Michigan CSI

(Michigan Cyber Safety Initiative)

Attorney General Mike Cox

School District Planning and Implementation Documents Summary

School District Overview Checklist

- Primary planning guide that chronologically takes District Coordinator through the planning and implementation process and encourages the notation of details on any outstanding issues (e.g. equipment confirmations, scheduling conflicts, student numbers, etc.).
- References all other district templates.
- Outlines duties of the District Coordinator as one who is responsible for overseeing and confirming that each participating school is prepared.
- Provides details on the student handouts, as well as expectations at each stage of the program.

School Principal Solicitation Template

- A template letter for initial communication with district principals for use once the district has a confirmed week.
- This Solicitation Template includes a School Interest form for principals to complete and return.
- The District Coordinator uses the School Interest Form to gather information necessary to prioritize district presentations and to compile an overall daily schedule.
- The overall daily schedule is summarized on the Presentation Schedule template and must be returned to the Attorney General at least one week before the program is scheduled to begin.

School Principal Confirmation Template

- A guide for conveying to principals the date and times for their Michigan CSI presentations.
- Includes a list of necessary equipment; an explanation and example of student and teacher handouts; and a copy of the optional Parent Opt-Out Form (see below).

Presentation Schedule

- District's comprehensive confirmation of preparation for all presentations.
- Completed spreadsheet is due to Attorney General no later than two weeks before district presentations begin.

Sample Completed Presentation Schedule

- Precise guideline of how presentation schedule should be completed.

Parent Notification & Opt Out

- Optional.
- Outlines the program and explains the focus of each presentation. The bottom portion allows the parent or legal guardian to excuse a student from program participation.

Handouts

- All handouts are to be prepared by the school and available by close of business on the day before the school's scheduled presentations.

- Student Handouts (teachers give to students to take home the day of the Attorney General's Michigan CSI presentations).
    1. Keep Safe Keep Away Keep Telling (front); Don't Give Our Personal Information (back).
        - Front of the handout for K - 3 is different than the handout for 4 - 6. The lower-right-hand corner provides grade-utilization information.
        - Designed for easy two-sided duplication. Two handouts fit on a standard 8 1/2" x 11" sheet of paper.
        - Encourage schools to copy on color card stock.

    2. Michigan CSI Contract (same handout for all K - 8 students).
    3. Student homework:
       K-1 coloring page or Internet Safety Review (words provided)
       2 – 3 word search (words provided)
       4 – 5 word search (words are fill-in-the blank)
       6 – 8 crossword puzzle

- Teacher Handouts (building coordinator makes sure that all teachers receive handouts and encourages teachers to complete the feedback form during or shortly after the presentation).
    1. Michigan CSI Internet Resources
    2. Teacher Feedback Form
    3. Student homework answer keys

Feedback Forms

- District Coordinator. District Coordinators are encouraged to provide candid feedback on how we can improve the program and coordination efforts. Coordinators are asked to mail their feedback forms to the Attorney General's office.
- Building Coordinator. Building Coordinators are also encouraged to provide candid feedback on how we can improve the program and coordination efforts. Coordinators are asked to give completed form to District Coordinator or to mail to the Attorney General's office.
- Teacher. Teachers can give their completed forms to the presenter or the principal's office on the day of the program.

Promotion Template

- Template for promoting program awareness.