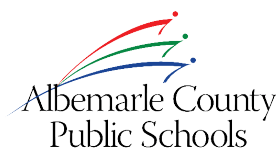


KEEPING OUR KIDS SAFE AND HEALTHY IN A DIGITAL WORLD

A Technology & Digital
Citizenship Field Guide for
ACPS Families

2nd Edition



ABOUT THIS GUIDE

As our students grow up in a digital society, it is inevitable that technology will play an important role in their lives. Indeed, our children will engage with technology throughout their entire school career, whether virtually or in-person. At ACPS, we believe that it is our responsibility to partner with families, providing both you and your child with strategies for healthy and responsible technology use. We also believe in transparency regarding various policies and procedures for technology use in our division. We hope that this guide will help to answer any questions you may have as a family, as well as provide you with resources for raising a healthy digital citizen.

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UNDERSTANDING THE ACCEPTABLE USE POLICY

...or the “AUP”



WHAT IS THE ACCEPTABLE USE POLICY (AUP)?

The AUP is a school board policy that guides the use of technology in Albemarle County Public Schools. If you'd like to view this policy, please visit the ACPS website at <http://k12albemarle.org>.

ALL USE OF THE DIVISION'S TECHNOLOGY MUST BE:

- In support of education and/or research
- For legitimate school business

ACPS SCHOOL BOARD POLICY IIBE

WHAT IS THE PURPOSE OF THE AUP?

The purpose of the AUP is to communicate division expectations for using school technology. It is important that students and families understand these expectations as technology plays a significant role in our schools.

WHAT HAPPENS IF MY CHILD VIOLATES THE AUP?

We understand that mistakes happen. If a child violates the AUP, this behavior will be investigated and addressed by a school principal or division administrator.

CAN I GET A COPY OF THE AUP IN A DIFFERENT LANGUAGE?

Yes--please work with your school to get a copy of a translated AUP.

DEVICE CARE

Keeping Your Child's Device Running Smoothly

The ACPS Department of Technology has guidelines and procedures in place for device repair and even replacement when necessary.



I THINK MY CHILD'S DEVICE IS BROKEN...WHAT DO I DO?

When things aren't working well, often the quickest fix is to restart your ACPS device (rather than using power off or shut down). Our Basic Troubleshooting Guide (bit.ly/ACPSdevicetroubleshoot) is an excellent resource to learn more about troubleshooting common technical issues.

If the above resources do not solve your problem, please contact ACPS technology support using one of the following options:

- Use the online Student Technology Support Form at serviceticket.k12albemarle.org to submit a service ticket.
- Call the ACPS Service Desk at 434-975-9444, Monday through Friday from 7:30 a.m. to 5 p.m.

WHAT IF MY CHILD CAN'T REMEMBER THEIR ACPS USERNAME OR PASSWORD?

The fastest way to obtain your username or reset your password is to call your school. The ACPS Service Desk (434-975-9444) can also support you with usernames and resetting passwords. You can also enroll to use our Self Password Reset Tool (bit.ly/ACPSpasswordreset) to reset your password without assistance from the Service Desk.

WHAT IS THE DIFFERENCE BETWEEN MY CHILD'S USERNAME AND EMAIL?

Your child's username is a unique identifier that they use to log on to their device and some ACPS services. This is slightly different than their email, which is their username, followed by "@k12albemarle.org". Depending on where your child is logging in to, they may need to use either their username or email.

WHAT IS A SAFE WAY TO DISINFECT MY CHILD'S DEVICE?

The outside case of a laptop or iPad may be cleaned using disinfecting wipes (like Clorox or Lysol). The best option for cleaning the screen is an alcohol wipe, since the alcohol evaporates very quickly.

DO SCHOOL COMPUTERS COME WITH DEVICE INSURANCE?

All ACPS laptops and iPads come with a three year warranty.

WHAT IF MY FAMILY DOESN'T HAVE INTERNET AT HOME?

Reach out to your school to ask about the ACPS@Home program. If you qualify, you may be able to receive discounted broadband or a hotspot to support your child's learning at home.

WHAT HAPPENS IF MY CHILD LOSES THEIR DEVICE AND/OR CHARGER?

Families should contact their school's front office to report lost technology assigned by ACPS. They will be able to provide a loaner device and assist with any needed next steps with repair and replacement.

HAVE MORE QUESTIONS?

Please visit the technology support for families page on the ACPS website at bit.ly/ACPStechsupport.

DEVICE CARE HINTS:

YOUR CHILD SHOULD:

- Restart the device at least once per day
- Keep the device protected
- Carry it with two hands
- Keep it away from food, drinks, and anywhere it can get really hot or cold
- Keep the charger handy and charge it every night
- Use the device in a safe and responsible way
- Label their charger for devices that go home
- Keep the iPad screen clean

YOUR CHILD SHOULD NOT:

- Carry the device by the lid
- Let someone borrow the device
- Give someone the password
- Change the operating system or hardware
- Pick the keys off the keyboard
- Put objects in the device ports that don't belong.

KEEPING STUDENTS SAFE ONLINE

About the ACPS Web Filter

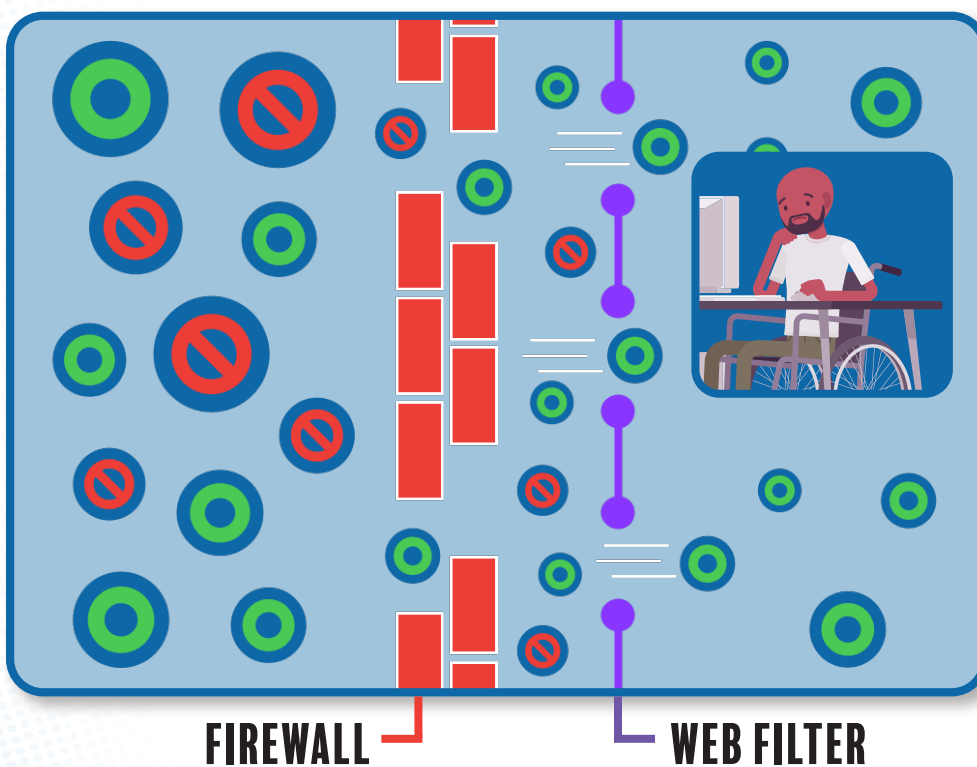
The internet is filled with a wide range of content, some of which is not appropriate for children. The ACPS Department of Technology believes that students should have open access to rich learning materials and opportunities through the web, but also understands the need to keep students safe and happy while using their device. As such, we have a filtering system in place to add a layer of protection from illicit content.

The web filter works in two stages: the firewall and the content filter. The firewall serves as a first line of defense against

hacking, protecting the ACPS network from outside attacks. The content filter then steps in to weed out inappropriate content, blocking certain websites and search terms.

Our school division is required to filter internet content to be in compliance with the Children's Internet Protection Act (CIPA) enacted by Congress.

Ultimately, we aim to keep students as safe as possible by using a triangular approach: a firewall, a web filter, and, through education, a human filter.



WHAT HAPPENS IF INAPPROPRIATE CONTENT MAKES IT THROUGH THE FILTER?

Filter systems are not perfect. Through our digital citizenship curriculum (bit.ly/ACPSfamilydigcit) students are taught to close their laptop if they encounter upsetting or worrying content and immediately inform a teacher. Teachers should then partner with technology staff to identify the best resources for learning.

The filter still works when your child uses an ACPS device at home. If you experience any inappropriate content, contact your child's teacher. Do not include a link to the content in any email communications--just describe the incident, including the date and time of occurrence.

APPROVING TECHNOLOGY RESOURCES

How do we know they are safe?

The ACPS Department of Technology carefully considers any new resource (device, website, program, or app) that enters a classroom in addition to our licensed, division-wide resources. This is called the vetting process, which entails the following:

- An evaluation by multiple staff members.
- A review of the Privacy Policy to ensure that all student accounts and data are secure.
- A review of the Terms of Service to ensure that age restrictions meet Federal regulations.
- An alignment with ACPS educational philosophies.
- Principal approval of the technology resource's use.
- Parent permission is requested when needed.

All of this happens prior to your child using the technology resource for learning.

CRITERIA FOR APPROVING A NEW TECHNOLOGY RESOURCE:



YOUTUBE SAFETY

What can I do to keep my child safe on YouTube?

YouTube is a popular website for user-created videos filled with rich educational content. Here in ACPS, we see it as our responsibility to provide educational access to YouTube in a safe and healthy way.



WHEN USING YOUTUBE AT SCHOOL, TEACHERS ARE ENCOURAGED TO:

- Review the videos they use to ensure they are appropriate and educational in nature.
- Embed videos in another service (i.e. Google Slides, Seesaw, Schoology) to ensure that comments, related videos, and other distractions are limited.
- Play or share only the segment of a video which is related to the content being studied.
- Have students log in to their ACPS accounts to receive the safest video viewing experience.
- Supervise student use of YouTube during self-directed learning.

WHEN USING YOUTUBE AT HOME, FAMILIES ARE ENCOURAGED TO:

- Allow your child to use YouTube in a common, easily supervised area.
- Have a designated area for storing devices when not in use.
- Ask your child about the videos they are watching, or watching with them.
- Develop a family media agreement: bit.ly/familymediaagreement

Do you have more questions about the healthy use of YouTube in your home? For more information, check out: commonsensemedia.org/youtube.

WHAT IS DIGITAL CITIZENSHIP

...and why does it matter?

Citizenship in a digital world echoes the same behaviors of good citizenship in daily life. Just as we guide students to consider the effects of any choice, we must also teach them how to do this online. Technology changes at a fast pace. It is challenging to keep up with specific trends or the latest apps. Consequently, students must be able to adapt to a changing world. They must also apply their critical thinking skills and personal philosophies to ever changing digital experiences.

By putting devices in student hands, we become partners with families in empowering our children to make healthy, smart, and safe choices. We are united with our community in providing opportunities to discuss topics relevant to life in a digital world.

A strong digital citizenship curriculum gives students foundational knowledge and opportunities to discuss their perspectives surrounding topics such as privacy, screen time, and evaluating information online. Our curriculum goes beyond restricting screen time or technology access--it provides students with the skills and tools to adapt and flourish in a digital world. The next portion of this guide is an overview of Common Sense Media's six digital citizenship domains, as well as ways in which you can discuss them with your child at home. If you'd like to view the ACPS digital citizenship curriculum yourself, it and other resources can be found at: bit.ly/ACPSfamilydigcit.

ABOUT COMMON SENSE MEDIA

Common Sense Media® is a research-based nonprofit aimed at providing ongoing digital support for parents to research, explore, and learn about how to best support children in their responsible, ethical, effective, and safe use of technology and media. During the school year, your child will engage with digital citizenship lessons pulled from Common Sense Media's curriculum. Additionally, many resources in this guide come from this fantastic resource across six domains.



VISIT THE COMMON SENSE MEDIA WEBSITE AT COMMONSENSE.ORG FOR MORE FREE RESOURCES, INCLUDING:

- Movie, TV, video game, and app ratings and reviews
- A customizable family media agreement
- Articles, guides, and podcasts supporting parenting in a digital world
- Resources for Spanish speaking families

MEDIA BALANCE & WELL BEING

How much is too much?

WHAT'S THE DEAL?

"Digital media" refers to all sources of information or entertainment delivered via electronic means. A healthy balance of digital media includes an appropriate amount of screen time, self-control when it comes to managing screen use, and knowing how social media can influence behaviors and feelings. Additionally, Common Sense Media¹ identifies that some screen time is more beneficial than others. The most important thing is to find the right balance for your family.

CONVERSATION STARTERS:

How do you spend your time when using technology? What do you like doing?

How do you know when to take a break when using technology? Are there signs that you look for?

Have you ever stayed up too late using digital media? How did it make you feel the next day?

Why do you think some people on social media who represent themselves differently online than in real life?

What's something we can do together to make sure we have a healthy media balance?

DID YOU KNOW?

An inability to stop scrolling or playing to a point where it interferes with an individual's life, health, and relationships could signify an unhealthy digital media balance.

Social media can and often does have a strong influence on student behaviors and feelings, both positively and negatively.²

Parents: You can set restrictions and time limits on video game consoles, cell phones, internet, and most personal devices. Check the device's settings menu or contact your internet service provider to find out how.

Digital media varies in quality depending on what you use and how you use it. For example, social media and video chat have helped many of us to feel more connected to family and friends.³

MEDIA BALANCE AND WELL BEING IN THE REAL WORLD

- "To Grow Up Healthy, Children Need to Sit Less and Play More" from the World Health Organization: bit.ly/childrensitless
- I Embraced Screen Time with My Daughter and I Loved It: bit.ly/embracescreentime
- Screen Time for Kids Under 2 More Than Doubles: bit.ly/changesinscreentime
- How Much Screen Time is Too Much for Kids?: bit.ly/screentimebalance

USE A FAMILY MEDIA PLAN TO...

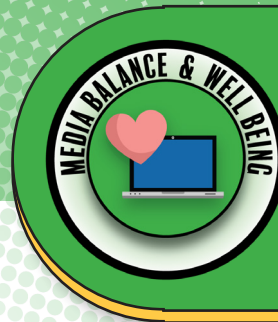
...create higher-quality screen time.

...set aside time to spend as a family.

...set aside time to interact online.

...ensure you spend time outside.





EXPERTS RECOMMEND:

Create a customized family media plan or agreement to help find your family's media balance. It is important to make sure your child has a voice in this process. Use these resources: bit.ly/aapfamilymediaplan & bit.ly/familymediaagreement

The American Academy of Pediatrics recommends “all children and teens need adequate sleep (8-12 hours, depending on age), physical activity (1 hour), and time away from media.”

Watch and explore together! Spend time with your child on high-quality and age-appropriate media. Common Sense has lots of parent reviews for TV, movies, games, apps, and websites.

Signs your child may be experiencing an imbalance of media might include disengagement with the present due to an obsession with digital media or feeling anxious when separating from a device.

DIVE DEEPER:

- Media Use Recommendations for Preschoolers: bit.ly/preschoolagemediause
- World Health Organization - Classification of Gaming Addiction as a Disorder: bit.ly/WHOgaming
- Social Media & Body Image: bit.ly/socialbodyimage
- Social Media & Self Esteem: bit.ly/socialselfesteem

WHAT'S HAPPENING IN SCHOOL TO ENSURE MY CHILD IS RECEIVING A HEALTHY AMOUNT OF QUALITY SCREEN TIME?

Students learn about the importance of appropriate media choices through digital citizenship curriculum. Please contact your student's teacher or school administrator for details about where and when digital citizenship lessons occur.

Physical education and health classes emphasize the importance of getting physical activity each day.

Most schools offer opportunities for extracurricular activities. These can be a great way for students to balance their time spent online.

Teachers learn how to integrate technology purposefully. The time students spend on devices is aimed at expanding student thinking and meeting learning targets.

Citations:

1. <https://www.commonsensemedia.org/screen-time/are-some-types-of-screen-time-better-than-other>
2. <https://www.commonsensemedia.org/blog/what-parents-need-to-know-about-social-media-and-anxiety>
3. <https://edition.cnn.com/2020/07/29/health/screen-time-kids-report-wellness/index.html>

PRIVACY & SECURITY

How do I keep my child safe online?

WHAT'S THE DEAL?

It's important for students to understand privacy and to avoid interacting with strangers online. Students should consider using privacy and location sharing settings to protect their information and what to do if someone starts to make them feel uncomfortable.

Safe searching and filtered searches help ensure that students do not accidentally see inappropriate material online. Additionally, children should understand their responsibility in what they search for--if they type something inappropriate into a search engine, they are likely to end up with upsetting results.

WHAT MAKES IT SAFE?

What to look for in a website's Terms of Service

DATA & PRIVACY

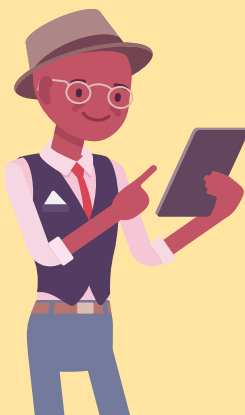
Check to make sure the website doesn't sell or share your data, unless it's for the purpose of website functionality. (ex. Amazon needs to send your address to the shipper).

AGE RESTRICTIONS

Many websites restrict the age of their users, especially to be compliant with federal laws like COPPA. Before allowing your child to use a web service, make sure they are old enough.

OWNERSHIP

It's important that any data you input into a website is still owned by you. Make sure the site doesn't claim ownerships of your content and information.



POLICY DATES

Check to see the last time a site revised its Terms of Service and Privacy Policy. These should be updated regularly as a website's functionality changes over time!

CONVERSATION STARTERS:

Just like you wouldn't share your name to a stranger, what are some things you should keep private online?

Did you know that some apps on your phone share your location? In what situations do you think this is okay?

What is appropriate to share with a friend you know from school versus a friend you met gaming?

Have you or any of your friends ever seen something online that made you uncomfortable? What happened?

What makes a strong password? Why is it important to have a strong password? Why shouldn't you share a password with friends?

DID YOU KNOW?

When using Snapchat, you can turn on "ghost mode" to prevent people from around the world from seeing your location.

The Terms of Service of many social media networks, such as TikTok and Instagram, require all users to be ages 13 and up.

Contact with online predators happens mostly in chat rooms, on social media, or in the chat feature of a multiplayer game. Warning signs can include: spending long hours online-especially at night, suddenly turning off the computer when you walk into the room, withdrawal from family life and reluctance to talk about online activities, and unsolicited gifts arriving in the mail.¹



EXPERTS RECOMMEND:

Teach your child what to do when they see something threatening, worrying, or upsetting online. Keep communication open and comfortable, emphasizing that they will not get in trouble for telling you.

Consider keeping all computer and device use in areas where it is easy to monitor your child's activity.

Use privacy settings on social media, games, and websites. You can also check with your internet service provider to see if they offer parental controls on your home internet.

Talk to your child about what the “red flags” are when talking to someone online, if they start asking things like “Are you a boy or a girl? Where do you live? Do you want to talk privately?” These are signals to stop talking to them, block them, and tell an adult.

Spend time online together to model appropriate online behavior for your kids.

DIVE DEEPER

- Media Smarts Internet Safety Tips by Age Level: bit.ly/safetytipsbyage
- Myths & Truths of Kids' Internet Safety: bit.ly/onlinemythsandtruths
- Real World Reasons Parents Should Care About Kids' Online Privacy: bit.ly/kidsonlineconcerns
- What should I teach my kid about safe online behavior?: bit.ly/safeonlinebehavior

WHAT'S HAPPENING IN SCHOOL TO KEEP MY CHILD SAFE?

Teachers use digital tools that have been vetted to protect student's privacy and ensure educational quality. See page 6 for more information.

Students use school laptops or devices in common areas under supervision of an adult.

When students publish digital products, thought is given to what level of privacy is needed to protect student information

Students are discouraged from taking pictures or videos at school and posting them on social media.

Students learn about the importance of online safety through our digital citizenship curriculum. Please contact your student's teacher or school administrator for details about where and when digital citizenship lessons occur.

Internet provided on ACPS devices is filtered through a separate system to minimize the risk of inappropriate content. Please see page 5 for more.

Citations:

1. <http://scholarworks.umb.edu/cgi/viewcontent.cgi?article=1646&context=nejpp>

DIGITAL FOOTPRINT & IDENTITY

What follows my child online, even after logging off?

WHAT'S THE DEAL?

A Digital Footprint is described as the record of online activity that has your name or other personally identifiable information tied to it. Such activities include posts on social media (videos, photos, text, etc.) and “liking,” “sharing,” and “commenting.” As stated by Google, “just as your footsteps leave prints on the ground while you walk, what you post online leaves a trail.” Think of your digital footprint as being left in wet concrete—it can be extremely difficult or even impossible to erase.

CONVERSATION STARTERS:

What kinds of things do you like to post/share/like/comment on online?

Would you be comfortable with your teacher or family members seeing what you say and post online?

A lot of sites require users to be 13 years old. Why might it be a bad idea for a younger child to sign up for an online account, anyway? Why do you think age restrictions might be important?

What kinds of information do you feel comfortable sharing online and why?

DID YOU KNOW?

No online activity is ever truly deleted. Even if it's deleted by you, it is possible that data may still be saved or even accessed on other servers!

Similarly, it is almost always impossible to know if others may have captured a screenshot of something you have posted.

Colleges and prospective employers often investigate your social media history as part of the application process.

Students can face consequences in and out of school for online behaviors (posting, sharing, liking, commenting, etc.) that are negative.

Your child's digital footprint begins with what you post about them online - even baby pictures! Consider your child's own right to privacy when you post.

WHAT FOLLOWS YOU ONLINE?

Emails, Texts &
Photo Messages

Social Media Posts
& Comments

Gaming Chats

Web Browsing
History



Articles Written
About You

Downloaded
Files & Media



DIGITAL FOOTPRINT & IDENTITY IN THE REAL WORLD

- 10 Social Media Controversies that Landed Students in Trouble: bit.ly/socialcontroversies
- Parent's Ultimate Guide to TikTok: bit.ly/tiktokforparents
- Video: Are Parents Exploiting Their Kids on Social Media?: bit.ly/parentskidsocialmedia

EXPERTS RECOMMEND:

THINK before you post. Is it **T**True? Is it **H**elpful? Is it **I**nspiring? Is it **N**ecessary? Is it **K**ind?

Be a role model: talk about the privacy settings you use on your phone and share your process for deciding what to share with whom; try googling yourself to see what comes up.

Try scrolling through a celebrity's profile and discuss the image they've created for themselves and what the implications are for their reputation.

DIVE DEEPER

- Video: Oversharing-Think Before You Post: bit.ly/thinkb4posting
- Conversation Case: Young Children and Digital Footprints: bit.ly/youngdigitalfootprints
- Family Tip Sheet on Digital Footprint: bit.ly/digitalfootprintfamtips
- Video: Digital Reputation: What Comes Up When You Google Yourself?: bit.ly/digitalreputationvideo

WHAT'S HAPPENING IN SCHOOL TO HELP MY CHILD LEARN ABOUT THEIR DIGITAL FOOTPRINT?

Students learn about the importance of thinking before they post through a digital citizenship curriculum. Please contact your school administrator for details about where and when digital citizenship lessons occur.

RELATIONSHIPS & COMMUNICATION

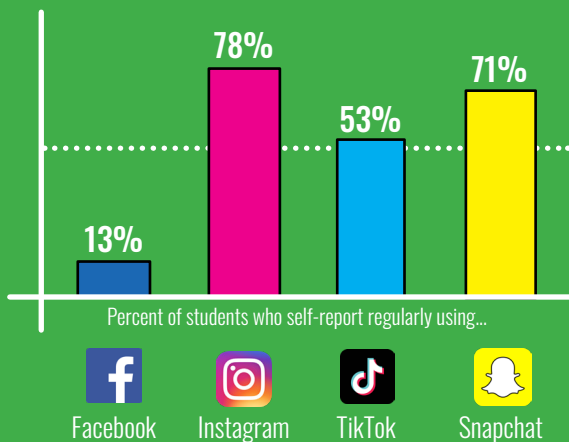
How can we proactively build positive relationships online?

WHAT'S THE DEAL?

It is important to consider how we can build strong relationships through positive, safe communication online. In an online environment it is not possible for others to read your body language, tone of voice, or facial expressions. A thoughtful choice of words, punctuation, and even emojis can help with delivering a clear and positive message; furthermore, some conversations are best had through a phone call, video chat, or even face-to-face. To learn more about privacy and security risks when communicating online, refer to the Privacy & Security section of this guide.

SOCIAL MEDIA USE

Amongst ACPS High Schoolers



*data reported from 2020 SpeakUp survey

CONVERSATION STARTERS:

Do you communicate differently on a classroom message board or when emailing a teacher than you would on social media or texting with your friends?

Why might it be a bad idea to post something that you wouldn't be willing to say to someone's face?

Have you ever posted something that was taken the wrong way? How could you have phrased it differently?

What is the appropriate way to react when someone has posted something you find offensive?

Do you think that the number of "likes," "reacts," or "followers" are an appropriate way to measure someone's/your own self worth?

DID YOU KNOW?

You are constantly being influenced by your own feelings when you read something online. Think about how you can get ahead of your feelings before you react.

Some online forums and gaming chats are anonymous which can make them easy places for unkind behavior. If you allow your child to use these digital spaces, encourage them to keep communication considerate and helpful.

68% of teenagers report that friends on social media have helped them through a challenging time.¹

RELATIONSHIPS & COMMUNICATION IN THE REAL WORLD

- 10 Netiquette Guidelines Online Students Need to Know: bit.ly/onlinestudentnetiquette
- 22 Examples on the Positive Impact of Social Media: bit.ly/socialmediapositives
- 7 Steps to Having Positive Online Discussions: bit.ly/positivediscussions



EXPERTS RECOMMEND:

Know your audience: remind your child that different audiences require different types of communication and online etiquette.

When faced with conflicts online, help your child to handle the situation in a positive way. This may mean working it out in person, or even disengaging.

Read it objectively: encourage your child to consider the source and to not assume a person's tone of voice if it isn't immediately obvious.

DIVE DEEPER

- Instagram's Parent Guide: bit.ly/parentgram
- TikTok Guardian's Guide: bit.ly/tiktokguardians
- Parents' Ultimate Guide to YouTube: bit.ly/youtubeultimateguide
- Examples of Bad Netiquette: bit.ly/badnetiquette
- A Parent's Guide to Snapchat: bit.ly/snapchatparents

WHAT'S HAPPENING IN SCHOOL TO HELP MY CHILD LEARN HOW TO BUILD POSITIVE RELATIONSHIPS WHEN IT COMES TO TECHNOLOGY?

At the elementary school level, guidance counselors work with classrooms to provide lessons around healthy relationships. Please contact your child's school for more details about this curriculum.

Mental health coaches at the middle and high school levels also work with students to help ensure students are making positive choices online, as well as to support victims of cyberbullying and online drama.

Students learn about the importance of communicating positively online through a digital citizenship curriculum. Please contact your school administrator for details about where and when digital citizenship lessons occur.

Citations:

1. <https://www.common SenseMedia.org/sites/default/files/uploads/research/2019-educator-census-inside-the-21st-century-classroom-key-findings.pdf>

CYBERBULLYING, DIGITAL DRAMA, & HATE SPEECH

How should I handle mean behavior online?

WHAT'S THE DEAL?

Cyberbullying is bullying that happens online or through digital devices. This includes sending, posting, or sharing content about someone else that is intended to intimidate, or cause embarrassment, humiliation, or harm. In cyberbullying, the victim has less power than the bully (more popular, older, bigger, stronger, etc.). Different from cyberbullying, digital drama is defined as using technology to create or continue conflict with others. Finally, hate speech is defined as attacking another person due to various profiles (race, gender, sexual orientation, religion, etc.). All three types of these negative online behaviors often overlap with one another.

VICTIM:

- Becomes secretive with their phone or computer.
- Displays changes in mood after being online
- Appears uneasy about going to school
- Becomes socially withdrawn

CYBERBULLYING RED FLAGS



BULLY:

- Quickly closes apps and hides screens around adults
- Uses their device after bed-time, often in secret
- Laughs excessively while online
- Overly concerned with social status

CONVERSATION STARTERS:

Have you ever witnessed or experienced cyberbullying, digital drama, or hate speech on social media? What are some ways to handle these situations as an upstander?

How do you know if it's okay to post photos, videos, comments, etc. about someone else? What do you consider before posting?

How do people treat each other on the apps/websites you use? Have you seen any acts of kindness that inspire you?

Why do you think people engage with negative or mean behavior online when they might not in person?

DID YOU KNOW?

Cyberbullies act differently offline. Many have positive reputations and do well in school.

Supporting peers who are cyberbullied is called being an upstander, and it can make a BIG difference.

Hate speech and harassment is not protected by free speech when it is intended to specifically threaten another person or group, or it creates a hostile environment.

While cyberbullying is repeated and involves a power imbalance, digital drama occurs in isolated incidents and typically involves friends and acquaintances.



CYBERBULLYING, DIGITAL DRAMA, & HATE SPEECH IN THE REAL WORLD

- If your child sees hate speech or cyberbullying occur online between ACPS students, it can be reported anonymously at bit.ly/ACPSanonymousalerts.
- Majority of Teens Experience Some Form of Cyberbullying: bit.ly/teencyberbullying

EXPERTS RECOMMEND:

If you notice signs of your child being bullied or bullying others, encourage your child to ignore the bully, save any readily available evidence, then contact your child's school counselor or administrator.

Help your child to identify a trusted, known adult who they can talk to about any online challenges. They should know they won't get in trouble or get their device taken away for reporting issues.

Teach your child the importance of being an upstander instead of a bystander when they witness cyberbullying.

If your child is struggling with digital drama, encourage them to take a break from their devices.

DIVE DEEPER

- Conflict vs. Bullying: What's the Difference: bit.ly/conflictvsbullying
- Plugged-In Parents: Cyberbullying & Digital Drama: bit.ly/cyberbullyingparentguide
- Presentations for Parents & Families: bit.ly/cyberbullyingpresentations
- K-12 Family Tips: Cyberbullying, Digital Drama, & Hate Speech: bit.ly/cbfamilytips

WHAT'S HAPPENING IN SCHOOL TO MINIMIZE DIGITAL DRAMA?

At the elementary school level, guidance counselors work with classrooms to provide lessons around bullying and cyberbullying prevention. Please contact your child's school for more details about this curriculum.

Mental health coaches at the middle and high school levels also work with students to help ensure students are making positive choices online, as well as to support victims of cyberbullying and online drama.

Students learn about the importance of communicating positively online and being an upstander through a digital citizenship curriculum. Please contact your school administrator for details about where and when digital citizenship lessons occur.

NEWS & MEDIA LITERACY

How do I best interpret the meaning behind content I see online?

WHAT'S THE DEAL?

The internet allows 24/7 access to an enormous amount of information, making it easy for students to conduct research and stay up to date on current events. It is important for students to know that not everything online is true and to develop good media literacy skills. These skills help a student discern fact from fiction online through fact-checking, improve critical thinking, and gather knowledge about copyright to avoid plagiarism.



CONVERSATION STARTERS:

How do you verify that a news or media source is unbiased and credible?

Why do you think people alter photos or videos?

Where online do you learn about current events? Do you think this source is trustworthy?

What kinds of stories or headlines do you think get the most clicks or likes? Why?

How would you feel if someone used your work without your permission? What if they changed it or made money from it?

Why is it important for a musician or artist to get credit or be paid for their work?

DID YOU KNOW?

80% of middle school students in a Stanford study mistakenly identified a sponsored advertisement as a news story.¹

Research has shown that false stories are more likely to be spread by humans than by bots.²

30% of ACPS middle schoolers and 35% of ACPS high schoolers reported cases of plagiarism in school.³

NEWS & MEDIA LITERACY IN THE REAL WORLD

- Do Teens and Tweens Believe "Fake News"?: bit.ly/teensfakenews
- "Emotional Skepticism" Needed to Stop Spread of Deepfakes on Social Media | CBS News: cbsn.ws/3eL8IEw
- Phishing Scam Targets Verizon Customers: bit.ly/verizonphishingscam
- How Taylor Swift Is the Latest Artist to Struggle to Own Her Work: bit.ly/taylorswiftownership



EXPERTS RECOMMEND:

Teach your child to cross check news stories or facts before sharing on social media. A great place to start is your school library's webpage to find credible resources.

If a piece of media makes you feel emotional in any way, positive or negative, engage your sense of “emotional skepticism,” and ask WHY you feel this way.

Help your child give credit to the work they use! Students are taught to use citations for research papers in school. This also applies to things like video mash-ups and even memes.

Learn about fair use and copyright. In some situations, students can use a small amount of copyrighted work without permission for schoolwork. Talk to your school librarian or check out this video from Common Sense Media to learn more: bit.ly/fairuseinschool

DIVE DEEPER

- Factitious Quiz Game: can you spot the fake news?: bit.ly/factitiousgame
- The Educator's Guide to Copyright, Fair Use, and Creative Commons: bit.ly/copyrightinschool
- Fake News - Keepin it Real: bit.ly/stoppingfakenews
- How to Recognize and Avoid Phishing Scams: bit.ly/nomorephishing
- Emotional Skepticism: bit.ly/emotionalskepticism

WHAT'S HAPPENING IN SCHOOL TO ENSURE MY CHILD IS RECEIVING A HEALTHY AMOUNT OF QUALITY SCREEN TIME?

Many students learn about evaluating information through a research unit, traditionally taught in a history class or by a librarian. However, more content area teachers are starting to address information literacy because students need this skill to evaluate information across subject areas.

Some schools have elective courses dedicated to computer literacy, including units on evaluating information.

Students learn about the importance of evaluating information through a digital citizenship curriculum. Please contact your school administrator for details about where and when digital citizenship lessons occur.

Citations:

1. <https://purl.stanford.edu/fv751yt5934>
2. <https://science.sciencemag.org/content/359/6380/1146>
3. ACPS 2019 Speak Up Survey

COMMONLY USED APPS

Details for Families on Data Privacy & Well-Being

Ever wonder about the safety of those social media apps that your child uses or asks you about? Learn below about some of the terms and safety features of the most popular apps right now as defined by Common Sense Media:

INSTAGRAM



SNAPCHAT



TIKTOK



WHAT IS IT?	Instagram is “a popular platform for instantly enhancing photos and videos with cool effects and sharing them across a number of social media platforms...Instagram Direct allows users to send private messages directly to other users.”	“Snapchat is a popular messaging app that allows teens to exchange user-generated photos, texts, videos, and calls -- both audio and video.” Although the app claims content disappears after 10 seconds, some software and apps can make it possible to store “snaps.” Additionally, in-app purchases make it possible to replay snaps.	“TikTok is a social network for sharing user-generated music videos. It used to be called musical.ly. Users can create and upload videos, remix others’ work, or browse content created by other users and by famous recording artists.” More recently, TikTok has been used to post non-musical content, and is one of the most popular apps in use by teens today.
AGE RESTRICTIONS	According to the terms of service for all of these apps, no one under the age of 13 is allowed to create an account or use the service.		
LOCATION SHARING	Instagram’s default setting for location sharing is off. You can turn location on whenever you post a photo, allowing you to choose whether or not to allow Instagram access to your location.	The default setting is to share precise locations with the app and other users using GPS, wireless networks, wifi access, etc. This does not turn off until the user switches to “Ghost Mode” in settings.	TikTok does not share a user’s location; however, users should be mindful of what is in the background of any posted videos that may give away their location, as videos are shared publicly by default.
DATA OWNERSHIP	The user retains ownership rights of the content created, but the app is automatically granted a right to use it.	The user retains ownership rights of the content created, but the app is automatically granted a right to use it.	While users maintain control of their content, the company may use it in any marketing materials. TikTok is owned by ByteDance, a Chinese company, making all data subject to Chinese law; however, TikTok’s ownership is currently in transition as of the writing of this publication.
OTHER INFORMATION	Instagram accounts are set to be public by default, making all of the user’s photos publicly viewable. Accounts can be manually switched to private (only friends can view).	Third party apps such as YOLO allow the user to save snaps and send and receive anonymous messages through Snapchat.	During setup, the account can be made private (only friends can view). If done later, changing the privacy setting will not eliminate any current followers. Users must contact TikTok in order to delete an account.

GLOSSARY OF TERMS

Account - A place where you keep your personal information or data safe online, usually secured by a username and password.

Bias - Having a preference for or against a particular person, group, or thing.

Bot - An automated program that can complete tasks or simulate human interaction with people or systems online.

Bystander - A witness to a bullying incident who chooses not to intervene.

Citation - A note identifying that content or an idea originally came from another source.

Clickbait - Content intended to attract a person's attention and entice them to "click," redirecting them to another source.

Credible - Reliable and based in fact.

Digital Equity - Partnering with our community to provide students with access to safe, appropriate learning experiences and resources supported by technology.

Emoji - A small graphic or icon used to express an idea or emotion.

Emotional Skepticism - Being highly cautious around our instincts, impulses, feelings, and strong passions about a topic.

Filtered Searches - Tools which allow a user to narrow down search results based on desired content.

Followers - Users who opt in or "subscribe" to receiving updates and content from another user on social media.

Forums - A virtual space on the internet, such as a message board, where users can share ideas and have discussions about a topic.

Internet Service Provider (ISP) - The organization or company that gives access to the internet (i.e. Comcast, CenturyLink, Ting, etc.)

Like / React - A simple, graphic-based response to a post on social media.

Location Sharing - A feature on some apps and websites which broadcasts the user's location by GPS or their network.

Media - A means through which people share or receive information (i.e. magazines, newspapers, etc.). When found online or electronically (social media, television, etc.), this information is considered to be digital media.

Media Literacy - The ability to access, evaluate, and create media.

Operating System (OS) - The software that supports a computer's or device's basic functions (i.e. Windows, MacOS, iOS, Android, etc.)

Posting - Sharing content (links, pictures, text, etc.) online, usually over social media.

Profile - The outward-facing representation of yourself on an online platform, usually over social media.

Screen Time - The amount of time spent interacting with or viewing content using electronic devices.

Screenshot - A still picture captured from the screen of an electronic device.

Server - A computer or computer program that stores user data and manages access to a website or resource.

Social Media - Websites and applications that allow users to interact with one another, and create/share content (i.e. Facebook, Instagram, TikTok, etc.)

Terms of Service - A legal document outlining the agreement between the provider of a website or program and the user.

Upstander - Someone who responds to a bullying situation by confronting the bully directly or by telling a trusted adult.

Vetting - The process through which the Department of Technology evaluates a new technology resource for student use, examining its impact on teaching, learning, and safety.



Created by the ACPS Department of Technology

Follow us on Twitter: [@acpslearntech](https://twitter.com/acpslearntech)

Questions or Comments? Email us at: learningtech@k12albemarle.org

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For colorblind individuals accessing this guide digitally, it is recommended to
view this PDF in high-contrast mode.