Internet Safety

Upper Saddle River School District

Education

Kindergarten:

- Computer Safety
- What is the Internet?
- Staying safe online

First Grade:

- Staying safe online
- Personal information
- Tricky Pix- you can't believe everything you see online

Second Grade:

- Sites I Like
- Marketing to Kids

Education

3rd Grade:

- Being a member of an online community
- Recognizing dangerous situations online
- Making responsible choices in cyberspace (ongoing through each year)

4th Grade:

- Online Community vs Physical Community
- Reacting to/ avoiding dangerous situations

Education

5th Grade:

- Online community
- Proper e-mail protocol
- Making choices online

6th - 8th Grades:

- Digital Citizenship Project
  - 9 types of digital citizenship:
    digital access, commerce, communication, literacy, etiquette, law,
    rights & responsibilities, health & wellness, digital security

Hardware

WatchGuard UTM Firewall

- Firewall
- Gateway Antivirus
- Safe Search and Reputation Defense

Hardware

LightSpeed Rocket Appliance

- Web Filter
- Mobile Filter
- Advanced Reporting
- YouTube Safety Mode

Hardware

Barracuda Spam Firewall

- Manages all inbound and outbound email traffic
- Spam and Virus filtering

Hardware

Barracuda Message Archiver

- All-in-one message archiving appliance
- Reduces email storage needs
- Extensive features to simplify eDiscovery/compliance

Software

Symantec Endpoint Protection:

- Antivirus, Anti-malware

- Proactive Threat Protection (Protect against emerging threats)

- Intrusion Prevention System

- Google Apps for Education (GAFE)

Website Committee

AUP & Website Policy Recommendations

Committee Members

Danielle Andersen - 4th Grade
Jessica Bollenbach - 5th Grade
Christina Cucci - Media Specialist
James Gorab - Technology
Dave Kaplan - Bogert Principal
James McCusker - Cavallini Principal
Jessica McFaul - 5th Grade
Patricia Policastro - 2nd Grade
Scott Newman - Network Specialist

Bruce Reicher - TV Production
Stefanie Slacin - Guidance Counselor
Julie Spirko - Computer Literacy
Devin Severs - Curriculum Coordinator
Elizabeth Ullrich - Media Specialist
Joanne Vernon - Reynolds Principal
Matthew Weinshenker - 6th Grade
Colin White - 6th Grade

Acceptable Use Policy Recommendations

Add onto page 1 of the AUP:

- "The board understands that due to the nature of the Internet, websites are constantly evolving and updating. If a student or family member unknowingly gains access to content that may be inappropriate, the individual involved will contact the building principal as soon as possible."

Acceptable Use Policy Recommendations

1. Intentionally disrupts network traffic or crashes the network;

2. Degrades or disrupts equipment or system performance;

3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;

4

Modify this to state:

- "Degrades, vandalizes, destroys or disrupts equipment or system performance."

Acceptable Use Policy Recommendations

Add under Section C:

- "Shares information regarding a security risk or a problem with other students."

- "Downloads or transfers malicious files to a computer or device"

- "Uses or transfers data from personal external device onto a district device without approval"

Acceptable Use Policy Recommendations

Correct a typo under Section C:

10.   Possesses any data which is a violation of this Ppolicy; and/or

- "Ppolicy" = policy

Acceptable Use Policy Recommendations

Add the following message on the page prior to the Student Internet Responsibility Agreement:

- "Please exercise discretion when browsing the Internet. You should be aware that when you are on the Upper Saddle River School District's Teacher websites, you could be directed to other websites.   These other external websites may send their own "cookies" to users, collect data, solicit personal information, or contain information that you may find inappropriate or offensive. Upper Saddle River has content filters in place and also enforces teacher policies regarding posting information onto their classroom websites, however, websites are prone to change content at any moment and may do so before a staff member is able to remove the content."

Acceptable Use Policy Recommendations

Add above the signature line in the Responsibility Agreement for Students:

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ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS RESOURCE

Student Internet Responsibility Agreement

I understand and agree to abide by the terms and conditions for access to the Upper Saddle River School's Network. I further understand that any violations of the regulations are unethical and may constitute a criminal offense. I understand that any violation of the noted guidelines and regulations may result in the cancellation of my access rights. Violations could also result in an imposition of school discipline, criminal prosecution and/or other legal action.

Name of user:_____

(please print)

Homeroom:_____

User Signature: _____ Date:_____

Add Here

"I understand that if I gain access to an inappropriate website that our filters have not blocked, or if I find online content that makes me feel uncomfortable, I will immediately contact my teacher.

Acceptable Use Policy Recommendations

Add above the signature line in the Responsibility Agreement for Parents:

"I understand that the district has filters in place that protect my child from inappropriate content on the Internet. The filters are active both inside and outside of school on any school device. If my child gains access to an inappropriate website that our filters have not blocked, or if my child finds online content that makes the him/her feel uncomfortable, I will contact the building principal. I also understand that when my child is accessing the District computer system from outside of school, I am expected to provide appropriate supervision."

Staff Website Procedures

Recommendations

Staff Website Procedures

Teachers may choose to link to external websites if found to have an educational purpose that supports the district-approved curriculum areas and grade levels. Before posting a link to an external website, teachers are encouraged to review the "Teacher Website Checklist."

Staff Website Procedures

Additionally:

- All websites should meet goals of high quality and educational content.
- Teachers are responsible for content on any webpage linked on their classroom website and must ensure that all links are functional, up-to-date and linked correctly to their school/site pages.
- All content must comply with board policies and be relevant to the current lesson. Material presented on the website must meet the educational objectives of the school-related activity.
- Teachers must review links before posting & remove when the lesson/unit is completed.

Staff Website Procedures

- Immediate embedded hyperlinks and content from the initial webpage should be viewed and vetted.
- When appropriate teachers should save website content and post information as a PDF instead of posting a link.
- When beginning independent research, teachers are encouraged to use the Independent Research Essay Form to communicate the details with parents.
- Commercial use of websites by staff for personal or financial gain is prohibited. No personal advertising or promotion of products is allowed.

Staff Website Procedures

- When posting links or articles, the teacher is responsible for including statements of copyright, if applicable, and indicating that permission has been secured when including copyrighted material.
- All provided links must be verified once a month, or as defined by the building principal, for educational appropriateness, and should include the following disclaimer: "All external links are intended for educational purposes only. If you come across any content that makes you uncomfortable, please contact the classroom teacher who will, in turn, notify the building principal."

Teacher Website Review Criteria

Teacher Website Review Criteria

When reviewing a website it is best practice to consider the following questions to determine appropriateness and relevance to the curriculum:

- **Content**
  Is the website relevant to our curriculum?
  Is the website content presented in an age appropriate manner?
  Does the website describe or depict violence?
  Is the website content sexual in nature?
  Does the content pertain to, or reference religion?
  Do the ads detract from the usability of the website?

Teacher Website Review Criteria

- **Author**

  Does the person's name leads you to verifiable credentials?

  Does the author have a bias?

  Is there an About or Contact Us section that gives you additional information?

- **Timeliness**

  Does the information appear to be current?

  Does the website have a publishing date and/or last revised date?

Teacher Website Review Criteria

- **Citations & Links**
  Does the website have external links?
  Have you verified the links?

- **Website extension**
  What is the extension?
  .gov and .edu are the most trusted websites;
  .org, .com and .net need to be researched further to discover if they are unbiased

Teacher Website Review Criteria

- **Subsections**
  Have you checked all of the headings and tabs that the homepage provides to be sure that all places within the website have appropriate information for your students?
  Do you feel the need to ask students to not visit certain portions of the website?

- **Intent**
  What is the intent of the website?
  Can you confirm it is not someone's blog disguised as a factual website?

Independent Research Essay Form

Sample

Independent Research Essay Form - Sample

A form designed to make parents aware of when their child is doing research, as well as what their chosen topic is

Students and parents sign off on the form.

Independent Research Essay Form Sample

Beginning next week, your child's class will begin a research-based writing unit. All students will be researching a topic of his or her choice, collecting ideas, and writing an argument essay. The teacher will be instructing the class on all steps of researching and writing this essay. During this unit, the students will be independently researching their chosen topic after receiving guidance from the teacher. Please be advised that during the research process, students will be using various school-approved research databases, reputable news outlets, and other reference websites. During this time, while reviewing appropriate news articles, there may be links to additional articles or links that are not relevant to the student's research. The teacher will remind students to remain focused on his or her topic and our content filters remain in place. However, we felt it was important to advise you of the guided independence students will have during their research. If your child comes across any inappropriate content, please ensure the teacher is notified.

<u>Argument Essay Topic Form</u>

Name: _____   Class: _____

Broad topic: _____

Targeted topic/argument: _____

Why am I picking this topic (2-3 sentences)?

_____