

APPENDIX C

Incident Report and Evaluation Form

Names of student(s) involved:

Date:

Name(s) of district staff and any community professionals involved in resolution of incident:

1. Describe incident and attach all downloaded material:
2. Describe how the identities of the creator(s) of the material were identified:
3. Did the evidence gathered raise concerns that student(s) involved posed a risk of harm to others or themselves? If, “yes” how were these concerns addressed?
4. Was a determination made that the school could impose formal discipline? Describe the rationale for this decision:
5. Describe the underlying relationships between all parties:
6. Describe the actions taken to resolve the incident:
7. What insight or issues were raised by this incident that ought to be addressed in the context of the district’s ongoing efforts to address these concerns?
8. *(To school administrator)* Following any incident, send a letter to all parents involved, stating the following:

[School] is striving to respond in a highly effective manner to address concerns of cyberbullying and cyber-threats. Our objective is to resolve the incident so that our students can feel safe and secure at school and in their relationships with other students. Because you were recently involved in an incident, it would be very helpful to have your feedback on how effectively this incident was handled. The feedback you submit will be shared with the district safe schools committee. Your identity will be kept confidential.

- In general, what are your overall feelings about the school’s response to this incident?
 - How does your child feel about the response to the incident?
 - Are there any continuing problems that we should be aware of?
 - What aspects of the school’s response were most helpful?
 - What aspects of the school’s response were least helpful?
 - Are there any ways you think we could improve on our response?
9. *(To school administrator)* Summarize the responses of parents. Pose similar questions to students, preferably in written format.

From *Cyberbullying and Cyberthreats: Responding to the Challenge of Online Social Aggression, Threats, and Distress*, by N.E. Willard, © 2007, Champaign, IL: Research Press (800-519-2707; www.researchpress.com).