

DIGITAL FIRST RESPONDER

SOCIAL MEDIA EMERGENCY PLAN



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STEP 1: **IS IT A THREAT?**

SOCIAL MEDIA RISK ASSESSMENT

How do we define the risk level of a social media incident?
The chart below breaks down the assessment levels.

HIGH RISK	MEDIUM RISK	LOW RISK
High potential for campus disruption	Conflict between multiple groups	Unlikely to cause campus disruption
Affects campus safety at large	Moderate potential for campus disruption	Generic post with little information
Targeted threat of violence	Damaging others' reputations	Creates unwanted interest
Suicide/self-harm, physical or substance abuse	Medium negative community impact	Small group peer conflict
	Privacy violations	
	Cyberbullying or harassment	
*Law enforcement authorities are always involved in high-risk situations.	Promoting illegal behavior	

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Click on the risk level title.

HIGH-RISK CATEGORIES:

DIRECT CAMPUS THREAT

Ex: An Instagram post that threatens to bomb the school.

STEP 1	STEP 2	STEP 3	STEP 4
<p>Work with law enforcement to determine the threat's credibility and enact safety precautions.</p> <p>Activate your Social Media Safety Team.</p>	<p>Gather all evidence relevant to the threat for legal purposes.</p> <p>Contact the social media platform to take down the threatening post.</p>	<p>Communicate with stakeholders.</p> <p>Communicate with involved students and parents regarding next steps.</p> <p>Implement school/district consequences.</p> <p>Create a re-entry plan for the student of concern.</p>	<p>Build trust with the community.</p> <p>Educate students and parents about the laws.</p> <p>Keep the community informed to the extent possible.</p> <p>Provide counseling for affected students.</p> <p>Make a plan for how to respond to future anonymous threats.</p>

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Click on the Step # for even more!

HIGH-RISK CATEGORIES: WEAPONS/VIOLENCE

Ex: A Tiktok video showing off a gun with the either caption:
"Got an early present." vs "I'm going to shoot up the school."

STEP 1	STEP 2	STEP 3	STEP 4
<p>Work with law enforcement to determine the threat's credibility and enact safety precautions.</p> <p>Activate your Social Media Safety Team.</p>	<p>Gather all evidence relevant to the threat for legal purposes.</p> <p>Contact the social media platform to take down the threatening post.</p>	<p>Communicate with stakeholders.</p> <p>Make a public announcement to ensure everyone's safety.</p> <p>Implement school/district consequences.</p> <p>Create a re-entry plan for the student of concern.</p>	<p>Build trust with the community.</p> <p>Provide updates on the success or failure of current protocols for improvement.</p> <p>Meet with students and parents to share thoughts on how to move forward.</p> <p>Provide counseling for affected students.</p>

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HIGH-RISK CATEGORIES: EXPLICIT PHOTOS/VIDEOS

Ex: A student sends an explicit photo to another student vs.
sending the photo to an adult

STEP 1	STEP 2	STEP 3	STEP 4
<p>Work with law enforcement to determine the severity of the situation.</p> <p>Activate your Social Media Safety Team.</p>	<p>Gather all evidence relevant to the threat for legal purposes.</p> <p>If public, contact the social media platform to take down the post.</p>	<p>Communicate with stakeholders.</p> <p>Communicate with involved students and their parents regarding severity level and next steps.</p> <p>Implement school/district consequences</p>	<p>Build trust with the community.</p> <p>Educate students and parents about the laws.</p> <p>Provide counseling for the affected students.</p> <p>Create a peer-led awareness campaign on the dangers and risks of explicit content.</p>

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HIGH-RISK CATEGORIES:

SUICIDE/SELF-HARM

Ex: A student records a vlog on their extreme dieting habits and advice. They also start a group to promote the unhealthy behaviors.

STEP 1	STEP 2	STEP 3	STEP 4
<p>Review the materials and assess the intent and risk to the student and their peers.</p> <p>Work with community and mental health resources.</p>	<p>If public, contact the social media platform to take down the posts and shut down the group.</p>	<p>Communicate with involved students and their parents regarding the situation and next steps.</p> <p>Decide on re-entry based on the situation's severity.</p>	<p>Educate students and parents about the signs of self-harm.</p> <p>Provide counseling for the affected students.</p> <p>Create a peer-led awareness campaign on the signs of self-harm and how to take supportive action.</p>

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MEDIUM-RISK CATEGORIES: SUBSTANCE ABUSE DRUGS + ALCOHOL

Ex: A student posts a picture of a flask with the caption, "At home or at school, the party don't stop."

STEP 1	STEP 2	STEP 3	STEP 4
<p>Determine what the severity level of the post is. Was the photo taken on campus?</p> <p>Is it an isolated incident or is the student sharing the alcohol with peers?</p>	<p>Admin response team gathers evidence and fills in the evidence chart.</p> <p>Follow social media removal steps.</p>	<p>Communicate with involved students and their parents regarding the situation and next steps.</p> <p>Implement school/district consequences.</p>	<p>Review school's zero-tolerance policy for drugs and alcohol on campus.</p> <p>Employ school-wide prevention tactics (TUPE, anti-drug messaging).</p> <p>Provide counseling for the affected students.</p>

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Click on the Step # for even more!

MEDIUM-RISK CATEGORIES: PHOTOS/VIDEO WITHOUT CONSENT

Ex: Someone takes a photo of you without consent and then creates a slanderous post online.

STEP 1	STEP 2	STEP 3	STEP 4
Determine what the severity level of the post is. Was the photo taken on campus?	Admin response team gathers evidence and fills in the evidence chart. Follow social media removal steps.	Implement school/district consequences.	Go over privacy, safety protocols, and how to report.

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MEDIUM-RISK CATEGORIES: HATE SPEECH/RACIST COMMENTS/SONGS/IMAGES

Ex: A video of a student making racist/sexist/anti-LGBTQIA+ "jokes" goes viral on campus.

STEP 1	STEP 2	STEP 3	STEP 4
<p>Investigate and take down the video wherever it is public.</p> <p>Determine if a formal complaint is needed.</p>	<p>Admin response team gathers evidence and fills in the evidence chart.</p> <p>Follow social media removal steps.</p>	<p>Communicate with involved students and their parents regarding the situation and next steps.</p> <p>Implement school/district consequences.</p>	<p>Review school's zero-tolerance policy for hate speech.</p> <p>Employ school-wide diversity and equity training.</p> <p>Provide counseling for the affected students.</p>

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LOW-RISK CATEGORIES: HARMFUL SOCIAL MEDIA COMMENTS

Ex: A student posts "Go kill yourself" in a comment to a peer on social media.

STEP 1	STEP 2	STEP 3	STEP 4
<p>Student fills out the evidence form.</p> <p>Admin reviews and initiates an investigation.</p>	<p>Admin response team gathers evidence and fills in the evidence chart.</p> <p>Follow social media removal steps.</p>	<p>Communicate with involved students and their parents regarding the situation and next steps.</p> <p>Implement school/district consequences.</p>	<p>Review school's zero-tolerance policy for posts that encourage or promote self-harm.</p> <p>Educate students and parents about suicide prevention.</p> <p>Provide counseling for the affected students.</p>

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STEP 2: **INVESTIGATE AND TAKE IT DOWN**



INVESTIGATION INFORMATION CHECKLIST

Use this as a guide of all the information and items to gather.

<input type="checkbox"/>	Screenshots	
<input type="checkbox"/>	Messages	
<input type="checkbox"/>	Photos	
<input type="checkbox"/>	Videos	
<input type="checkbox"/>	Comments	
<input type="checkbox"/>	Establish a timeline (Where/When did this happen?)	
<input type="checkbox"/>	Photos for evidence	
<input type="checkbox"/>	IP addresses	
<input type="checkbox"/>	Phone number tracking	
<input type="checkbox"/>	Create a mediation and discipline plan	
<input type="checkbox"/>	Names of people who are following the account	
<input type="checkbox"/>	Names of people who are followed by the account	



CYBERBULLYING INVESTIGATION CHECKLIST

Once an online incident report is submitted, follow these steps.

- ☐ Review the report and assign an investigator.

- ☐ Identify the victim(s), bully(ies), and witnesses.

- ☐ Interview all involved students.

- ☐ Gather all evidence including account username(s), direct link(s) to reported content, and screenshots.

- ☐ Determine context and intent.
(Was it cyberbullying or harassment?)

- ☐ Establish a timeline. (Where/When did this happen?)

- ☐ Isolate involved school devices if necessary.

- ☐ Contact local law enforcement if necessary.

- ☐ Create a mediation and discipline plan.

- ☐ Inform the victim(s) and bully(ies) of any actions that will be taken in response to the incident.

- ☐ Document the incident including the intake, evaluation, investigation, and all follow-up steps taken.

- ☐ Conclude the investigation and write a written report if necessary.

Evidence Chart

Date	Action That Happened	Participants	Evidence	Documentation	Evidence Still Needed
Jan 12, 2022	Ex-romantic partner sent 7 texts between 10:00 p.m. and 4:00 a.m.	Ex-romantic partner	Texts display sender's ID by name and number.	Texts saved on phone. Screen shots of texts saved to computer and printed to binder (Exhibit A).	Expect that ex-partner's phone will show these texts were sent.
Feb 4, 2022	At 4:11 a.m., sexually explicit photos of me were posted to [insert website URLs] without my consent.	Ex-romantic partner	Ex-partner took these photos and is the only person I have ever given the photos to. Ex-partner has threatened me with the photos in the past.	Webpages saved to computer as PDFs and printed to binder (Exhibit B).	My friend [insert name] has a text on her phone about the event ex-partner found out about. I need to ask her to preserve the evidence and provide me with a PDF copy for my files
April 1, 2022	A friend googled my name and alerted me that there were sexually explicit images of me online.	Ex-romantic partner	Ex partner took these photos and is the only person I have ever given the photos to. He has violated court orders before. [Insert specifics.]	Webpages saved to computer as PDFs and printed to binder (Exhibit C).	This may be enough to prove contempt, but I might want to ask the court.

Evidence Chart



Date	Action That Happened	Participants	Evidence	Documentation	Evidence Still Needed

Incident Report Form

[Also available online using a Google Form. Click Here.](#)



Name:

Date:

Anonymous

☐

ID#:

Grade Level:

Time:

Type of Incident

☐

Inappropriate Conduct By Students

☐

Cyberbullying/Harassment

☐

Negative Social Media Trend

☐

Inappropriate Content About Teacher(s)

☐

Rumors Being Spread

☐

Suicide/Self-Harm

☐

Locker Room Photo/Video

☐

School or Individual Threat

☐

Explicit Photos/Videos

☐

Inappropriate Content About Student(s)

☐

Spread of Misinformation

☐

Drugs/Alcohol Involvement

☐

Hate Speech Symbols

☐

Impersonation

☐

Makes Me Feel Uncomfortable

Incident Details

Location of Incident: (Include handle @names if on social media)

Names or Descriptions of Any Students or Faculty Involved:

Please Describe The Frequency This Incident Occurred: (Once, daily, weekly, etc.)

Were There Any Witnesses To This Incident?

☐

Yes

☐

No

Would You Like To Speak To A Counselor?

☐

Yes

☐

No

Please Continue To Next Page



Incident Report Form



Incident Description

Please Describe the Incident In As Much Detail As Possible

(Provide Names Of Any Witnesses If Available):



Reporting Issues on Social Media



BeReal

- [Community Standards and how to report inappropriate behavior](#)



Discord

- [Reporting problems to discord](#)
- [Report form](#)



Facebook

- [How to report things](#)



Fortnite

- [In-game reporting guide for bad behavior of players](#)



Google

- [Report inappropriate content or behavior toward children](#)



GroupMe

- [How to report abuse in GroupMe \(a message, a contact, or a group\)](#)



HouseParty

- [How to report Houseparty user](#)



Instagram

- [Instagram safety center: Report Instagram accounts](#)
- [Ways to report someone/something, a comment, or a message & community guidelines](#)



Reddit

- [Submit a Report](#)



Roblox

- [How to Report a User, a User-Created Advertisement \(+ etc\)](#)



Snapchat

- [Report a Safety Problem](#)
- [Quick-Guide to Snapchat Reporting](#)



TikTok

- [Report a problem \(video, comment, direct message, someone, a sound, etc.\)](#)



Tinder

- [How to report someone on Tinder](#)



Twitch

- [Filing a Report](#)



Twitter

- [How to report violations on Twitter](#)
- [Report a List, Tweet, or Direct Message](#)
- [Report sensitive media within tweets](#)



YouTube

- [Report inappropriate videos, channels, and other content](#)



Yik Yak

- [Yik Yak Community Guardrails \(scroll all the way down for instructions\)](#)

ProTip: If your claim is denied, you can resubmit a report again.



Parent Guidelines for Social Media

Overview of the platforms and their various tools and controls built-in for community safety.



Discord

- [Discord Guide for Parents](#)



Snapchat

- [Snapchat Guide for Parents](#)



Facebook

- [Facebook Parent Portal](#)



TikTok

- [TikTok's Guardian's Guide](#)



Google

- [Google Families](#)



Twitch

- [Twitch Guide for Parents](#)



Instagram

- [Instagram Guide for Parents](#)



YouTube

- [Understand your choices as a family.](#)



Roblox

- [Roblox Guide for Parents](#)

Law Enforcement Guidelines for Social Media

These operational guidelines are provided for law enforcement and government officials who are seeking to request account records.



[Discord Guidelines + Working with Law Enforcement](#)



[Facebook Guidelines](#)



[Government Requests](#)



[Instagram Guidelines](#)



[Snapchat Guidelines](#)



[Reddit Guidelines](#)



[TikTok Guidelines](#)



[Tinder Information](#)



[Twitch Response](#)



[Twitter Guidelines](#)



[Government Requests](#)





INFORM

Students
& Parents



REPORT

Anything
inappropriate



BLOCK

Inappropriate
people



POST

Only
respectful
comments



STOP

Negative talk with
positive talk



FOLLOW

Non-toxic
pages
& people

5 Tips To Take Down Slanderous Pages

1

Ask student leaders to report the page and individual posts.

2

Publicly comment with a polite request to take it down and tell them "there's enough darkness in the world already."

3

Send the page a direct message informing them that they've been reported for slander. Ask them if they need help because hurt people lash out at others.

4

Look at who's following the page and talk to them about the power they're giving the page via their approval. Encourage them to stop following and report it.

5

Send parents a letter asking them to check if their child is following the page on social media. If yes, parents can discuss the hurt pages like that may cause and encourage them to unfollow and report it.

We understand that you may be feeling embarrassed and hurt. **Remember, you are not the one at fault in this situation; only the predator is to blame. And rest assured, we're here to help you through this.** Follow these steps to get the assistance you need:

- **Reach out to a trusted adult:** Seek support from someone you trust, such as a parent, guardian, teacher, or counselor. They can provide guidance and help you navigate the situation.
- **Report to local law enforcement:** Call your local law enforcement office's non-emergency line and inform them that an inappropriate photo/video involving a minor has been taken or shared.
- **Document everything:** Write down all the information you can recall, including dates, times, conversations, and any other relevant details. This documentation can be valuable for law enforcement investigations.
- **Preserve evidence:** Avoid deleting any messages, photos, or videos related to the incident. Put your phone in a secure location and enable airplane mode to prevent any accidental deletion or tampering with evidence.
- **Confidentiality is key:** Refrain from discussing or sharing the evidence with anyone other than the trusted adult and law enforcement personnel involved in the case. This ensures the integrity of the investigation and protects your privacy.
- **Prioritize self-care:** Take deep breaths and try to remain calm during this challenging time. Remember to take care of yourself emotionally and seek support from trusted individuals who can provide guidance and comfort.
- **You are not alone:** It's important to remind yourself that you are not alone in this. Many others have gone through similar experiences, and support is available to help you through it.

Law enforcement takes cases involving minors seriously.

If you need help, contact CyberTipline at 800-843-5678 or visit Cybertipline.org to create a case report that will be sent to law enforcement. If your local law enforcement doesn't respond promptly, contact your local FBI field office or report the incident through the FBI's Internet Crime Complaint Center (IC3) at ic3.gov. Don't delete any evidence before law enforcement reviews it.

SIGNS YOU ARE INTERACTING WITH A PREDATOR:

- | | |
|---|---|
| • They immediately move you from one app to another or from a dating site to a private interaction. | • They make demands, and you are doing all the giving. |
| • They ask all the questions, and you are providing all the answers. | • They send you photos of other people engaged in sexual activity. |
| • They send you an explicit photo/video and ask for yours. | • They ask if you are gay and if your parents know. |
| • They ask you not to tell anyone about the encounter. | • They want to be your mentor. |
| | • They want you to meet up with them. |
| | • They threaten to harm themselves or you if you try to break it off. |

* If you see any of the signs above, contact a trusted adult and/or your local law enforcement office. You can also create a case report with CyberTipline at 800-843-5678 or Cybertipline.org and the Internet Crimes Against Children Task Force at icactaskforce.org

Take a deep breath. Rest assured, you are not alone, and there are steps you can take right now to keep your child safe. Here's what you can do:

- **Stay calm:** It's a traumatic experience for everyone involved, especially your child. Approach the situation with as much calmness as possible. Avoid reminding them of their mistakes during this challenging time.
- **Contact law enforcement:** Call your local law enforcement office's non-emergency line and report that an inappropriate photo/video of a minor has been taken or shared. Ask to speak with the cybercrimes unit, report to Homeland Security Investigations (HSI), the National Center for Missing and Exploited Children (NCMEC), or the Internet Crimes Against Children Task Force.
- **Maintain discretion:** Prioritize your child's safety and the ongoing investigation; avoid alerting the predator.
- **Document everything:** Keep a record of all details, involved accounts, and individuals.
- **Preserve evidence:** Secure your child's phone, enable airplane mode, and avoid deleting anything.
- **Share evidence only with law enforcement:** Refrain from sharing evidence with anyone other than officials involved in the case.
- **Seek support:** Reach out to one trusted friend for support, without discussing evidence outside the case.
- **Take care of yourself:** Prioritize self-care, deep breaths, and remaining calm.
- **You are not alone:** Remind yourself that you are not alone and that this situation is not a reflection of your capabilities as a parent.
- **Counseling for healing:** Seek counseling for your child and yourself to recover from the trauma.
- **Reassure your child:** Offer reassurance and remind them that they are not the ones at fault.

By taking the necessary steps, seeking support, and providing a nurturing environment, we can help our children recover and learn valuable lessons along the way.

SIGNS OF A CHILD BEING EXPLOITED ONLINE:

- | | |
|--|--|
| • Their school grades may suddenly drop, or they start missing school. | • They may become secretive, hiding their digital devices. |
| • They may change their eating habits by not eating or becoming bulimic or anorexic. | • They may show signs of being groomed or in a fantasy relationship. |
| • They may start cutting or engaging in other forms of self-harm. | • They may need to get a large sum of money fast. |
| • They may not be able to sleep. | • They may start running away. |

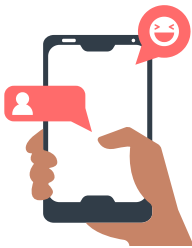
* If you see any of the signs above, contact a trusted adult and/or your local law enforcement office. You can also create a case report with CyberTipline at 800-843-5678 or [Cybertipline.org](https://www.cybertipline.org) and the Internet Crimes Against Children Task Force at [icactaskforce.org](https://www.icactaskforce.org)



GUIDELINES TO COMBAT **SNAPCHAT** COMMUNITY POSTS

Snapchat has recently encountered a new problem where users are posting offensive language and behavior on their community stories. Intended as a platform to connect with community members, young adolescents have found a new, inappropriate use for it. Here are a few tips for parents and schools to tackle these issues if they arise.

1



Actively monitor use of devices at school & home

Parents and teachers should be on the lookout for unusual behavior (i.e. if teens quickly shut down their phone, have several tabs open, etc.).

2



Inform Adolescents about Community Guidelines

It's essential to educate preteens and teenagers on the responsibility they bear for their online conduct. Any violation of Community Guidelines or posting violating content can result in the suspension or permanent loss of their Snapchat account.

3



Reporting violators

Snapchat encourages participants to report any unethical behavior through the Snapchat app. School officials and parents without a Snapchat account can report via Snapchat's Support Site.

4



How to report on the Snapchat support site

- Choose the " I want to report a safety concern," then "a Story," and continue through the web-reporting form
- If you'd like for the school's community to be paused, include that request in your report
- A Snapchat team member will reach out to discuss the issue



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STEP 3: **COMMUNICATE**

We all have a part to play in fostering safe and inclusive environments for our youth. Follow these steps to engage your child in conversations about the harms of discriminatory behavior and the importance of respect and kindness.

FOLLOW 3 STEPS:



Check who your child is following. Is your child following the user who made the hurtful social media post, or similar pages? Do their friends ever make comments that discriminate against a certain group of people?



Discuss the harms of hate speech. Talk with your child about the impact their words have on others. Even if something doesn't seem overtly biased or prejudiced to you, that doesn't mean it's harmless.



Hold others accountable. Advise your child to unfollow and report users that engage in racist and discriminatory behavior. If a friend or classmate is targeted by hate speech, encourage your child to reach out to them and offer support. If necessary, help them report the abuse online, to school administrators or the appropriate authorities.

STEP 4: **SAFETY PLAN**

Establish a Social Media Presence

Create accounts with your school name in the bio and engage with the school community online.

Get to Know the Media

Invest time in learning about social media platforms and how to use them. Set up a student digital advisory council and ask them about

- Current social media trends
- Tips + Tricks about popular platforms
- Problems they and their peers are facing online

Use a Free "Link In Bio" Page

The link allows students to report online and campus issues anonymously. This can also have links to suicide hotlines, activity schedules, school policy, and positive nominations for recognition.



Utilize Monitoring Tools

What does your district use to monitor students and staff online? With monitoring tools, administrators can

- Search for keywords in their school network browser history to identify warning signs/potential threats. (Ex: guns, suicide, cutting, nudes, bomb, etc.).
- Block certain websites like pornhub, violent games, and any other inappropriate sites.



Monitor While In School

Actively monitor students' use of devices at school. Do they

- Quickly shut down the screen when someone walks by?
- Make their screen dark so no one can see anything?
- Have several tabs open?
- Seem unengaged with the lesson?

Cultivate Conversations About Digital Wellness

Engage students in group conversations about digital wellness. Here are a few ideas

- Screen Time Challenge: who has the highest and lowest?
- What apps are you using the most? How much time are you spending on them?
- Set screen time and app use goals with students.

Provide Student Technology Breaks

Facilitate fun, physically engaging activities during breaks to encourage alternatives to scrolling. Extra points if it involves team bonding and relates to digital wellness.

Create a Dummy Account

If you're having trouble with private groups or pages and need to gather evidence, try setting up a dummy account. Make the account generic with an anime profile picture and only follow one celebrity. This can give you access to the private pages or groups that are causing issues.



Crisis Response Plan

ex: A teacher discovers one of her students, David, has a “kill list” on social media. The list includes several of his classmates, mostly popular students. The student with the list is socially awkward and is made fun of by other students, especially girls. He often makes misogynistic statements and glorifies violence in his online profiles.

What To Do if Student Exhibits Unsafe Behavior Below

- Notify the parents of the possible victims there has been a threat against their children
- Conduct a behavioral risk/threat assessment on David to determine if he has the means and capacity to carry out the threat
- Consider if David is in contact with other incels and include that in assessments

Who Will Intervene?

- David’s trusted adult, whether that person is at home or at school
- Administrators and the school’s behavioral risk assessment team, including counselor, SRO, etc.
- David’s parents
- SPED teacher if David has an IEP or 504 plan

Warning Signs/Triggers

- David’s preoccupation with violence
- David’s misogynist statements and his list of targets point to his being an incel
- David’s social awkwardness triggers his feelings of inadequacy with members of the opposite sex
- Bullying/ridicule by other students is a trigger

Strategies that Work

- A trusted adult needs to interact with David to find out what caused him to create the “kill list”
- Behavioral risk assessment team needs to determine what supports would help David
- The social media platforms should be notified and asked to remove the posts with the kill lists, violent speech and hate speech

Strategies that Do Not Work

- Suspending or expelling David, giving him additional reasons to feel aggrieved and time to plan a violent act
- Confronting David in a public setting at school, holding him up for additional ridicule
- Shutting down his social media presence – again, another reason to make him feel aggrieved

Crisis Response Plan

BEHAVIOR SUPPORTS

What Will Staff, Student, and Family Do To Lessen the Risk of Violent Behavior (Ex: Supervision, Transition Planning, Closed Campus, etc)?

- Participate in a behavioral risk assessment to determine the underlying issues prompting him to act out with violence
- Address the issue of the bullying and ridiculing by other students by modifying contact at lunch periods, during passing times between classes, etc.
- Address possible issues in the home – abuse, neglect, etc.
- Create a case management plan for David that includes remediation both at home and at school
- Someone at home and at school should monitor David's social media accounts, to the extent possible; parents might want to limit social media time as part of the plan

How Will the Plan Be Monitored?

- Someone should be assigned to case manage David and ensure the goals of his plan are being met

How Will Decisions Be Made To Terminate the Plan?

- The decision to terminate the plan should be made by the behavioral risk assessment team

Who/Back-Up Person?

- David's trusted adult needs to be an active part of his plan
- All school staff who interact with David need to watch for signs of devolution and improvement in David's behavior to determine if strategies being implemented are effective
- Parents need to accomplish goals of the case management plan – counseling, medication management, treatment for substance abuse disorder, etc.
- Parents and school should monitor social media

Who/Back-up person?

- School-based social worker, counselor, administrator and/or trusted adult

Who/Back-up person?

- Plan may follow David for some time, even to the next school, if necessary

Crisis Response Plan

What To Do If Student Exhibits Unsafe Behavior Below

Who Will Intervene?

Warning Signs/Triggers

Strategies That Work

Strategies That Do Not Work

Crisis Response Plan

BEHAVIOR SUPPORTS

What Will Staff, Student, and Family Do To Lessen The Risk Of Violent Behavior (Ex: Supervision, Transition Planning, Closed Campus, etc)?

Who/Back-Up Person?

How Will The Plan Be Monitored?

Who/Back-Up person?

How Will Decisions Be Made To Terminate The Plan?

Who/Back-Up person?

Build Relationships with Your Students + Families

- Learn student and parent names.
- Attend school and community events.
- Do a survey to ask students whom they trust on campus.

Use this to

- Have a trusted adult check in on the student when something is going on.
- Check in on adults who are not listed as a trusted person and help develop a relationship with them and the students.

Be Transparent

- Share information when possible to help with communication.
- Be honest when you don't know something. Don't try to make things up to make yourself look better.

Create the Narrative

- Share the story that you want to share about your school or else someone else will.
- Be the role model on site.
- Weekly Student and Staff check-ins.
- Create a Google Form for Students to check in on them.
- Ask for feedback to improve the campus culture.



Know the Trends

- Stay up to date on social media by asking questions.
- Show that you've done research in their interests.

Respectful Call Out

- Ask students what the issues are that need to be called out.
- Call people out in a way that doesn't show hostility or aggression.
- Teach about boundary setting. Show them that they can set boundaries while being firm and polite.

Create Ways to Make Students Feel Safe

- Create a student safety team to discuss safety concerns.
- Provide anonymous tip line that is easy to access through a QR code.
- SRO can walk the students to their vehicles.

Be Curious and Ask Questions

- What have you learned from TikTok?
- How do you like to communicate with your friends, peers, and family?
- What is your favorite app right now?
- How much time do you spend on your phone?
- What times during the day do you usually get on your phone?



List of Teenage Texting Abbreviations & Acronyms



with meanings

Most commonly used abbreviations

NEUTRAL INTERPRETATIONS

- **AFAIK** – As far as I know
- **AFK** – Away from keyboard
- **ATM** – At the moment
- **BFN** – Bye for now
- **BRB** – Be right back
- **BTW** – By the way
- **CTN** – Can't talk now
- **DM** – Direct message
- **F2F or FTF** – Face to face
- **FOMO** – Fear of missing out
- **FWIW** – For what it's worth
- **GB** – Goodbye
- **GTG** – Got to go; good to go
- **HMU** – Hit me up
- **HW** – Homework
- **ICYMI** – In case you missed it
- **IDK** – I don't know
- **IIRC** – If I remember correctly
- **IKR** – I know, right?
- **IM** – Instant message
- **IMHO** – In my honest opinion
- **IMO** – In my opinion
- **IRL** – In real life
- **IYKWIM** – If you know what I mean
- **JIC** – Just in case
- **JK** – Just kidding
- **JSYK** – Just so you know
- **L8** – Late
- **LMK** – Let me know
- **MIRL** – Meet in real life
- **NMU** – Not much, you?
- **NP** – No problem
- **NTS** – Note to self
- **OIC** – Oh I see
- **OMG** – Oh my god
- **OMW** – On my way
- **ORLY** – Oh, really?
- **OT** – Off-topic
- **OTP** – On the phone
- **PLS or PLZ** – Please
- **PM** – Private Message
- **PPL** – People
- **PTB** – Please text back
- **RN** – Right now
- **RT** – Retweet
- **SRSLY** – Seriously
- **TBC** – To be continued
- **TMI** – Too much information
- **TMRW** – Tomorrow
- **W/** – With
- **WTPA** – Where's the party at?
- **WYCM** – Will you call me?

List of Teenage Texting Abbreviations & Acronyms



with meanings

Most commonly used abbreviations

POSITIVE INTERPRETATIONS

- **DWBH** – Don't worry, be happy
- **GG** – Good game
- **GLHF** – Good luck, have fun
- **HAK** – Hugs and kisses
- **HAND** – Have a nice day
- **HTH** – Hope this helps
- **ILY / ILU** – I love you
- **J4F** – Just for fun
- **KFY** – Kiss for you
- **LOL** – Laugh out loud
- **RAK** – Random act of kindness
- **ROFL** – Rolling on the floor laughing
- **RUOK** – Are you okay?
- **SWAK** – Sealed with a kiss
- **SYS** – See you soon
- **THX** – Thanks
- **TTYL** – Talk to you later
- **TY or TU** – Thank you
- **WB** – Welcome back
- **YGM** – You get me
- **YOLO** – You only live once
- **YW** – You're welcome

POTENTIALLY NEGATIVE INTERPRETATIONS

(including inappropriate language)

- **GAL** – Get a life
- **H8** – Hate
- **LMAO** – Laughing my a--off
- **LMFAO** – Laughing my f----- a- off
- **LSR** – Loser
- **NAGI** – Not a good idea
- **NVM** – Never mind
- **OMFG** – Oh my f----- god
- **SMH** – Shaking my head
- **STFU** – Shut the f--- up
- **SUS** – Suspicious
- **TIME** – Tears in my eyes
- **TL;DR** – Too long, didn't read
- **VSF** – Very sad face
- **WTF** – What the f---
- **WTH** – What the h---

Safety Team Members

Meeting Dates: (Once per quarter is suggested)



Lead Safety Team Member

Name:

Title:

Faculty & Staff Safety Team Members

Name:

Title:

Student Safety Team Members

Name:

Grade:

Community Leaders/Outside Professionals Involved

Name:

Agency:

Phone:



School Social Media Directory

Keep track of your school or district's social media accounts below. Having this list is important not just for student safety, but is also a helpful reference guide when your school wants to collaborate and share important messages.

Social Media Directory

Organization:	Account Name:	Page Owner:	Platform:	Purpose:

Social Media Emergency Contacts



District

Name:	Phone/Email:	Platform:	@Username:

Administration

Name:	Phone/Email:	Platform:	@Username:

Students

Name:	Phone/Email:	Platform:	@Username:

Parents

Name:	Phone/Email:	Platform:	@Username:

Community Leaders

Name:	Phone/Email:	Platform:	@Username:



Social Media Emergency Contacts



Emergency Contact Info

Name:

Contact Info:

Cyber Civil Rights Initiative	1-844-878-CCRI (2274)
Love is Respect National Dating Abuse Helpline	1-866-331-9474
National Child Abuse Hotline	1-800-4-A-Child (1-800-422-4453) SMS: 847411 (Text "CHILDHELP")
National Domestic Violence Hotline	1-800-799-SAFE (7233) SMS: 85944 (Text "TELLNOW")
National Network to End Domestic Violence	1-800-799-SAFE (7233) 1-800-787-3224 (TTY)
National Organization for Victim Assistance	1-800-TRY-NOVA (1-800-879-6682)
National Sex Trafficking	1 (888) 373-7888 SMS: 233733 (Text "HELP" or "INFO") http://humantraffickinghotline.org
Suicide & Crisis Hotline	988



STEP 5: **AFTER ACTION**

Parent Guidelines For Social Media and Device Use

1. Follow/friend your child on all their social media

- Know what apps and games your child is using and how they are being used.
- Be careful about how and what you comment – parent comments are not always welcome.
- Be aware that kids may have two profiles – one for family, and then their “real” account.
- Realize your child can block stories from you even though you are following their account.
- Visit your child’s gaming rooms and group chats. Does your child know who they are chatting with? Are you comfortable with the dialogue? If not, talk to your child about why you are not comfortable with the dialogue.

2. Go over what information should NOT be shared online

- Never give out your full name, phone number, address, credit card #, Venmo or cash apps.
- Decide what type of information and pictures can be shared. Screenshots last forever online – even if “deleted.”
- Consider if you would want Grandma, future bosses, or a college recruiter to see it before sending.
- Think about whether you would say it to someone’s face prior to posting or texting.
- Only accept requests from people you know in real life.

3. Know all the passwords on their devices and accounts

- Use a password you will not forget! Make sure that it is very hard to guess.
- Do not use the same password for multiple accounts.
- Do not let your child give their passwords to anyone, even their friends.
- Set up parental controls on Netflix, TikTok, Snapchat, YouTube, etc.
- Be aware that parents may be held liable if something illegal occurs over any device or social media app, i.e. inappropriate pictures, harassment, etc.

4. Set limits for device use

- Create time limits using your WiFi provider’s parental controls.
- Have designated tech-free times each day.
- Turn off push notifications on their phones to keep them from getting distracted by new posts, likes, or comments.
- Have house rules: e.g. no electronics at the dinner table and only check their phone after getting ready for the day.
- Remove ALL ELECTRONICS (cell phones, game controllers, etc.) from their bedrooms at night.

5. Watch your child for potential signs of abuse or addiction

- Do surprise text/social media checks. Don’t give them a warning.
- Check their average and daily screen time on their devices.
- Examine your data usage bill each month for excessive or lower usage.

6. Check the privacy, security and GPS settings on their devices and accounts

- Make sure media profiles are set to private.
- Install ad blockers and parental controls.
- Turn off tracking and location services to keep their location private.

7. Discuss with your child about who their friends are online

- Identify your family’s rules regarding online friends.
- Emphasize quality, not quantity. Not everyone is a friend!
- Mute, remove + block. Your child can “mute” someone while still keeping their anonymity. The next step would be to “remove,” and then “block.”

8. Talk about what is negative or inappropriate online

- Show your child how to delete comments and photos.
- Discuss how to report posts.
- Check conversations online to make sure appropriate.
- Give examples on social media sites, chat rooms, game rooms, and text messages.

9. Communicate openly with your child about social media

- Encourage open communication about social media by making the conversations a judgment-free zone.
- Use conversation starters: “What are some of your favorite apps? Can you show me how to use them?”; “What is something you have learned off of social media?”

10. Know the trends

- Ask educators, parents or other teenagers about the latest social media apps and platforms.
- Know how to use all your child’s apps.
- Learn digital slang (e.g. ifykyk = if you know, you know; smh = shake my head; brb = be right back; hmu = hit me up.)

Our goal is to be proactive, safety first. In 2020, 65% of children were trafficked through social media sites (Facebook, Instagram, Snapchat, etc.)





Parent Guidelines & Monitoring

Healthy and interactive social media questions to discuss with your child.

PURPOSE	QUESTIONS
Starter Questions	<ul style="list-style-type: none">• What social media networks do you and your friends use? What is your favorite app you use? Which games do you play?• How often do you use: Instagram? Snapchat? Twitter? Gaming? TikTok? FaceTime? Netflix?• What kind of Snapchats do you post? Can I see your Snapchat story? What kind of photos do you snap to other people?
Privacy + Safety	<ul style="list-style-type: none">• How are your privacy settings set? Who can see your posts? Do you know how to change them? (e.g. Cameraroll, Snap Maps)• Have you physically met or do you know everyone you follow? If not, how did you end up following them?• Do you trust the people you send photos to? Does it concern you that once you send something you don't have control over how it is used?
Friends and Social Communication Issues	<ul style="list-style-type: none">• Do you feel pressured to like or favorite your friends'/classmates' posts? Why?• Have you ever seen a post or ad that made you feel uncomfortable? If so, what did you do?• Is there anything on your phone you would feel uncomfortable if your teacher saw? If so, what?
Digital Wellness: <ul style="list-style-type: none">• Inappropriate Content• Bullying/Negative Content	<ul style="list-style-type: none">• Have you ever taken a post down? Why?• Have you ever seen any posts from people who want to harm themselves? If so, how did you react, or how do you think you would react?• Have you ever seen any pictures where someone was overly exposed? How did/would you respond?• Have you ever seen an embarrassing picture that someone else posted of another person of which they were not aware? What should you do if this happens?• How do you create a healthy balance with your device for your digital wellness? (e.g. Set screen time and following non-toxic contacts)



Top Social Media Apps



Instagram

A photo-sharing app with over a billion users. Users can post photos and videos to their main feed or stories, which “disappear” after 24 hours. The app features many celebrities, businesses, and fake accounts for hacking or solicitation, making it particularly dangerous to younger, more impressionable users.



GroupMe

A group messaging app used by many school groups. GroupMe provides an easy way to make large group chats and share messages, photos, videos, etc. Content is not moderated, so anything can be shared.



TikTok

A video-sharing app that utilizes “audios” for creative trends, dances, and funny lip-synchs. TikTok has over 800 million users, with most of them (41%) being teens aged 16 to 24. The app is known to sometimes have inappropriate content, problematic challenges, as well as data leaks. It is also particularly addictive, with users spending an average of 52 minutes watching per day.



Snapchat

A social app used to send photos and videos to friends. Users can only interact with friends who have both accepted requests and can send photos directly to friends or on their stories for their entire friend list to see for 24 hours. There is also a plethora of “shows” and content made by larger companies that can be viewed. This app has been known to be used for sending sexual photos or “nudes”, as the photos “disappear” after a couple of seconds. However, they can be recovered.



Discord

A chatting app primarily used for gaming communities. Discord users can create servers and invite users to chat on different voice and text channels. The user is able to control which communities they are a part of, so they can easily moderate content. Some communities on Discord are for adult content and concepts, and there are many adult users on the application.



Twitter

A social app primarily used to send short “tweets” expressing thoughts or opinions, though they can include photos or videos. Twitter has over 500 million tweets per day, making it one of the most popular apps out there. The app limits posts to 240 characters, making any tweet short and succinct. This can lead to false information or misconstrued meanings.



Roblox

An online creation game in which you make a custom avatar and explore user-created worlds. Roblox is free for all users, but there are in-game purchases available. Roblox has chat censoring, parental controls, and other safety features.



Fortnite

An online “battle royale” game that involves eliminating other players to be the last one standing. Fortnite is one of the top free games right now with over 250 million players. The game itself is slightly violent, with players hunting each other with weapons (including guns) in order to win. There are also in-game purchase options. Finally, there are many adults that play competitively and use voice chat features.





Top Social Media Apps



Twitch

An online streaming platform primarily used for gamers, but also featuring other activities such as cooking, chatting, and crafts. Anyone can stream on Twitch, with popular streamers having sometimes hundreds of thousands of viewers watching at a time. It is free to watch, but certain perks can be purchased through a subscription to a particular streamer. Most streamers are adults.



Omegle

An anonymous video chat service that connects strangers from all around the world and allows the users to talk to one another. While there certainly is a chance to have a positive experience on this site, many use the service to spread pornographic images, much of which is unsolicited. Oftentimes, the user cannot avoid these images and situations until it is too late.



Tinder

A dating app that allows users to “swipe” on potential matches. Tinder is supposed to be for 18+, however, many fake accounts exist. The app is known for being for “hookups” only, and for its rampant catfishing.



Uber

A ride-share app that connects users with drivers to take them to their destination. Uber drivers, while being hired by the company, are driving their own cars with no supervision. Uber’s app does include a feature to send your trip to anyone in your contacts including when you arrive.



Reddit

Reddit is known as a “link aggregator,” essentially a site that collects links from all over the internet that are sorted into categories called “subreddits”. There are plenty of positive and helpful subreddits such as r/BeAmazed or r/WholesomeMemes, but as with any other part of the internet, this website has its dangers as well. Unfortunately, not all subreddits are positive. In fact, many contain problematic, hateful messages. Despite Reddit’s best efforts to hide these subreddits from wandering eyes, it can be easy to stumble into a negative part of this site.



HouseParty

A social networking app that allows up to eight people to video chat at once in a “room”. Users can also play games and chat, as well as move between many different rooms at once. Users can join rooms with friends and friends of friends.



Yik Yak

Another anonymous app that lets users within a five-mile radius post messages to boards and respond to posts from other users. Although this app is not as popular as it used to be, many have reported that it is making a comeback.



OnlyFans

OnlyFans is an “internet content subscription service”, however, many have begun to use this website for a different purpose. Most commonly, users of Onlyfans pay to view semi-nude/nude content made by Onlyfans creators across the world. The website has some safeguards in place to prevent those under 18 from viewing such content, but it is fairly easy to circumvent these safeguards.

Ask The Experts



Create a list of contacts of people who may have had experience in any sort of threat or issue that is prevalent, or can possibly occur in the future. Examples of people could be those who work in Admin and/or are a Resource Officer. Utilize this sheet in case of help needed on how to handle certain threats or issues.

Expert Contacts

Name:	Experience:	Phone:	Email:



A review form for administrators

1. What Happened?

- Get perspectives of EVERYONE involved
- Focus on the facts and opinions

2. What can we learn about it?

- What did we do well?
- What are some lessons learned from this event?

3. What can we learn about it?

- What worked that may not work again?
- What suggestions do you have if this situation happens again?

After Digital First Responder Action

A review form for students

1. What Happened?

- Who was involved in the act?
- What events led to it?

2. What can we learn about it?

- What are some lessons you learned from this event?
- How do you think you should respond next time?

3. What can we learn about it?

- What went well during the reporting process?
- What suggestions do you have if this situation happens again?

How to Support the LGBTQ+ Community Online



Include your pronouns in your online profiles and bios

This is a simple but powerful way to signal your support for the LGBTQ+ community and let others know that you are an ally.

Check in with friends and followers who may be targeted online

If you see someone from the LGBTQ+ community being targeted or harassed online, reach out and offer your support. Ask them if they need anything and help them report the abuse to the appropriate authorities, if necessary. Additionally, use your platform to speak out against hate speech and call for greater inclusiveness and tolerance.

Educate yourself and others

Take the time to learn about LGBTQ+ issues, identities, and experiences, and share that information with others through social media, blog posts, or other online forums.

Keep their confidence, respect boundaries

Don't disclose their identity to anyone, even if you believe they have already told others. Have a conversation with your friend to understand what they are comfortable with, including jokes, etc.

Maintain the friendship dynamic

Your friend has come out to you because they feel comfortable with your relationship as it is. Avoid changing this dynamic and treating them differently.

Ask questions respectfully

If you have any confusion or questions, approach them with respect and ask for clarification.

Support their community

Suggest attending an LGBTQ+ group or community center together, but don't force it if they decline. You can still show your support by volunteering on your own.

Respect their pronouns and name

Use their preferred pronouns and name, and include them on your attendance sheet as a reminder.

Check comfort level

Ask if they are comfortable with their preferred pronouns/name being used in documentation or in front of their parents.

Act as an ally

If the student is comfortable, serve as an ally and respectfully remind other staff of their preferred pronouns.

Be a safe space

Let the student know you support them and are available to listen without judgment.

Be a friend

Ask questions with love and support, and be their best friend.

How to Support the LGBTQ+ Community Online



How to Support your Child

Wait for them to come to you

Don't pressure your child to come out to you.

Be an ally

Show your support for the LGBTQ+ community, including those in your child's life.

Maintain normalcy

Avoid treating your child differently and allow yourself to be a safe space for them. Respect their journey and individuality.

Be a friend

Ask questions with love and support, and be their best friend.

Seek support

If you struggle with acceptance, consider finding a local LGBTQ+ support group for parents.

How to Support Yourself

Surround yourself with positivity

Surround yourself with people who respect and support your identity.

Embrace your identity

Your identity belongs to you and you can choose to share it or not. Don't hide or regret it.

Seek help

Don't be afraid to ask for help if you need it. Asking for help makes you stronger.

Join a community

Consider joining a local LGBTQ+ support group, community center, or youth group to feel safe and surrounded by others like you.