

# Educator Quick Reference Card

Your essential guide for handling digital safety incidents in the classroom. Keep this reference handy for quick, confident responses to cybersecurity concerns affecting your students.

 CYBERSECURITY NON-PROFIT

FOR EDUCATORS



# Cyberbullying Response Protocol

01

## Immediate Documentation

Screenshot all evidence including messages, posts, and timestamps. Do not delete original content. Save files with date and student initials.

02

## Contact School Administration

Notify your principal and school counselor immediately. Report incident to district technology coordinator within 24 hours.

03


## Parent Notification

Contact parents of both the victim and alleged perpetrator. Schedule meetings to discuss incident details and next steps.

04

## Support Resources

Connect student with school counselor. Refer to district anti-bullying policy. Consider involving school resource officer if threats are present.

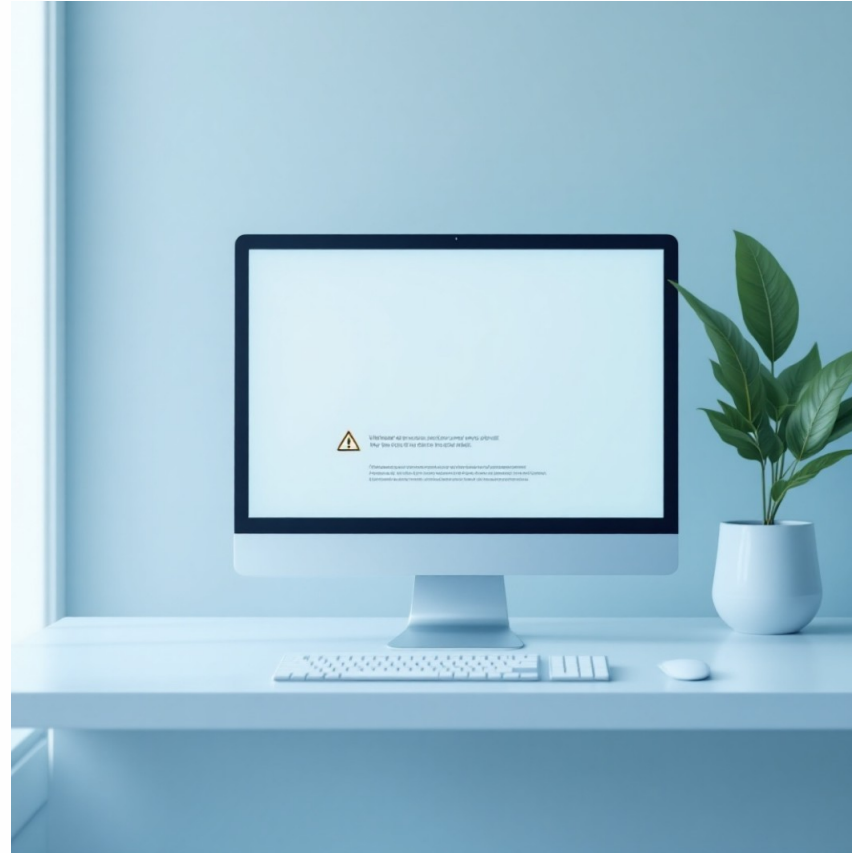
 **Warning Signs:** Repeated targeting, threatening language, sharing private information, impersonation, or coordinated harassment campaigns.





# Suspicious Contact & Data Breach Response

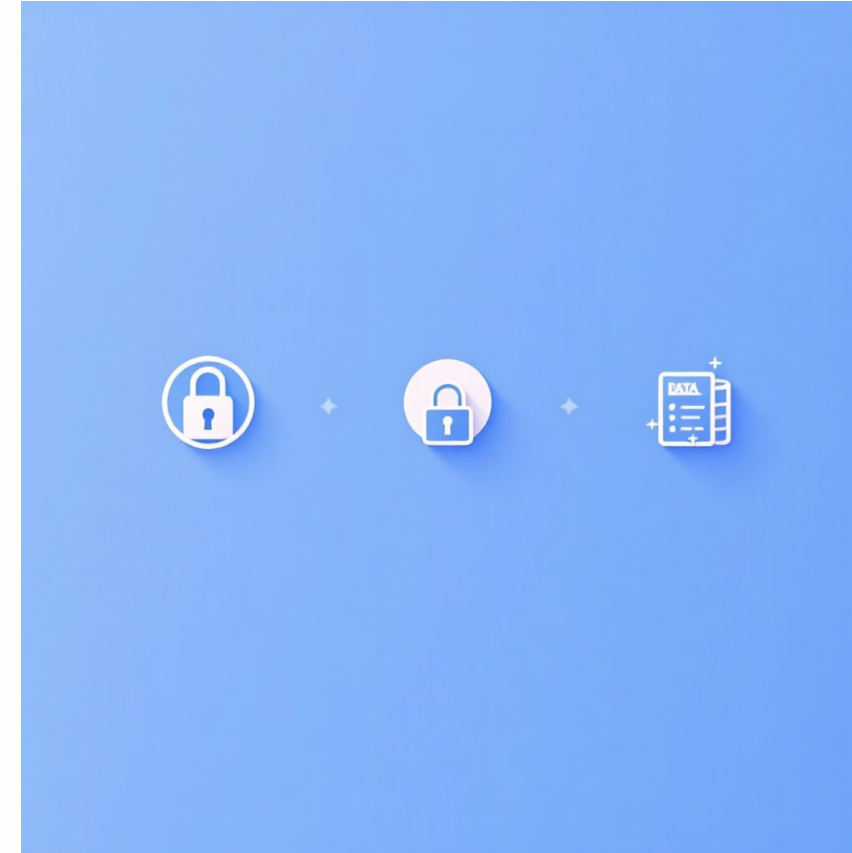
## Online Predator Warning Signs



- Adult requesting private conversations or personal information
- Excessive compliments or gift-giving attempts
- Requests for photos or video calls
- Secrecy requests ("don't tell your parents")
- Meeting requests or location sharing

**Action:** Contact school administration and local law enforcement immediately. Preserve all evidence.

## Student Data Breach Protocol



1. Isolate affected devices or accounts immediately
2. Document what data may have been compromised
3. Notify district IT security team within 1 hour
4. Alert school administration and legal counsel
5. Prepare parent communication as directed

**Never:** Attempt to "fix" security issues yourself or communicate directly with potential perpetrators.

# About Cybersecurity Non-Profit

Making cybersecurity knowledge accessible to everyone through education, community, and practical resources.



**Business & Non-Profit Security**



**Family Cybersecurity**



**Kids Safety**



**Senior Digital Safety**



**Women's Security**



**Parents & Educators**

**Everything we offer is completely free.** Access comprehensive resources, training materials, and support designed specifically for educators and families.

[Visit csnp.org](https://csnp.org)

[Browse Resources](#)