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# Student Internet Safety Plan

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2023-2024



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 Internet access and internal connections, the School District of Osceola must provide Internet safety training to all students every year in three areas: appropriate online behavior, social networking, and cyberbullying.

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) uses 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  
**K-12 students receive Internet safety lessons in ELA classes on these topics and the concepts are reinforced throughout the year in the monthly Internet Safety videos.**

**The district has a system in place to monitor student activity in emails and collaborative platforms specifically Microsoft Teams and OneDrive.**

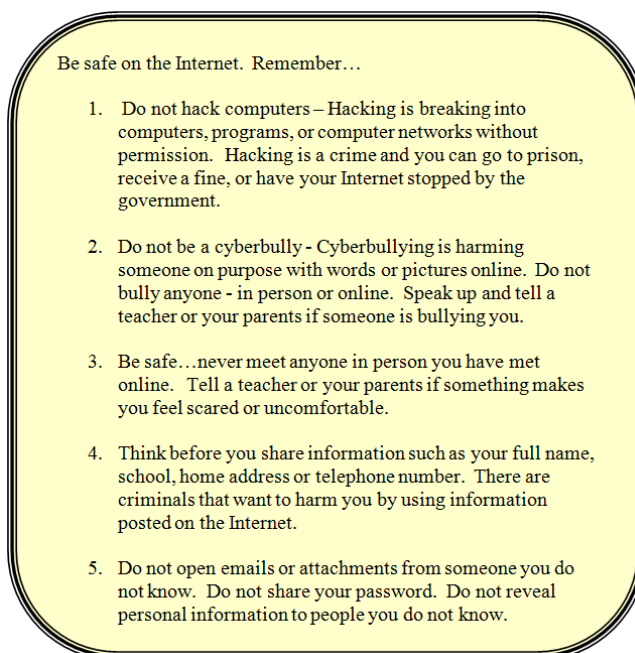
3. Unauthorized access, including “hacking” and other unlawful activities by minors online  
**K-12 students receive Internet safety lessons in ELA classes on these topics and the concepts are reinforced throughout the year in the monthly Internet Safety videos.**
4. Unauthorized disclosure, use and 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.**

**K-12 students receive Internet safety lessons in ELA classes about the importance of protecting your identity online and reinforced throughout the year in the monthly Internet Safety videos.**

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**User access to network resources and filtered Internet content is determined by security groups based upon status as a student or staff member. 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. ELA teachers will teach three lessons to students about appropriate online behavior, social networking, and cyberbullying. More information on iSafe can be found on page seven.
2. Each month, Internet safety information will be provided to students through monthly videos during morning announcements. Instead of a video shown during morning announcements to the entire school, a school can require all teachers to show the video to students at a specific time. For example, a secondary school may require all teachers to show the video during 2<sup>nd</sup> period in August, during 3<sup>rd</sup> period in September, etc. The monthly videos are **in addition to the three required lessons delivered by the ELA teachers. The videos are not in the iSafe system.** The video schedule with links to each video 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. The District has developed and deployed a desktop background to be standard for any computer designated as a "student computer". 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.



## SCHOOL PARTICIPATION REQUIREMENT

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

1. ELA 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 in the iSafe system by the end of the first grading period on **October 13, 2023**.
2. Each school principal is responsible for completing and submitting an Administrator Verification form. This form documents the dates the monthly videos were shown to students. The Administrator Verification form is due to the Chief Information and Technology Officer by **May 10, 2024**.

## INTERNET SAFETY AMBASSADOR

It is highly recommended the media specialist serve as each school's Internet Safety Ambassador. The school ambassadors will work with Carol Etter in the Media & Instructional Technology Department to ensure compliance with the district's plan. The ambassador will (1) provide support to all ELA teachers in the use of iSafe to select, deliver and certify the completion of the three required Internet safety lessons, (2) ensure the monthly Internet Safety videos are shown to the entire school and document the dates shown, and (3) review iSafe completion reports in the SDOC Internet Safety Ambassadors team in Office365.

Principals will use the link below to submit the name of the school's Internet Safety Ambassador by August 31, 2023. <https://forms.office.com/r/MYhQtFKJQN>

## MONTHLY VIDEO SCHEDULE – **NEW URL LINKS FOR 2023-2024**

Month	Elementary (K-5)	Middle (6-8)	High (9-12)
Aug	Video: UYN The Password Rap (Netsmartz, 2:01) Topic: Hacking <a href="https://tinyurl.com/bdhw3m7y">https://tinyurl.com/bdhw3m7y</a>	Video: TeenVoices: Oversharing and Your Digital Footprint (Common Sense Media, 3:18) Topic: Social Networking & Chat Rooms and Protecting Your Identity <a href="https://tinyurl.com/bd9d9v8c">https://tinyurl.com/bd9d9v8c</a>	Video: Teen Voices: Sexting, Relationships, and Risks (Common Sense Media, 4:03) Topic Protecting Your Identity <a href="https://tinyurl.com/mux633ep">https://tinyurl.com/mux633ep</a>
Sept	Video: What's Cyberbullying? (Common Sense Media, 1:29) Topic: Cyber Bullying Awareness and Response <a href="https://tinyurl.com/227vwbwz">https://tinyurl.com/227vwbwz</a>	Video: Private and Personal Information (Common Sense Media, 1:21) Topic: Protecting Your Identity <a href="https://tinyurl.com/d44j685p">https://tinyurl.com/d44j685p</a>	Video: You Can't Take it Back (Netsmartz, 1:38) Topic: Cyber Bullying Awareness and Response <a href="https://tinyurl.com/459x7wsa">https://tinyurl.com/459x7wsa</a>
Oct	Video: UYN The Netsmartz Chat Abbreviation (Netsmartz, 2:28) Topic: Social Networking & Chat Rooms <a href="https://tinyurl.com/mwuev7bj">https://tinyurl.com/mwuev7bj</a>	Video: Follow the Digital Trail (Common Sense Media, 2:17) Topic: Protecting Your Identity <a href="https://tinyurl.com/2b7p4rhw">https://tinyurl.com/2b7p4rhw</a>	Video: Social Networking (Netsmartz, 2:06) Topic: Social Networking & Chat Rooms <a href="https://tinyurl.com/yyzmfzfp">https://tinyurl.com/yyzmfzfp</a>
Nov	Video: UYN The Boy Who Loved IM (Netsmartz, 2:00) Topic: Protecting Your Identity <a href="https://tinyurl.com/3x6za9c6">https://tinyurl.com/3x6za9c6</a>	Video: Emma's Story Cyberbullied by a Best Friend (Common Sense Media, 2:15) Topic: Cyber Bullying Awareness and Response <a href="https://tinyurl.com/3ujd4raf">https://tinyurl.com/3ujd4raf</a>	Video: Your Photo Fate (Netsmartz, 2:26) Topic: Protecting Your Identity <a href="https://tinyurl.com/2s9vpxkt">https://tinyurl.com/2s9vpxkt</a>
Dec	Video: UYN Don't Open That File (Netsmartz, 3:48) Topic: E-mail <a href="https://tinyurl.com/ceft9uba">https://tinyurl.com/ceft9uba</a>	Video: Mike-Tosis (Netsmartz, 3:00) Topic: Texting <a href="https://tinyurl.com/zhnpx38v">https://tinyurl.com/zhnpx38v</a>	Video: Information Travels (Netsmartz, 2:52) Topic: E-mail <a href="https://tinyurl.com/4tshcxfw">https://tinyurl.com/4tshcxfw</a>
Jan	Video: Bad Netiquette Stinks (Netsmartz 6:45) Topic: Cyber Bullying Awareness and Response <a href="https://tinyurl.com/36kxxmvr">https://tinyurl.com/36kxxmvr</a>	Video: Terrible tEXt (Netsmartz, 1:34) Topic: Cyber Bullying Awareness and Response <a href="https://tinyurl.com/45kehpbj">https://tinyurl.com/45kehpbj</a>	Video: 6 Degrees of Information (Netsmartz 7:26) Topic: Protecting Your Identity and Social Networking & Chat Rooms <a href="https://tinyurl.com/mr3vaavs">https://tinyurl.com/mr3vaavs</a>
Feb	Video: Netsmartz Generation (Netsmartz 2:07) Topic: Protecting Your Identity <a href="https://tinyurl.com/vj3e3v9a">https://tinyurl.com/vj3e3v9a</a>	Video: Post 2 B Private (Netsmartz, 1:13) Topic: Social Networking & Chat Rooms <a href="https://tinyurl.com/4hwkatex">https://tinyurl.com/4hwkatex</a>	Video: Two Kinds of Stupid (Netsmartz 3:04) Topic: Social Networking & Chat Rooms <a href="https://tinyurl.com/5hf56fss">https://tinyurl.com/5hf56fss</a>
Mar	Video: Know the Rules (Netsmartz 1:53) Topic: Online Safety <a href="https://tinyurl.com/4aeazc29">https://tinyurl.com/4aeazc29</a>	Video: Oversharing: Think Before You Post (Common Sense Media, 3:23) Topic: Protecting Your Identity and Social Networking & Chat Rooms <a href="https://tinyurl.com/bddupanv">https://tinyurl.com/bddupanv</a>	Video: Your Photo Fate (Netsmartz, 2:26) Topic: Protecting Your Identity <a href="https://tinyurl.com/mryzemzk">https://tinyurl.com/mryzemzk</a>
Apr	Video: Private and Personal Information (Common Sense Media, 1:21) Topic: Protecting Your Identity <a href="https://tinyurl.com/yev6575h">https://tinyurl.com/yev6575h</a>	Video: Eva's Story – When Messages Spread (Common Sense Media, 1:57) Topic: E-mail <a href="https://tinyurl.com/4xfzhnc4">https://tinyurl.com/4xfzhnc4</a>	Video: Information Travels (Netsmartz, 2:52) Topic: E-mail <a href="https://tinyurl.com/ywwan3ft">https://tinyurl.com/ywwan3ft</a>
May	Video: Follow the Digital Trail (Common Sense Media, 2:17) Topic: Protecting Your Identity <a href="https://tinyurl.com/yc659awe">https://tinyurl.com/yc659awe</a>	Video: TeenVoices: Oversharing and Your Digital Footprint (Common Sense Media, 3:18) Topic: Social Networking & Chat Rooms and Protecting Your Identity <a href="https://tinyurl.com/yc56zys2">https://tinyurl.com/yc56zys2</a>	Video: Teen Voices: Sexting, Relationships, and Risks (Common Sense Media, 4:03) Topic Protecting Your Identity <a href="https://tinyurl.com/muxkx9pw">https://tinyurl.com/muxkx9pw</a>

## iSAFE UMMARY

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 and certify the lessons as completed by **October 13, 2023**.



## SETTING UP iSAFE ACCOUNT

The district will create user accounts in iSafe for ELA teachers. The ELA teachers should receive an automated email from iSafe providing a link and instructions to set the password for their account. If the email is not received, go to [www.isafe.org](http://www.isafe.org) and login in with your **@osceolaschools.net** email address and use the “forgot password tool” link. Remember, your password is not your email password or your computer password. An email will be sent to you with a link to reset your password.

***NOTE: If you used iSafe last year and saved your username and password with the iSafe icon in Classlink, then you can start using iSafe. If you experience any issues logging into iSafe or unable to access curriculum, please email Carol Etter.***

## iSAFE REQUIRED LESSONS

Every ELA teacher must teach **one** lesson in **each** of the three required E-rate modules – Appropriate Online Behavior, Cyber Bullying Awareness and Response, and Social Networking and Chat Rooms – for a total of three lessons. In most grade levels, there are multiple lessons in each of the three modules. This allows teachers to **choose** the lesson in each module that best meets the emotional and cultural needs of their students. The deadline to complete and certify the lessons in iSafe is **October 13, 2023**.

For 4x4 schools ONLY: First semester ELA classes must complete and certify the lessons by **October 13, 2023**. Second semester ELA classes must complete and certify the lessons by **March 8, 2024**.

Watch this tutorial prepared by media specialist, Philip Brennan, to learn more!  
<https://web.microsoftstream.com/video/3885cd34-46e7-4f0c-940e-145e47cf0867>

## CERTIFYING iSAFE LESSONS

After the three required iSafe lessons are finished, the teacher must certify the lessons as completed in the iSafe system. Each teacher must download the lessons from iSafe each year or the iSafe platform will not allow the teacher to certify the lessons as completed. All lessons must be certified by **October 13, 2023**.

## 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	<a href="#">Certify Complete</a> <a href="#">Update</a>

## QUESTIONS

Contact Carol Etter in the Media & Instructional Technology Department at extension 67226 or by email at [Carol.Etter@osceolaschools.net](mailto:Carol.Etter@osceolaschools.net).

**Student Internet Safety Training Videos  
Administrator Verification Form  
2023-2024**

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)	___/___/23	TeenVoices: Oversharing and Your Digital Footprint (Common Sense Media, 3:18)	___/___/23	Teen Voices: Sexting, Relationships, and Risks (Common Sense Media, 4:03)	___/___/23
September	What's Cyberbullying? (Common Sense Media, 1:29)	___/___/23	Private and Personal Information (Common Sense Media, 1:21)	___/___/23	Cyberbullying: You Can't Take it Back (Netsmartz, 1:38)	___/___/23
October	UYN: The NetSmartz Chat Abbreviation (Netsmartz, 2:28)	___/___/23	Follow the Digital Trail (Common Sense Media, 2:17)	___/___/23	Social Networking (Netsmartz, 2:06)	___/___/23
November	UYN: The Boy Who Loved IM (Netsmartz, 2:00)	___/___/23	Emma's Story (Common Sense Media, 2:15)	___/___/23	Your Photo Fate (Netsmartz, 2:26)	___/___/23
December	UYN: Don't Open That File (Netsmartz, 3:48)	___/___/23	Mike-Tosis (Netsmartz, 3:00)	___/___/23	Information Travels (Netsmartz, 2:52)	___/___/23
January	Bad Netiquette Stinks (Netsmartz, 6:45)	___/___/24	Terrible tEXt (Netsmartz, 1:34)	___/___/24	6 Degrees of Information (Netsmartz, 7:26)	___/___/24
February	Netsmartz Generation (Netsmartz, 2:07)	___/___/24	Post 2 B Private (Netsmartz, 1:13)	___/___/24	Two Kinds of Stupid (Netsmartz, 3:04)	___/___/24
March	Know the Rules (Netsmartz, 1:53)	___/___/24	Oversharing: Think Before You Post (Common Sense Media, 3:23)	___/___/24	Your Photo Fate (Netsmartz, 2:26)	___/___/24
April	Private and Personal Information (Common Sense Media, 1:21)	___/___/24	Eva's Story (Common Sense Media, 1:57)	___/___/24	Information Travels (Netsmartz, 2:52)	___/___/24
May	Follow the Digital Trail (Common Sense Media, 2:17)	___/___/24	TeenVoices: Oversharing and Your Digital Footprint (Common Sense Media, 3:18)	___/___/24	Teen Voices: Sexting, Relationships, and Risks (Common Sense Media, 4:03)	___/___/24

***I hereby certify that the above videos were viewed by students during the 2023-2024 school year.***

\_\_\_\_\_  
ADMINISTRATOR'S SIGNATURE

\_\_\_\_\_  
DATE