



CYBERETHICS, SAFETY AND SECURITY WALK THROUGH INSPECTION CHECKLIST—SCHOOL

Name School	Date completed	
AUP and Student Code of Conduct Date of latest update was: _____		
Located an updated AUP and Student Code of Conduct easily at our website.	Yes	No
Located updated hardcopies of AUP and Student Code of Conduct. Hard copies are available in the _____. Versions for our different ESL students/parents are also available.	Yes	No
The responsible member (chair) of the C3 (internet safety, e-safety) committee is:		
The C3 (internet safety, e-safety) committee or C3 SIT sub-committee members are _____		
C3 (internet safety, e-safety) committee activities include:		
Cyberawareness activities are embedded within the School's Improvement Plan.	Yes	No
Located a clear set of procedures for a response to staff and student incidents (including re-cording). Procedures located at:		
Located evidence of consideration to provide access for disabled students, students with special needs, and students without technology/Internet access at home.	Yes	No
Located list of counseling, law enforcement and online resources to provide students, staff and parents with information about C3 topics	Yes	No
Professional Development activities related to Cyberethics, safety and security include: (activities and dates)		
Students respect the school technology faculties and tools offered to them and are confident and feel safe online.	Yes	No
Students and staff know and understand the proper procedures related to the Acceptable Use Policy and Student/Staff Code of Conduct.	Yes	No
All computers have filtering and general protection strategies engaged to reflect educational objectives	Yes	No
Located evidence of cyberawareness through student/staff displays	Yes	No
Cyberethics, safety and security strategies and rules are displayed in all rooms where computers are used—rules are expressed in a form that is accessible to all students	Yes	No
Staff, students, parents and visitors are aware that network and Internet use is monitored and individual usage can be traced	Yes	No
Personal data is collected, stored and used according to the principles set by federal/state and local mandates	Yes	No



CYBERETHICS, SAFETY AND SECURITY WALK THROUGH INSPECTION CHECKLIST — TEACHER

Name:	School:		
Focus:	Date Completed:		
Teacher models correct ethical, safety and security protocols and strategies (material is referenced correctly—even in PPT, computer is not left unattended or teacher logs off)	Yes	No	
Cyberawareness rules are displayed in room and are written in a form that is accessible to all students	Yes	No	
Network and computer use is closely monitored and supervised by the teacher	Yes	No	
Student data is collected, stored and used according to all local, state and federal guidelines	Yes	No	
Teacher has acquired/distributed technology (or other processes-considerations) to provide access for disabled students and students with special needs	Yes	No	
Teacher has arranged technology in room to accommodate all students	Yes	No	
Teacher has acquired/distributed technology (or other processes-considerations) to provide access for students without technology/Internet access at home OR has structured assignments to take into account students without home technology /Internet access	Yes	No	
Teacher encourages students to use privacy settings on social networking sites, and reminds them that content can still be accessed through other means even if privacy settings are on. Teacher shares with students that their social networking sites can be seen by educators, law enforcement, sports recruiters, and employers. Teacher shares with students that digital content is permanent.	Yes	No	
Teacher shares with students ways to use various search engines and alerts to notify them when their name or profile has been associated with content on the internet.	Yes	No	
Located evidence of cyberawareness through student work and displays	Yes	No	
Students respect the school technology faculties and tools offered to them and are confident and feel safe online.	Yes	No	
Students know and understand the proper procedures related to the Acceptable Use Policy and Student/Staff Code of Conduct.	Yes	No	
Teacher uses and maintains Web 2.0 tools (for example, social networking sites, blog, wikis) as examples of positive ways and models to shape an online reputation.	Yes	No	
Teacher shows understanding of cyberawareness topics and content through classroom assignments, formal discussion or teachable moments.	Yes	No	
Reflective Question(s):			
Comments/Other Suggestions:			