
Student Internet Safety Plan

2018-2019



SCHOOL DISTRICT OF OSCEOLA COUNTY FLORIDA
817 Bill Beck Blvd, Kissimmee, FL 34744

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PURPOSE

To ensure continuity in E-rate compliance and funding for discounted telecommunications services, Internet access, and internal connections, the School District of Osceola must provide Internet safety training to all students every year.

The Children's Internet Protection Act (CIPA) enacted by Congress and administered by the Federal Communications Commission addresses concerns about access to offensive content over the Internet on school and library computers. In addition, CIPA imposes requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program.

MISSION

To provide for the education of minors about appropriate online behavior including interacting with other individuals on social networking sites, in chat rooms, and cyberbullying awareness and response.

POLICY ISSUES REQUIRED TO BE ADDRESSED

1. Access by minors to inappropriate material
A Student Internet and Network Use Procedures form is provided annually to all students. Access to inappropriate material is one of the subjects addressed in this document. The School District of Osceola County, Florida (SDOC) owns Internet/World Wide Web security hardware and software for the purpose of the safety and security of student users of its network.
2. Safety/security of minors when using e-mail, chat rooms, and other direct electronic communications
These issues will be addressed through the monthly Public Service Announcements at each school and the Internet safety lessons provided to students at each grade level.
3. Unauthorized access, including “hacking” and other unlawful activities by minors online
These issues will be addressed through the monthly Public Service Announcements at each school and the Internet safety lessons provided to students at each grade level.
4. Unauthorized disclosure, use and dissemination of personal information regarding minors
Florida educators are required to adhere to The Code of Ethics and The Principles of Professional Conduct of The Education Profession in Florida and the Family Educational Rights and Privacy Act (FERPA) administered by the Federal government.

From the student perspective, these issues will be addressed through the monthly Public Service Announcements at each school and the Internet safety lessons provided to students at each grade level.

5. Measures designed to restrict minors’ access to materials harmful to minors
Efforts are ongoing to provide measures of protection from inappropriate material. Security software automatically categorizes Internet content according to pre-selected, intentional filtering techniques. If possibly questionable web sites are discovered, an incident ticket is filed with the Technology Help Desk to have the site evaluated and if necessary, blocked.
6. Technology protection measure (filter)
 - a. Specific technology that blocks or filters Internet access
 - b. Must protect against access by adults and minors to visual depictions that are obscene, child pornography, or harmful to minors
 - c. Can be disabled for adults engaged in bona fide research or other lawful purposes**Students and staff members have individual Active Directory accounts. User access to network resources and filtered Internet content is determined by groups within the configuration of Active Directory, based upon status as student or staff. Technology staff is specifically assigned to monitor content and access privileges.**

PLAN COMPONENTS

1. The district will use the lessons and resources from iSafe to educate students about Internet safety. More information on iSafe can be found on page seven.
2. Each month, Internet safety information will be provided to students through public service announcements during morning announcements. The monthly videos are in addition to the required lessons conducted by ELA teachers and are not in the iSafe system. The videos are located on the school's file server and in Office Video. This year, three channels were added to Office Video to access the videos: MITD Internet Safety – Elem, MITD Internet Safety – Middle or MITD Internet Safety - High. The complete video schedule can be found on page six.
3. The Media & Instructional Technology Department (MITD) will work with the District's webmaster to provide links to online Internet safety resources for parents and the community.
4. All schools are encouraged to participate in Digital Learning Day scheduled for February 28, 2019. Each school should develop activities to promote digital learning at their school. For more information on Digital Learning Day, go to www.digitallearningday.org.
5. The District has developed and deployed a desktop background to be standard for any computer designated as a "student computer" in Active Directory. The background will include Internet Safety Tips for students on the following topics: Cyberbullying Awareness and Response, Protecting Your Identity, Social Networking & Chat Rooms, E-mail, and Hacking. Illustrated below is a sample desktop adapted to meet current requirements of the E-rate Program.

Be safe on the Internet. Remember...

1. Do not hack computers – Hacking is breaking into computers, programs, or computer networks without permission. Hacking is a crime and you can go to prison, receive a fine, or have your Internet stopped by the government.
2. Do not be a cyberbully - Cyberbullying is harming someone on purpose with words or pictures online. Do not bully anyone - in person or online. Speak up and tell a teacher or your parents if someone is bullying you.
3. Be safe...never meet anyone in person you have met online. Tell a teacher or your parents if something makes you feel scared or uncomfortable.
4. Think before you share information such as your full name, school, home address or telephone number. There are criminals that want to harm you by using information posted on the Internet.
5. Do not open emails or attachments from someone you do not know. Do not share your password. Do not reveal personal information to people you do not know.

SCHOOL PARTICIPATION REQUIREMENT

This plan **requires** the participation of all district K-12 schools and district managed charter schools.

NEW – INTERNET SAFETY AMBASSADOR

By August 10, 2018, each school principal will submit the name of a staff member to act as the school's Internet Safety Ambassador. The ambassador will ensure the monthly videos are shown to all students and work with the Media & Instructional Technology Department to support ELA teachers in the use of the iSafe system.

Principals will use the link below to submit the name of the school's Internet Safety Ambassador. The form will close at 5 p.m. on August 10, 2018.

https://forms.office.com/Pages/ResponsePage.aspx?id=P_MwfbuLhUaAS5r80tFljWriA4WNk29HhLv-7dz7yPIUMTMxMExSVFdSMkpLRUxQMjMwT1VFWUNPUS4u

REQUIRED DOCUMENTATION FROM SCHOOLS

1. Teachers will certify online in the iSafe system the completion of the three required Internet safety lessons. The Media & Instructional Technology Department will monitor completion and online certification by the ELA teachers and provide updates to each school's Internet Safety Ambassador. All lessons should be completed and certified by October 31, 2018.
2. Each school principal is responsible for completing and submitting an Administrator Verification form. This form documents the dates students view the monthly video. The Administrator Verification form is due to the Chief Information and Technology Officer by May 10, 2019.

MONTHLY VIDEO SCHEDULE

Table #1: Internet Safety Video Schedule			
Month	Elementary (K-5)	Middle (6-8)	High (9-12)
Aug	Video: UYN The Password Rap (Netsmartz, 2:01) Topic: Hacking	Video: Broken Friendship (Netsmartz, 1:51) Topic: Hacking	Video: Broken Friendship (Netsmartz, 1:51) Topic: Hacking and Cyber Bullying Awareness and Response
Sept	NEW Video: It's Ok to Tell (Netsmartz 7:52) Topic: Cyber Bullying Awareness and Response	Video: Cyberbullying (Netsmartz, 2:18) Topic: Cyber Bullying Awareness and Response	Video: You Can't Take it Back (Netsmartz, 1:38) Topic: Cyberbullying Awareness and Response
Oct	Video: UYN The Netsmartz Chat Abbreviation (Netsmartz, 2:28) Topic: Social Networking & Chat Rooms	Video: Profile Penalty (Netsmartz, 2:48) Topic: Social Networking & Chat Rooms	Video: Social Networking (Netsmartz, 2:06) Topic: Social Networking & Chat Rooms
Nov	Video: UYN The Boy Who Loved IM (Netsmartz, 2:00) Topic: Protecting Your Identity	NEW Video: Emma's Story Cyberbullied by a Best Friend (Common Sense Media, 2:15) Topic: Cyber Bullying Awareness and Response	Video: Your Photo Fate (Netsmartz, 2:26) Topic: Protecting Your Identity
Dec	Video: UYN Don't Open That File (Netsmartz, 3:48) Topic: E-mail	Video: Mike-Tosis (Netsmartz, 3:00) Topic: E-mail	Video: Information Travels (Netsmartz, 2:52) Topic: E-mail
Jan	NEW Video: Bad Netiquette Stinks (Netsmartz 6:45) Topic: Cyber Bullying Awareness and Response	Video: Terrible tEXt (Netsmartz, 1:34) Topic: Cyber Bullying Awareness and Response	NEW Video: 6 Degrees of Information (Netsmartz 7:26) Topic: Protecting Your Identity and Social Networking & Chat Rooms
Feb	NEW Video: Netsmartz Generation (Netsmartz 2:07) Topic: Protecting Your Identity	Video: Post 2 B Private (Netsmartz, 1:13) Topic: Social Networking & Chat Rooms	NEW Video: Two Kinds of Stupid (Netsmartz 3:04) Topic: Social Networking & Chat Rooms
Mar	NEW Video: Know the Rules (Netsmartz 1:53) Topic: Online Safety	NEW Video: Oversharing: Think Before You Post (Common Sense Media, 3:23) Topic: Protecting Your Identity	Video: Your Photo Fate (Netsmartz, 2:26) Topic: Protecting Your Identity
Apr	NEW Video: It's Ok to Tell (Netsmartz 7:52) Topic: Cyber Bullying Awareness and Response	NEW Video: Eva's Story – When Messages Spread (Common Sense Media, 1:57) Topic: E-mail	Video: Information Travels (Netsmartz, 2:52) Topic: E-mail
May	Video: UYN The Password Rap (Netsmartz, 2:01) Topic: Hacking	Video: Broken Friendship (Netsmartz, 1:51) Topic: Hacking	Video: Broken Friendship (Netsmartz, 1:51) Topic: Hacking and Cyber Bullying Awareness and Response

iSAFE

To comply with E-Rate program rules, the District has selected iSafe for online Internet safety curriculum resources. All ELA teachers must teach the required lessons by October 31, 2018.



SETTING UP iSAFE ACCOUNT

ELA teachers will receive an automated email from iSafe providing a link and instructions to set the password for their account. If the email is accidentally deleted, go to www.isafe.org and login in with your email address (@osceolaschools.net) and use the “forgot password tool” link. An email will be sent containing a link to reset your password.

DELETING OLD iSAFE ACCOUNT INFORMATION IN CLASSLINK

If you used iSafe last year, your account was under the @osceola.k12.fl.us email address. Starting in the 2018-2019 school year, all accounts will use the @osceolaschools.net email address. First, delete the old account information in Classlink. Then, follow the instructions in the email from iSafe to set up your password for your new account. Finally, you can enter your new email address and the password you created and begin using the iSafe icon in Classlink to access the lessons and resources.



iSAFE REQUIRED LESSONS

Every ELA teacher must teach **one** lesson in **each** of the three E-rate categories – Appropriate Online Behavior, Cyber Bullying and Social Networking – for a total of three lessons. In most grade levels, there are multiple lessons in each of the three categories. This allows teachers to **choose** the lesson in each category that best meets the emotional and cultural needs of their students. The deadline to complete and certify the lessons in iSafe is October 31, 2018.

For PATHS only: First semester ELA classes must complete and certify the lessons by October 31, 2018. Second semester ELA classes must complete and certify the lessons by March 31, 2019.

CERTIFYING iSAFE LESSONS

After the three required lessons are finished, the teacher must certify the lesson as completed in the iSafe system. All lessons must be certified by October 31, 2018.

Procedure for Teachers

The certification procedure continues on the My Info page – the i-SAFE portal from which teachers access and download the curriculum.

1. Navigate to My Info page (educators “land” there when logging in).
2. Find section, Implementations Requiring Completion, located under the Curriculum Download area.
3. Review relevant information about their implementation.
4. Click “Update” to modify any of the information to conform to actual implementation.
5. Click “Certify Complete” to confirm, which verifies the accuracy of the information on any ensuing Educator E-Rate Certification Reports.

Implementations Requiring Completion

Implementations Requiring Completion Certification

Your Subscription Admin has required that you certify you have completed your implementations. Click “Certify Complete” to state you have completed the implementation.

Subscription	School	Date	Grades	Status
IVC11189	OSCEOLA	[09/19/17 to 06/30/18]	K,1,2,3,4,5,6,7,8,9,10,11,12	Certify Complete Update

QUESTIONS

Contact Carol Etter in the Media & Instructional Technology Department at extension 67226 or by email at Carol.Etter@osceolaschools.net.

**Student Internet Safety Training Videos
Administrator Verification Form
2018-2019**

SCHOOL NAME (PRINT): _____

ADMINISTRATOR'S NAME (PRINT): _____

ADMINISTRATOR'S TITLE (PRINT): _____

I verify that:

The Internet Safety videos for my school were shown as indicated in the chart below.

Month	Grades K-5		Grades 6-8		Grades 9-12	
	Video	Date Shown	Video	Date Shown	Video	Date Shown
August	UYN: The Password Rap (Netsmartz, 2:01)	___/___/18	Cyberbullying: Broken Friendship (Netsmartz, 1:51)	___/___/18	Cyberbullying: Broken Friendship (Netsmartz, 1:51)	___/___/18
September	NEW – It's Ok to Tell (Netsmartz, 7:52)	___/___/18	Cyberbullying (Netsmartz, 2:18)	___/___/18	Cyberbullying: You Can't Take it Back (Netsmartz, 1:38)	___/___/18
October	UYN: The NetSmartz Chat Abbreviation (Netsmartz, 2:28)	___/___/18	Profile Penalty (Netsmartz, 2:48)	___/___/18	Social Networking (Netsmartz, 2:06)	___/___/18
November	UYN: The Boy Who Loved IM (Netsmartz, 2:00)	___/___/18	NEW – Emma's Story (Common Sense Media, 2:15)	___/___/18	Your Photo Fate (Netsmartz, 2:26)	___/___/18
December	UYN: Don't Open That File (Netsmartz, 3:48)	___/___/18	Mike-Tosis (Netsmartz, 3:00)	___/___/18	Information Travels (Netsmartz, 2:52)	___/___/18
January	NEW – Bad Netiquette Stinks (Netsmartz, 6:45)	___/___/19	Terrible tEXt (Netsmartz, 1:34)	___/___/19	NEW – 6 Degrees of Information (Netsmartz, 7:26)	___/___/19
February	NEW – Netsmartz Generation (Netsmartz, 2:07)	___/___/19	Post 2 B Private (Netsmartz, 1:13)	___/___/19	NEW – Two Kinds of Stupid (Netsmartz, 3:04)	___/___/19
March	NEW – Know the Rules (Netsmartz, 1:53)	___/___/19	NEW – Oversharing: Think Before You Post (Common Sense Media, 3:23)	___/___/19	Your Photo Fate (Netsmartz, 2:26)	___/___/19
April	NEW – It's Ok to Tell (Netsmartz, 7:52)	___/___/19	NEW – Eva's Story (Common Sense Media, 1:57)	___/___/19	Information Travels (Netsmartz, 2:52)	___/___/19
May	UYN: The Password Rap (Netsmartz, 2:01)	___/___/19	Cyberbullying: Broken Friendship (Netsmartz, 1:51)	___/___/19	Cyberbullying: Broken Friendship (Netsmartz, 1:51)	___/___/19

I hereby certify that the above videos were viewed by students during the 2018-2019 school year.

ADMINISTRATOR'S SIGNATURE

DATE