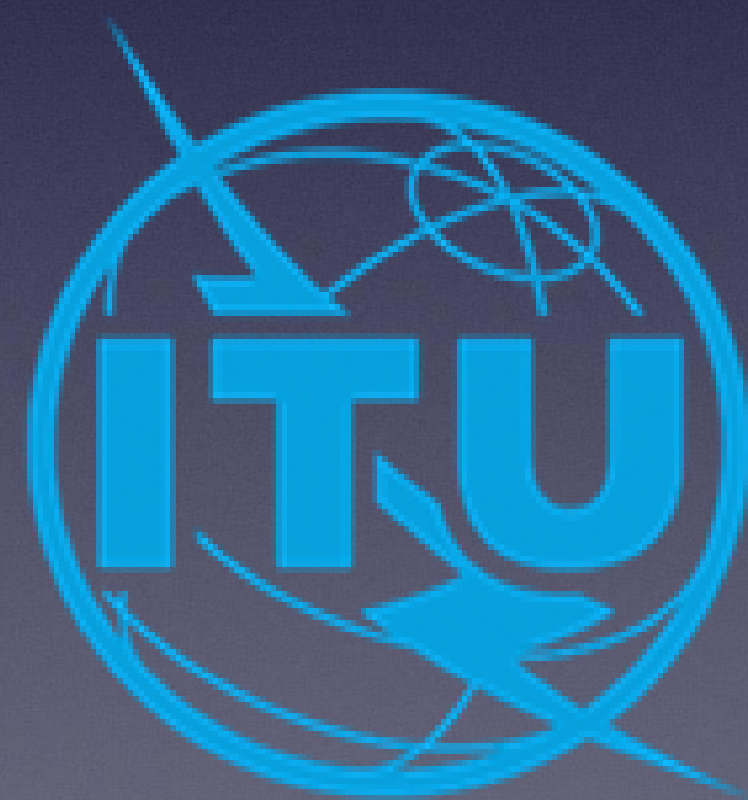


Guidelines for Educators



Education Stakeholders

- Teachers are primary, but many elements fall on schools
- Administrators
- School IT support
- Education ministry
- Parents
- Students
- ICT providers



The Goals of Educators

- Educate
- Build a safe environment
- Serve as role model
- Some overlap between these!



Goal 1: Educate



The Role of Teachers

- Primary source for child online safety instruction
- Share responsibility with parents
- Assuage parents' concerns about gaps in their instruction
- Tailor lessons by learning about how students use the internet

Device Safety

- Proper password practice: long, random, never shared
 - Perhaps teach to use password managers?
- Security still necessary even with safe school-provided devices, because students will use others
 - E.g. personal phones, PC cafes, friends' devices

Digital Citizenship

- Media literacy
- Social competence
- Online safety curriculum
- Antibullying programs, including treatment of bullying over digital mediums

Goal 2: Build a Safe Digital Environment



Online Safety Coordinator

- Don't try to do this ad hoc!
- Appoint and train someone to perform the role
- Online safety incidents should be reported to coordinator
- Coordinator should ensure administration is well-informed about state of online safety

Technical Defenses

- Provisioning good computing devices
- Using accredited ISP, reputable filtering/monitoring tools, network software, applications
- Keep software up-to-date
- Use firewalls and antivirus
- Check for unknown devices
- Robust password policy for educators and students



Acceptable Use Policy

- Policy governs what school devices may be used for
- Should be in plain language so it is understood
 - For younger students, perhaps have as a video



Safe Digital Environment Policy

- Ensure teachers are educated about safe behavior
- Regulate in what circumstances the school may take photos of students and for what purposes those images may be use
 - Seek student or parent permission before using images
- Develop metrics for policies, regularly audit



Goal 3: Serve as a Role Model



On the Job

- Follow acceptable use policy
- Abide by same rules on use of personal electronic devices
- Communicate professionally with students and parents
 - Use school email for professional communication
- Remote learning policy taking into account environment and other people



Off the Job

- Educators' online presence reflects on their institution
 - Can model proper care for one's digital reputation
- Consider policy curtailing one-on-one digital communication by educators, especially for non-educational purposes