



EDUCATOR SAFETY

CHECKLIST



SECURE THE SPACE

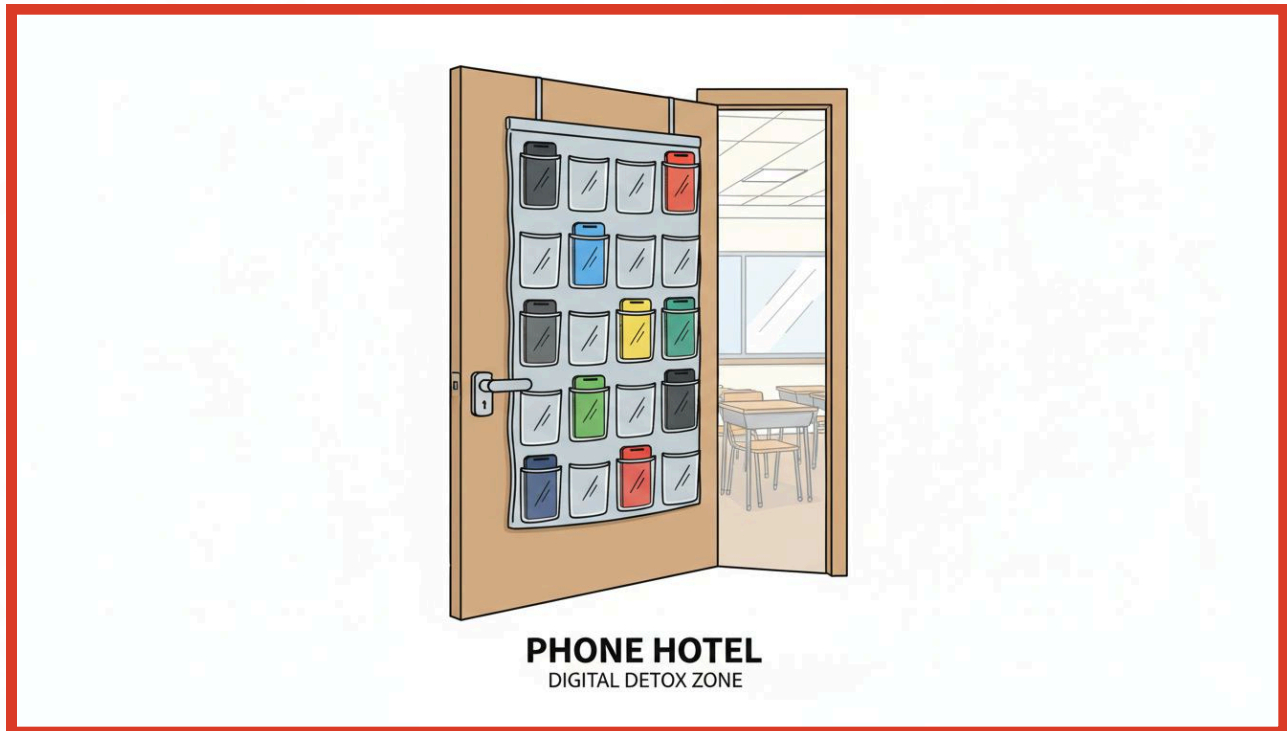
PROTECTING OUR DIGITAL LEARNING

SECURING THE DIGITAL & PHYSICAL CLASSROOM

A breakdown of the physical protocols and software settings necessary to prevent digital abuse during school hours. This checklist protects both the student from harm and the teacher from liability..

PART 1: THE PHYSICAL ENVIRONMENT

Objective: Eliminate unmonitored access points during class time.



THE "BELL-TO-BELL" PHONE POLICY

If personal devices are allowed in pockets, they will be used.

- **The "Phone Hotel" System:** Require students to place phones in a numbered hanging organizer upon entry.
- **The "Airplane Mode" Rule:** If phones must be kept (e.g., medical reasons), they must be in Airplane Mode and face down on the desk.
- **Smart Watch Mode:** Ask students to put Apple Watches in "Schooltime" or "Theater" mode to prevent discreet texting.

SCREEN VISIBILITY

- **Seating Arrangement:** Arrange desks so that screens face the center of the room or the teacher's walkway, not the wall.
- **The "Lids at 45" Rule:** When the teacher is talking, laptop lids should be at a 45-degree angle (half-closed). This prevents distraction while keeping the device ready.

THE "GUEST" WIFI TRAP

- **The Risk:** Students often bypass school firewalls by connecting to the "Guest" or "Staff" network if the password leaks.
- **The Fix:** Request IT to cycle the Guest WiFi password monthly and ensure it has the same content filters as the Student network.

PART 2: THE VIRTUAL CLASSROOM (ZOOM/TEAMS)

Objective: Prevent "Zoombombing" and unmoderated bullying in chat.



VIDEO CONFERENCING PROTOCOLS

- **Waiting Rooms:** Always enabled. Do not allow "Join before host."
- **Screen Sharing:** Set to "Host Only" by default. Grant permission temporarily to specific students.
- **Private Chat:** DISABLE direct messaging between students. Chat should be visible to "Everyone" or "Host Only." This prevents silent bullying during class.

LMS SAFETY (CANVAS/GOOGLE CLASSROOM)

- **Discussion Boards:** Enable "Users must post before seeing replies" to prevent piling-on.
- **Link Verification:** Remind students never to click links posted by peers in the comment sections unless verified by the teacher.

PART 3: MONITORING & EVASION TACTICS

Objective: Spotting when a student is hiding content.



COMMON EVASION TRICKS

- **The "Alt-Tab" Twitch:** If a student frantically hits keys when you walk by, they are switching windows.
- **The "Four-Finger Swipe" (iPad):** Students use gestures to swipe between a game and a worksheet instantly.
- **Picture-in-Picture (PiP):** A student may have a worksheet open full screen, but a tiny semi-transparent Netflix or YouTube window floating in the corner.

THE "CALCULATOR" IN CLASS

- **The Red Flag:** If a student is using a calculator app on their phone during a non-math class, or if the calculator looks "fancy" (see Vault Apps in PDF 2), investigate immediately.

SCREEN MONITORING SOFTWARE

- If your school uses **GoGuardian** or **LanSchool**:
 - Keep the dashboard open on a secondary monitor.
 - Use the "Close Tab" feature sparingly—it's better to walk over and ask "What are you working on?" to build accountability.

PART 4: BEHAVIORAL RED FLAGS

Objective: Recognizing the human signs of digital distress.



DIGITAL EXHAUSTION THE TOLL OF CONSTANT CONNECTION

SIGNS OF SLEEP DEPRIVATION

- Falling asleep in first period.
- Inability to focus.
- Cause: Often indicates unmonitored tech usage late into the night (gaming or social media).

SIGNS OF GROOMING / TRAFFICKING

- **Unexplained Wealth:** A student suddenly has expensive shoes, new devices, or large amounts of cash/gift cards they can't explain.
- **Secretive Behavior:** Turning the screen off immediately when an adult approaches.
- **Older "Boyfriend/Girlfriend":** Mentioning a partner who is significantly older or whom they have never met in person.

SIGNS OF CYBERBULLYING

- Sudden withdrawal from friends.
- Visibly upset after checking a phone notification.
- Refusal to go to school or participate in group chats.