



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

SAFE AND APPROPRIATE USE OF TECHNOLOGY | 5006.1

The district recognizes the evolving impact of technology on education and supports the safe and appropriate use of the District's Wide Area Network (WAN), Intranet, and Internet as tools for instruction. This administrative memorandum establishes responsibilities and requirements for instructional staff.

Staff Training

All instructional staff shall receive combined training each year in the district's Acceptable Use policy and student Internet safety. Training formats may include face-to-face or online opportunities. Staff must certify their participation in training via a faculty meeting sign-in sheet or electronic submission.

Student Education, Supervision, and Monitoring

Students will be trained in safe practices in the following areas:

1. The standards and acceptable use of Internet services, and
2. Student safety with regard to:
 - a. Safety on the Internet such as unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
 - b. Appropriate behavior while online, on social networking websites, and other forms of direct electronic communications such as chat rooms and electronic mail; and
 - c. Cyberbullying awareness and response.

While all staff are expected to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet, formal student training in the areas listed above will be conducted by the following groups:

1. Library Media Specialists (LMS) and, where possible, Elementary Computer Lab teachers, who will provide formal lessons for students in grades 4–5 and an awareness project for students in grades K–3;
2. Career and Technical Educators (CTE), who will provide formal lessons to students in grades 6–8; and
3. Health teachers, who will provide formal lessons to students in Health class.

Curriculum and Assessment

While the district requires the use of the iSAFE curriculum, staff are welcome to supplement instruction with other quality materials. The iSAFE curriculum is provided by the State of Delaware and is fully articulated with complete lessons, handouts, and media for students in grades K–12.



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In the case of formal training, students will take the pre- and post-surveys as provided by the iSAFE organization on the iSAFE website. LMS, CTE, and Health teachers will be provided with accounts on iSAFE so the required lessons can be downloaded. Teachers are encouraged to use material beyond what is required, as this is a viable resource for standards-based lessons, especially in Reading and Social Studies.



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Reporting Requirements and Procedures

Any school employee who is directly responsible for teaching student Internet safety will retain yearly verification that the required lessons were taught, such as examples of student work.

Questions about the information contained in this administrative memorandum should be directed to the **Manager of Professional Development.**