

Cyberbullying / Digital Safety

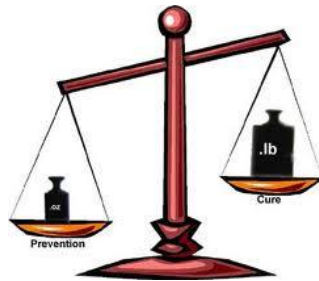
Incident Investigation Template



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DRAFT

Cyberbullying/Digital Safety Incident Investigation Template



“An ounce of prevention is worth a pound of cure. “

Questions often arise as to schools’ involvement in cyberbullying or other risky online behaviors and situations involving students’ personal technologies. Some situations may begin off campus and/or beyond the school day, others may not. Many are carried *into* school in pockets, purses, backpacks, etc. When technologies are involved, the question of the **nexus** between on- and off-campus activity is often taken to a differ level. As a reminder, consideration of that nexus involves such considerations as:

1. Location and proximity to school,
2. The time an incident reportedly occurred,
3. The effect on others,
4. The severity of the activity and its likely connection to student and/or staff safety,
5. The impact on the overall school safety and environment.

Now, apply these criteria to 21st Century technology-related situations and behaviors. As you address potential cyberbullying and other digital safety incidents, plan ahead, prepare your staff, students and families, and consider the questions included in this template.

The template is meant to be used as tool, a help, a guide for educators.

SUGGESTIONS:

- Fill in as much information on policies, procedures, school rules, etc. now, before something occurs.
- Use it to document what happened and how you responded.
- Use this as a training tool for staff awareness.



District Policy / Procedures: Identify all your current policies and procedures for:

- a. Internet use

- b. Bullying & Harassment

- c. Sexual Harassment

- d. Other Potentially Related Policies

Associated, School-specific Rules: Identify all relevant school-specific rules. Example: your school's cell phone rules:

- a. _____
- b. _____
- c. _____
- d. _____

Sample Digital / Internet Incident Type: What is the nature of this incident? Check all that may apply:

- A. Cheating
- B. HIB / Bullying / Cyberbullying
 - 1. Bullying / Cyberbullying
 - 2. Sexual Harassment
 - a. Requests for favors
 - b. Requests for Sexted images
 - c. Verbal
 - 3. Online Threat(s)
 - a. Personal – One-on-one
 - b. Blackmail
 - c. Incitement to violence
 - d. School violence – not gang related
 - e. Hate speech
- C. Gang Activity
 - a. Recruitment
 - b. Gang Violence
 - c. Other Gang-related Illegal activities
- D. Other Illegal Activity:
 - a. ID Theft
 - b. Plagiarism
 - c. Copyright
 - d. Slander/Libel
 - e. Theft
- E. Personal Danger: (Self or Other)
 - a. Personal risk: self-harm (example: cutting, anorexia)
 - b. Personal risk: suicide
 - c. Personal risk: addictive behaviors
 - d. Personal risk: gaming
 - e. Personal risk: ATOD
- F. Sexual Content:
 - a. Child pornography
 - b. Pornography
 - c. Sexting
- G. Staff Involvement:
 - a. Inappropriate contact – Staff with student
 - b. Inappropriate contact – Student with staff
 - c. Staff as target
 - d. Staff as perpetrator
- H. Other:

Investigation Questions: Be as specific as possible

1. What was the type of incident (See accompanying list, above.)

Identify all that apply.

2. In your own words, briefly describe what happened:

3. Who is involved in the investigation:

- | | |
|--|--------------------------|
| a. Principal / Assistant Principal | g. District Legal Office |
| b. Counselor | h. Law Enforcement |
| c. Teacher | i. Parents / Families |
| d. Security / SRO | j. Students |
| e. Other Staff | k. Others |
| f. District Staff / Compliance Officer | |

4. What policy and or rules were violated?

a. Name / Number: _____

b. Name / Number: _____

5. Who was involved in this incident?

- a. Student(s)
- b. Student from another school
- c. Staff
- d. Others
 - i. _____
 - ii. _____

6. How did this take place:

- a. Social networking site / Blog
- b. Cell phone / Text Message
- c. Game site
- d. Email
- e. Other: _____

7. Where did this take place?

- a. Off campus
- b. Off campus – onto campus
- c. On Campus
- d. At/near/involving another school _____
- e. Other: _____

8. When did this take place?
- During school hours or during a school function: _____
 - Outside of school hours: _____
 - Outside of school time but brought into school: _____
 - How? _____
9. Were school/district technology resources involved? (Hardware, software, network, etc.)
- No.
 - Yes: _____
 - How was the misuse discovered? _____
 - By whom? (Teacher, Library-Media Spec., Ed/Instr. Tech, Info Tech, Counselor, etc.)
 _____ When? _____

Were other school/district resources involved?

- If yes, what/how? _____
10. How was the school notified?
- Student request for help: _____
 - Student unrest: _____
 - Physical conflict or other manifestation: _____
 - Staff involvement: _____
 - Parent / Family request: _____
11. What was the approximate duration of this incident?
- Brief / one time: Date: _____
 - From _____ to _____ (Time / date)
 - From _____ - Ongoing
 - Other: _____

12. What was the **impact** of this incident? What **effect** did it have? Did it impact staff and/or student **safety**? Did it cause a **substantial disruption**? How **severe** was that effect?
- On student(s)
 - On staff
 - On school/educational climate

13. How did you document *the incident and its impact*?
- Saved URLs
 - Confiscated cell/smart phone
 - Took screen shots
 - Conferenced with student(s)
 - Other

14. How did you document your *investigation*?

- a. URL
- b. Cell/smart phone
- c. Screen shots
- d. Conference with student(s)
- e. Other

15. (How) Were parents notified?

- a. Why /Why not?

16. Was there a need for police involvement?

- a. Why /Why not?

17. What other actions have been taken around this incident?

18. What remediation actions are suggested or have been taken?

- a. Staff/In-school Interventions
- b. Discipline
- c. Restorative practice
- d. Safety Planning (for targeted student; see Template on web site)
- e. Referrals (Psychologist, Mental Health, Medical, Legal Counsel, Other)
- f. Law Enforcement
- g. No Contact Order
- h. Parent Notification
- i. Other: _____

19. What materials and resources, if any, have you made available to staff, students and parents around this and other, similar issues? (Or: what do you need?)

Summary Comments:

Name / Position

Date