

Cyberbullying Response Kit: Teacher & Administrator Guide

Purpose: This step-by-step protocol provides staff with a clear, consistent, and supportive framework for handling reported cyberbullying incidents on HIVE or external platforms. The primary focus is safety, documentation, and restoration.

Audience: Teachers, School Counselors, and Administrators

Protocol for Incident Response

When an incident is reported, follow these four immediate steps:

Step 1: Preserve Evidence

The first and most crucial action is to **document everything** before content can be deleted, modified, or auto-removed by the platform.

- **Take Screenshots Immediately:** Capture the full screen, including the date, time stamp, the aggressor's username, and the content of the harmful message/post.
- **Log Details:** Record where the incident occurred (e.g., HIVE comment thread, external platform), when it occurred, and who reported it.
- **Do Not Delete:** Instruct students or users not to delete the original content until the evidence has been fully and securely preserved by staff.

Step 2: Assess Immediate Danger

Prioritize the physical and emotional safety of the student who has been targeted.

- **Check for Urgent Threats:** Immediately determine if the content contains threats of **physical violence**, hints of **self-harm**, or extreme distress.
- **Immediate Referral:** If an urgent threat is identified, bypass the remaining steps and **contact administration, the school safety officer, and/or emergency services** immediately according to established school protocol.
- **Secure Environment:** Ensure the target student feels safe and is removed from the immediate source of distress.

Step 3: Support the Target (The Victim)

The goal here is to establish trust and minimize the emotional impact on the student who was targeted.

- **Reassure and Validate:** Reassure the student that the incident is **not their fault**. Validate their feelings and listen carefully to their experience.
- **Document Impact:** Ask how the incident has affected their learning, well-being, and social life. Document this impact as part of the official record.
- **Connect to Resources:** Refer the student to the school counselor or other support staff for ongoing emotional assistance.

Step 4: Address the Aggressor (The Offender)

The response should focus on accountability, education, and change, following the school's discipline policy.

- **Fact-Finding Meeting:** Conduct a calm, non-accusatory meeting with the student who engaged in the harmful behavior. Present the evidence collected in Step 1.
- **Teachable Moment:** Use the incident to review the **Digital Citizenship Pledge** and discuss the real-world impact of their actions (The Power of Words). Focus on guiding them toward empathy and understanding.
- **Apply Consequences:** Administer consequences consistent with the school handbook and district policies.
- **Focus on Restoration:** Where appropriate and safe, use **Restorative Justice** practices to help the aggressor understand the harm caused and take steps to repair the damage (e.g., writing an apology, public commitment to positive change).

Quick Reference Checklist

Use this checklist during an active incident:

- ☐ Captured screenshots of the harmful content (Step 1).
- ☐ Assessed for immediate physical threat (Step 2).
- ☐ Notified administration (per school policy).
- ☐ Spoke with the targeted student and offered support (Step 3).
- ☐ Met with the aggressor to review evidence and discuss impact (Step 4).
- ☐ Determined consequences (Step 4).
- ☐ Filed official incident report.