Provides K-W-L charts, scenarios, a PowerPoint, a web activity and reference sheets. Introduces copyright and plagiarism terms. (Taught by Classroom Teacher, LMS, CTIP, GRT and any adult that does research with students)

  c. Implemented By:

    (1) LMS-in conjunction with Educational databases instruction

  (2) Teachers-providing a reference poster and/or weblink to put in all classrooms

  (3) Additional support and instruction provided by CTIP and GRT

 d. <u>Community Outreach</u>

  (1) County-wide web-based resource

  (2) Informative brochure created by ACPS for parents and students to review at home

  (3) Include in student handbook

 e. <u>Follow-Up/Assessment</u>

  (1) CTIP follows up with LMS to be sure all classes participate

# B. 6-8

*1. Intellectual Property*

 a. <u>Vocabulary</u>

  (1) Copyright-The exclusive rights to reproduce, publish, and sell things produced by the person who owns the copyright.

  (2) Intellectual Property-Material protected by copyright laws including songs, movies, software, and books.

  (3) Download-To copy information (data) from the Internet.

  (4) Plagiarism-Stealing someone else's work and pretending it's yours.

  (5) Piracy-Theft to produce counterfeit copyrighted software and other material.

 b. <u>Suggested Resources and Activities</u>

  (1) (Grade 6) iSafe: iSafe Intellectual Property Unit- Students take online preassessment, students enroll in the iMentors program, teacher/LMS guides discussion on tangible vs. intangible (intellectual) property and link copyright to the concept, students complete an activity chart with or without computers to understand why intellectual property needs to be governed leading to developing a slogan campaign on intellectual property, students take online post-assessment. There are PowerPoints to supplement discussion. (Taught by LMS/Language Arts Teacher)

  (2) (Grade 7) iSafe: Plagiarism and the World Wide Web Lesson-Students will define plagiarism, identify how plagiarism occurs, and understand the basic guidelines for fair use of intellectual property. (Taught by LMS/Language Arts or Social Studies Teacher)

  (3) (Grades 7-8) iSafe: Plagiarism and the World Wide Web Lesson-Students will define plagiarism, identify how plagiarism occurs, and understand the basic guidelines for fair use of intellectual property. (Taught by LMS/Language Arts or Social Studies Teacher)

  (4) (Grades 7-8) iSafe: P2P (Peer to Peer) Networking Lesson-Students identify the safety, security risks, and legal issues surrounding P2P networks. (Taught by CTIP/Intervention Period Teacher)

    (5) (Grades 7-8) iSafe:  Learn Before You Burn Lesson-Students will take a survey about their own illegal download behavior and learn about the consequences of piracy.  (Taught by LMS/Intervention Period Teacher)

    (6) (Grade 7) iSafe:  Donny the Downloader on All About Piracy Lesson-Students create and display a slogan poster or website banner to create awareness about piracy.  (Taught by LMS/Exploratory Teacher)

    (7) (Grade 8) iSafe:  Mock Trial Activity-Students act out a mock trial about intellectual property based on a provided script.  (Taught by Civics Teacher/Intervention Period Teacher)

    (8) (Grade 8) iSafe:  Intellectual Review PowerPoint Lesson-Students view a PowerPoint about intellectual property and have a discussion about property rights.  (Taught by LMS/Intervention Period Teacher)

c. Implemented By:

    (a) LMS-in conjunction with educational databases instruction

    (b) Teachers-providing a reference poster and/or weblink to put in all classrooms

d. Community Outreach

    (1) County-wide web-based resource

    (2) Informative brochure created by ACPS for parents and students to review at home

    (3) Include in student handbook

e. Follow-Up/Assessment

    (1) CTIP follows up with LMS to be sure all classes participate

## C. 9-12

1. *Intellectual Property Theft*

  a. Vocabulary

    (1) Copyright-The exclusive rights to reproduce, publish, and sell things produced by the person who owns the copyright.

    (2) Intellectual Property-Material protected by copyright laws including songs, movies, software and books.

    (3) Download-To copy information (data) from the Internet.

    (4) Plagiarism-Stealing someone else's work and pretending it's yours.

    (5) Piracy-Theft to produce counterfeit copyrighted software and other material.

  b. Suggested Resources and Activities

    (1) (Grades 9-12) iSafe:  Lesson on Copyright and Fair Use-Students take online preassessment, teacher/LMS guides copyright and fair use discussion, students read and discuss copyright reference page, students complete activity sheets by conducting research, discuss the activity as a class, students make brochures to inform others of their findings.

(2) (Grades 9-12) iSafe:  Lesson on Learn B4U Burn-Students take online preassessment, enroll in the iMentors program, teacher/LMS guides class discussion on intellectual property, divide students into groups to conduct research on intellectual property from a certain viewpoint, groups present their viewpoints to the class, students complete a free-write activity discussing impact of illegal downloading, students take online post-assessment

(3) (Grades 9-12) iSafe:  Webcast Lesson on Intellectual Property-students take the online preassessment, students watch the webcast and participate three teacher-facilitated student discussion breaks during the webcast, participate in cooperative group exercises at the conclusion of the webcast, students prepare to give a presentation on Intellectual Property to the school or lower grade-level schools, take the online post-assessment

c. <u>Implemented By:</u>

    (1) LMS-in conjunction with Educational databases instruction

    (2) Teachers-providing a reference poster and/or weblink to put in all classrooms

d. <u>Community Outreach</u>

    (1) County-wide web-based resource

    (2) Informative brochure created by ACPS for parents and students to review at home

    (3) Include in student handbook

e. <u>Follow-Up/Assessment</u>

    (1) CTIP follows up with LMS to be sure all classes participate