

Digital Safety Checklist

For Teachers, Counselors, SROs, Administrators, and Support Staff
Daily, Weekly, and Situational Digital Safety Practices

Daily Digital Safety Practices

- ✓ Notice sudden changes in a student's online behavior
- ✓ Watch for anxiety or defensiveness around phone use
- ✓ Pay attention to students who hide screens
- ✓ Observe if students receive frequent messages during class
- ✓ Note if students are communicating with unknown adults

Weekly Digital Safety Checks

- ✓ Review common apps students are using (Snapchat, TikTok, Discord, Instagram)
- ✓ Stay aware of new or trending platforms
- ✓ Monitor shifts in peer digital interactions
- ✓ Check in with IT staff about unusual network activity
- ✓ Reinforce digital citizenship expectations

High-Risk Digital Behaviors To Flag

- ✓ Multiple accounts or usernames
- ✓ Use of encrypted messaging apps (WhatsApp, Telegram)
- ✓ Online "friends" who appear significantly older
- ✓ Students receiving money or gifts through cash apps
- ✓ Students being asked to meet someone they met online
- ✓ Students pressured to send photos or videos

Digital Safety Red Flags in School Settings

- ✓ Students using phones in bathrooms or isolated areas
- ✓ Students leaving class repeatedly to check messages
- ✓ Students showing distress after receiving a message
- ✓ Students suddenly deleting apps or clearing history
- ✓ Students being coached on what to say or not say



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Immediate Digital Safety Response

- ✓ Stay calm and supportive
- ✓ Document what you observed (not assumptions)
- ✓ Notify your internal point of contact
- ✓ Follow district/SBI reporting protocols
- ✓ Do not attempt to access or confiscate devices unless policy allows
- ✓ Engage trained professionals (SRO, counselor, admin)

Prevention Through Digital Citizenship

- ✓ Teach students how to identify grooming behaviors
- ✓ Reinforce boundaries around online communication
- ✓ Encourage students to report suspicious digital interactions
- ✓ Promote safe online habits (privacy settings, blocking unknown contacts)
- ✓ Build trust so students feel comfortable sharing concerns

Remember

Digital recruitment is now the **#1 method** traffickers use.
Your awareness and consistency can interrupt grooming early.

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