



Portland Public Schools

# Internet Safety: A Guideline for PPS Staff and Students

June 2012

*Produced by:*

**Portland Public Schools**

**Information Technology Department**



## **Introduction**

This guideline outlines specific topics and guidelines for Internet Safety including:

- Safety and security of minors when using technology such as social networking websites, email, video games, chat rooms, and other forms of direct electronic communications (including instant messaging).
- Respectful and appropriate online behaviors
- Cyberbullying awareness and response
- Cyber Ethics awareness including plagiarism, cheating and information literacy.

Students and staff have the responsibility to use technology in an ethical and lawful manner. This guideline is meant to supplement the District policies for PPS Network and Internet use *Student and Staff Acceptable Use Guideline (AUP) 8.60.041-AD*. All students and staff are required to read, understand and follow those policies as well.

## **Safety**

- Choosing safe and age appropriate sites
- Benefits and risks of online talk
- Strategies for recognizing online predator grooming patterns
- Handling unwanted online contact
- Understanding District filtering and Acceptable Use Policy

## **Security**

- Creating strong passwords
- Handling spam
- Understanding privacy policies
- Keeping person information secure online
- Identifying online scams and schemes
- Guarding against identity theft
- Recognizing financial fraud

## **Digital Citizenship**

- Digital life
- Privacy and digital footprints
- Self-expression and identity
- Cyberbullying – education and response
- Online ethics – positive ways technology connects communities
- Respecting creative work – plagiarism and copyrights

## **Research and Information Literacy**

- Selecting appropriate search sites and results
- Critical thinking when researching on the internet
- Evaluating the quality of a website
- Creating online citations
- Finding trustworthy sources on the internet

NOTE: Some content gathered from Common Sense Media Internet Safety resources

The District will use materials from a variety of sources to educate staff and students about Internet Safety. Some examples are:

- District/IT website: <http://www.pps.k12.or.us/departments/information-technology/1960.htm>
- Video resources
- Common Sense Media (All grade levels)
- Learning.com (6<sup>th</sup> – 12<sup>th</sup> grade)
- PPSConnect Internet Safety site: <https://connect.pps.net/academics/home/internet-safety/SitePages/Home.aspx>