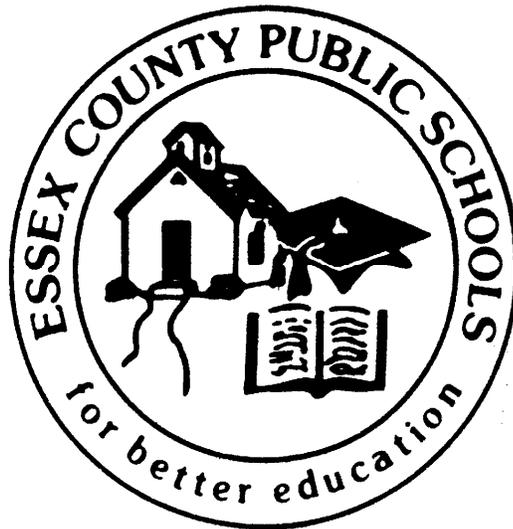


Internet Safety Program



Essex County Public Schools

Adopted 2012

Philosophy

Essex County Public Schools is dedicated to providing a safe and enriching online experience for students. As we prepare them for 21st century learning, we are also creating an educational technology environment that promotes safe and wise Internet use. Our ultimate goal is to integrate technology into our instructional program and insure that Essex students will graduate with skills necessary to be successful in their careers. The Internet Safety Program seeks to help provide students with access to a wealth of information and educational resources. We will also provide them with a safe environment and teach them how to protect themselves to minimize dangers.

The Virginia General Assembly passed legislation in 2006 which required each school division's Acceptable Use Policy to include an Internet Safety component. Essex County Public Schools Internet Safety Program ensures that we are in compliance with Va. Code § 22.1-70.2.

Roles and Responsibilities

All roles and responsibilities will be reviewed annually as part of the overall evaluation of the program. Roles and responsibilities will be updated as needed to promote student safety.

Administrators:

- Enforce AUP and adhere to discipline in the Student Code of Conduct and AUP
- Respond to any cyberbullying claims
- Be knowledgeable about Internet safety and stay current
- Make sure teachers are monitoring students' use of school computers and other technologies, and covering Internet safety skills in their lessons as needed
- Seek input from staff and community regarding filtering

Teachers:

- Be familiar with and report all claims of cyberbullying
- Monitor student Internet and other computer/technology use
- Report AUP violations to administrators
- Include Internet safety concepts into taught curriculum and when using technology with students
- Be familiar with provisions of and monitor for violations of copyright and ethics standards as regards to the use of technology and the Internet

Technology Resource Teachers:

- Be familiar with and report all claims of cyberbullying
- Train instructional staff on Internet safety concepts
- Train teachers on proper monitoring of students
- Reinforce Internet safety concepts in computer clubs and other opportunities when working with students
- Provide resources to teachers and community members on Internet safety

Library Media Specialists:

- Be familiar with and report all claims of cyberbullying
- Reinforce Internet safety during library orientations
- Monitor student Internet and other computer/technology use in the library
- Train teachers and students on copyright standards

School Counselors:

- Integrate Internet safety into current curriculum
- Be familiar with and report all claims of cyberbullying
- Offer additional resources to students, parents, and teachers on Internet safety and cyberbullying

Computer Technician:

- Monitor network and Internet at administrator's direction
- Report any potential AUP violations to administration
- Work with administration to block known harmful sites beyond the applied filter
- Report uncategorized sites to filter software vendor for future filtering purposes

Instructional Technology and Information Technology Services Staff:

- Maintain filtering technology for all Internet traffic and seek input from schools regarding additional filtering requirements
- Provide Internet safety and concepts to all teachers and instructional staff
- Provide training as necessary to administrators and technical staff
- Serve as a liaison between VDOE and the school division
- Evaluate effectiveness of Internet Safety Program and implement any needed adjustments/modifications/trainings as determined necessary for program success

Students:

- Abide by the Acceptable Use Policy and the Student Code of Conduct
- Report AUP violations to the administration
- Report instances of cyberbullying to the administration
- Learn and understand the dangers of the Internet and strive to be safe online

Community Stakeholders:

- Monitor their children's activity when connected to the Internet
- Encourage their children to keep safe when using the Internet
- Public library will monitor students when connected to the Internet
- Public library will post rules for safe Internet use near computers
- Provide feedback to the Technology Department about issues related to the Internet Safety Program

Filtering and Monitoring Procedures

All Essex County Public School buildings and the school board office have filtering and monitoring procedures in place and all of the sites are managed by the Technology Department. Access to the Internet is filtered for content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate for minors. Requests can be made via the helpdesk to unblock pages after a thorough site investigation has been made. All computers sit behind a firewall preventing outside access. Additionally, proxy sites are blocked by the filter and firewall.

Desktop management tools are used to remotely view and/or control individual computers as needed.

Essex County Public School's Technology staff will stay abreast of current and emerging technologies that may affect our filtering and monitoring capabilities.

Data and Network Security

The Technology Department manages all data and network security measures. The network is monitored throughout the year to identify areas of weakness and to determine ways to address it. The Technology Department is given updates annually on current updates and changes to network security protocols. The Technology staff is trained and current on all updates.

Technology-Based Applications and Hardware

Any communication on computers and the network are non-confidential in nature within the Essex County school system. It should not be considered private by staff members. Email accounts, network/storage and resources are considered property of the school division. An administrator may review files and communication to maintain system integrity and to ensure that users are being responsible and adhering to the policy.

Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Breaches of Internet and Intranet Security and Safety

Minor security and safety breaches are handled at the school level by the school staff and administrators. A minor breach might include a student accessing an inappropriate website. The breach can be dealt with by using the guidelines in our AUP and Student Code of Conduct.

Major security and safety breaches are handled at the district level by the Technology Department in conjunction with the Superintendent. A major breach

may include a loss of service or data. If the breach violates a local, state or federal law, then outside agencies will be sought out for help. Essex County has a backup data system in place and the computer technician can retrieve evidence if necessary.

Professional Development

Essex County Public School's goal is that all teachers and instructional staff are trained to educate students about Internet safety. Teachers and staff will be trained through school based staff meetings and on professional development days.

Teachers will be surveyed at the start of each school year to determine the need for training and it will be provided based on needs. To assess student knowledge of Internet safety ECPS will survey sample groups of students.

Community Outreach

Internet safety information is shared on the Essex County Public School's website and school newsletters. Training and information sessions for parents will be offered at each school's PTO meetings. Internet safety literature can also be obtained at the local public library in our community.

ECPS's future goal is to include sharing information at community public events by distributing literature.

Utilizing our district website and Parent Teacher Organizations we will solicit feedback to help revise our program as needed.

Acceptable Use Policy Evaluation and Revision

The Assistant Superintendent is the primary point of contact for the district plans and programs related to Internet safety.

The Director of Technology and the Technology Leadership Team will conduct an annual evaluation of the Acceptable Use Policy and the Internet Safety Program. The evaluation will be completed in May and results will be presented to the School Board.

The evaluation will include:

- Data gathered relative to the effectiveness of the Internet Safety Program;
- Online survey for students to evaluate the impact on student learning;
- Review the stakeholder comments and feedback on the Internet Safety Program and AUP;
- Review the number of AUP violations;
- Review current VDOE guidelines and state legislation against ECPS Internet Safety Program to ensure consistency.

Internet Safety Resource List

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

[Chatdanger](#)

[NetSmartz](#)

[FBI – Parent Guide to Internet Safety](#)

[Infinite Learning Lab](#)

[GetNetWise](#)

[CyberBullying](#)

Parents – Read the [Facts](#)

[CyberSense and Nonsense Introduction](#)