



PARENT COMMUNICATION TEMPLATES



CONNECT & INFORM

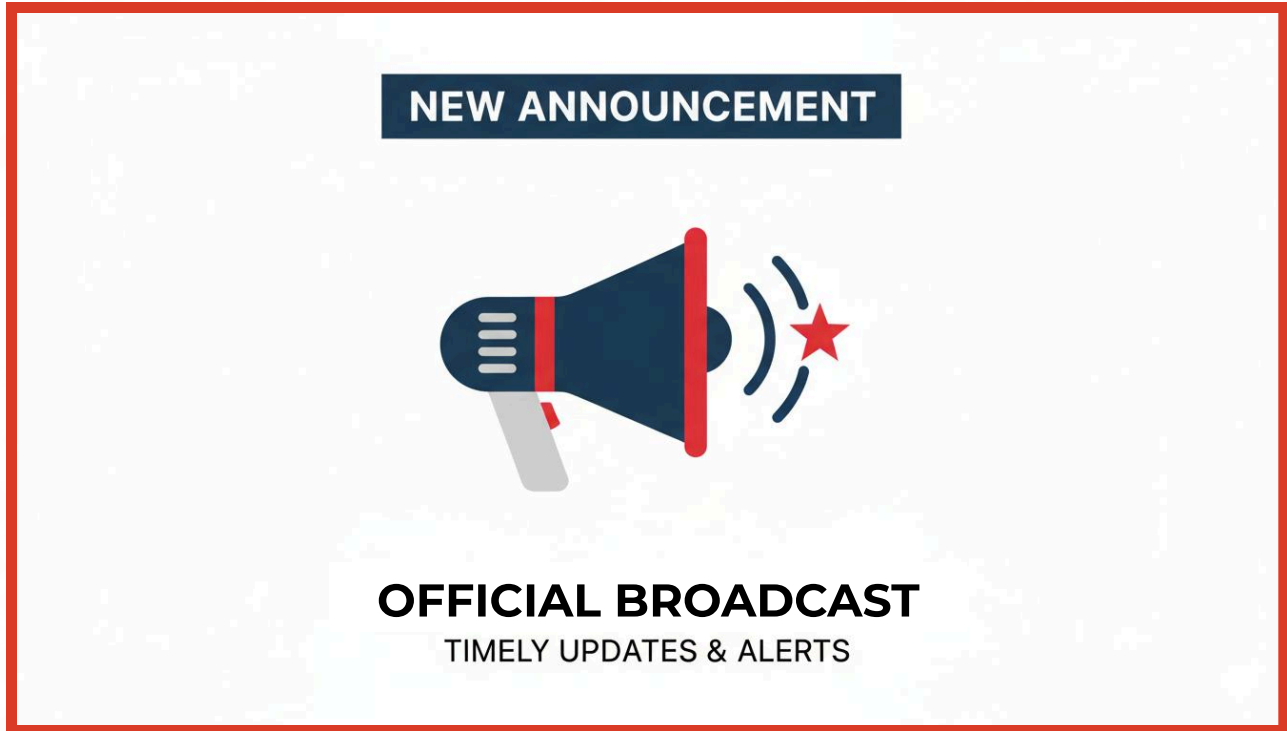
BRIDGING HOME & SCHOOL COMMUNICATION

READY-TO-USE SCRIPTS FOR DIGITAL SAFETY OUTREACH

Communication is the bridge between school policy and home safety. These templates cover the most common scenarios: announcing a safety initiative, warning about a dangerous trend, and handling sensitive incident notifications.

TEMPLATE 1: THE INITIATIVE LAUNCH

Use Case: Sending a "Back to School" or mid-year announcement to introduce the Digital Defender program to families.



Subject: Launching the [School Name] Digital Defender Initiative

Dear Families,

At [School Name], our priority is the safety of your children—both in the classroom and online. We are noticing a significant rise in digital challenges affecting our students, from distraction and sleep deprivation to more serious issues like cyberbullying and exposure to harmful content.

We cannot solve this alone. We need a partnership.

This month, we are launching our **Digital Defender Initiative**. Over the coming weeks, you will see:

- **Curriculum Updates:** Age-appropriate lessons on digital citizenship and safety.
- **Device Protocols:** Stricter enforcement of our "Bell-to-Bell" phone policy to ensure focus.
- **Parent Resources:** We will be sending home guides (The "Digital Defender Toolkit") to help you secure devices at home.

Your First Step:

Please take 15 minutes this weekend to talk to your child about their digital life. Ask them what apps they are using and who they are talking to.

We are in this together. Thank you for partnering with us to keep our community safe.

Sincerely,

[Principal Name]

[School Name]

TEMPLATE 2: THE "TREND ALERT"

Use Case: When a specific dangerous app (e.g., Omegle, NGL, a new "Vault" app) becomes popular at school, use this template to warn parents immediately.



Subject: What Parents Need to Know About [Insert App Name]

Dear Parents,

We are writing to alert you to a new application that has become popular among our student body: [Insert App Name].

While new apps appear constantly, we are flagging this one specifically because it poses significant safety risks to minors.

What is it?

[Brief description: e.g., "It is an anonymous messaging app that links to Snapchat."]

Why is it risky?

- **[Risk 1]:** (e.g., "It allows strangers to contact students without verification.")
- **[Risk 2]:** (e.g., "It bypasses standard parental controls.")
- **[Risk 3]:** (e.g., "It encourages anonymous bullying.")

Action Steps for Parents:

- 1. Check your child's device today.** Look for an icon that looks like [Describe Icon].
- 2. Delete the app** if found and discuss why it is unsafe.
- 3. Review the "Red Flag Field Guide"** sent previously for more details on identifying dangerous apps.

Safety is a moving target, but staying informed is our best defense.

Sincerely,

[Name/Title]

TEMPLATE 3: INCIDENT NOTIFICATION (SENSITIVE)

Use Case: Notifying a specific parent that their child was involved in a digital incident (either as a victim or perpetrator) before a phone call.



Subject: Regarding a Digital Incident Involving [Student Name]

Dear [Parent Name],

I am writing to request a phone call or meeting with you today regarding an incident involving [Student Name] and online activity.

We have received information/evidence regarding [select one: a cyberbullying incident / the sharing of inappropriate content / concern for your child's online safety].

Please note:

- Our primary goal right now is the safety and well-being of [Student Name].
- We have taken immediate steps at school to ensure they are safe.
- We need to discuss next steps for support and resolving this matter.

Please contact my office at [Phone Number] as soon as you receive this.

Thank you,
[Administrator Name]
[Title]

TEMPLATE 4: PRE-BREAK SAFETY REMINDER

Use Case: Sent before Summer or Winter Break, when screen time usually spikes.



Subject: Preparing for [Summer/Winter] Break: A Digital Safety Checklist

Dear Families,

As we head into the break, we know that unstructured time often leads to increased screen time. While we want our students to relax and have fun, we also want to prevent the "digital slide" where healthy habits are lost.

3 Recommendations for the Break:

- 1. The "Device Curfew":** Maintain a rule where devices are charged in the kitchen/living room overnight, not in the bedroom. Sleep is critical for their return to school.
- 2. The "2-for-1" Rule:** For every hour of gaming/social media, require one hour of offline activity (outside, reading, chores).
- 3. Audit the Settings:** Use this break to double-check the privacy settings on any new games or devices received as gifts.

We hope you have a restful, safe, and disconnected break!

See you in [Month]!
The [School Name] Team