

**eRATE Internet Safety Monitoring Documentation Instructions and Requirements
for those LEAs that were found to be Non-Compliant in 2013-2014**

Interim Monitoring: December 2014 ONLY

GENERAL REQUIREMENTS of the eRATE/Internet Safety Federal Requirement

- You must have an internet safety curriculum in place.
- The curriculum must clearly cover, at a minimum, the three required topical areas:
 1. Safety on the Internet
 2. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 3. Cyberbullying awareness and response.
- The curriculum must be taught in every building in your LEA.
- The Delaware Department of Education requires that your LEA maintain documentation that certifies your implementation at all levels:
 1. Teacher
 2. Building
 3. District

INTERIM MONITORING DOCUMENTATION REQUIREMENTS

Instructions:

- A. Locate monitoring requirements specific to your LEA in the **2014-2015 eRATE Internet Safety Curriculum Monitoring Documentation** table below.
- B. Gather and organize the following documents:
 1. A **Matrix**¹ of your curriculum scope and sequence that is clearly aligned to the required three (3) topical areas.
 2. A **Subscription Teachers Action Table (STAT)**¹ listing the teachers that will be teaching the curriculum and all related information. If you are using iSAFE, this must be uploaded to iSAFE prior to December 15, 2014. Instructions can be found in the iSAFE Administrator Portal in the FAQ.
 3. **Curriculum materials** as indicated in the table below.
 4. **Rollout plan, by grade level.**
- C. Clearly label all submitted materials with your LEA's name.
- D. **Submit ONE email** to BOTH Wendy Modzelewski (wendy.modzelewski@doe.k12.de.us) AND Pam Reed (pam.reed@doe.k12.de.us) with these attachments.
- E. **Deadline: Close of business, December 15, 2014**

¹ Use ONLY the format of these documents found at <http://www.dcet.k12.de.us/instructional/internetsafety/index.shtml>. Alternate formats will not be accepted.

2014-2015 eRATE Internet Safety Curriculum Monitoring Documentation Table

OPTION A	OPTION B
<p>The LEA is utilizing ONLY the iSAFE curriculum.</p>	<p>The LEA is utilizing either:</p> <ul style="list-style-type: none"> • A COMBINATION of materials from iSAFE and/or other, outside materials OR • ONLY outside materials.
THEN SUBMIT:	THEN SUBMIT:
<p>1. Curriculum Matrix with the LEA's scope and sequence</p> <p>The Matrix should indicate that at a minimum, one lesson will be taught from each of the three topical areas at each grade level.</p> <p>The Scope and Sequence must include:</p> <ol style="list-style-type: none"> 1. Lesson name/topic 2. Grade level 3. Be sorted by the three federal required topical areas: <ul style="list-style-type: none"> ○ Safety on the Internet ○ Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and ○ Cyberbullying awareness and response. 	<p>1. Curriculum Matrix with the LEA's scope and sequence</p> <p>The Scope and Sequence should indicate that at a minimum, one lesson will be taught from each of the three topical areas at each grade level.</p> <p>The Scope and Sequence must include:</p> <ol style="list-style-type: none"> 2. Lesson name/topic 3. Grade level 4. Be sorted by the three federal required topical areas: <ol style="list-style-type: none"> a. Safety on the Internet b. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and c. Cyberbullying awareness and response. 5. List the source(s) of the content for the lesson. You may add a column to the Scope and Sequence template for this purpose.
<p>2. Subscription Teachers Action Table (STAT)</p> <p>The STAT must include all of the information indicated. The STAT must be uploaded to iSAFE following the instructions found on the iSAFE Administrative Portal.</p>	<p>1. Subscription Teachers Action Table (STAT)</p> <p>The STAT must include all of the information indicated. Use this format even if your LEA is NOT using the iSAFE curriculum.</p>
<p>2. Curriculum Documentation</p> <p>No curriculum documentation is required.</p>	<p>3. Curriculum Documentation</p> <p>Grade Bands:</p> <ul style="list-style-type: none"> • Grades K-5 • Grades 6-8 • Grades 9-12 <p>For EACH grade band in your LEA:</p> <ul style="list-style-type: none"> • Select one grade level per grade band. • Send one complete lesson* for each of the required three (3) topical areas: <ol style="list-style-type: none"> 1. Safety on the Internet 2. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and 3. Cyberbullying awareness and response <p>*A "complete lesson" includes all materials an educator would need to understand and deliver the content to his/her students. This may include teacher notes, PowerPoint slides or other related media, student handouts, student assessments, etc. NOTE: There should be a correlation between the lessons submitted and the lessons listed in the Scope and Sequence.</p>
<p>3. Rollout Plan</p> <p>Provide a rollout plan (one-page description/table) for your LEA that encompasses the following:</p> <ul style="list-style-type: none"> • List of all grade levels involved • Starting timeline for rollout • Ending timeline for rollout (Entire curriculum must be taught, certified, and completed no later than April 1, 2015) 	<p>4. Rollout Plan</p> <p>Provide a rollout plan (one-page description/table) for your LEA that encompasses the following:</p> <ul style="list-style-type: none"> • List of all grade levels involved • Starting timeline for rollout • Ending timeline for rollout (Entire curriculum must be taught, certified, and completed no later than April 1, 2015)