COMMON SENSE EDUCATION
Certified School Checklist

Use this checklist to help your school meet the requirements to become a Common Sense Certified School: Digital Citizenship.

PLAN

☐ Identify a project lead for the school.
☐ Register on Common Sense Education to get familiar with the digital citizenship resources.
☐ Form a project team with key stakeholders (teachers, students, parents/caregivers, administrators), if appropriate.
☐ Create your school’s digital citizenship vision.¹

☐ Determine how, when, and who will provide digital citizenship instruction to students.² Consider the following:
  • In which grades instruction will occur (a minimum of two is required)
  • Which Common Sense resources will be used, and on which platforms (e.g., app vs. Web-based)
  • How many hours of instruction will be taught. At a minimum:
    – In two grade levels, teach three hours, 45 minutes of digital citizenship instruction;
    – OR in three grade levels, teach two hours, 15 minutes of digital citizenship instruction. All students in the chosen grades must receive instruction.
  • Which teachers will be responsible for the instruction
  • When the instruction will occur

☐ Develop the school’s parent outreach plan to engage and educate parents using the Connecting Families Program in three distinct ways.³

☐ Once your parent outreach and student instructional plans have been finalized, input them on the Digital Citizenship Certified School Implementation Plan. New applicants will need to submit the plan as part of the application. Renewing applicants do not need to submit this documentation.

PREPARE

☐ Introduce Common Sense Education and what you’re doing in your school to your superintendent, and encourage him or her to roll out a district-wide digital citizenship program.

☐ Request that all educators register with Common Sense Education.

☐ Provide in-person or online professional development to staff designated for leading student instruction.⁴

☐ Communicate your school’s commitment to digital citizenship to your parent body, staff, and students.⁵

☐ Share a link to Common Sense Education on your school website (or equivalent notice board if your school doesn’t have a website).

¹ See FAQ for examples of vision statements. Schools renewing certification do not need to revise their vision statements.
³ See FAQ for ideas on how to engage parents.
⁴ Links to free PD resources from Common Sense are included in the FAQ.
⁵ For resources to present at a meeting, see the Digital Citizenship Certification PD PowerPoint in the RESOURCE section below.
IMPLEMENT

☐ Implement your parent outreach and student instructional plans.

☐ For new applicants only, save at least three pieces of documentation\(^6\) to submit with your Common Sense Certified School application.

APPLY

☐ Apply to become a Digital Citizenship Certified School\(^7\). As part of the application, you will need to submit:

- The Digital Citizenship Certified School Implementation Plan (new applicants only).
- The Digital Citizenship Teacher Worksheet (optional). Educators in schools applying to become Common Sense Certified do not need to submit a separate application. The Project Lead can submit the information on their behalf using the Teacher Worksheet.\(^8\)
- Three pieces of documentation (new applicants only).

CELEBRATE (optional)

☐ Join our Facebook community @CommonSenseEducators to connect with other educators, share best practices, and be part of a growing professional learning network!

☐ Display your Common Sense Certified School badge on your school website.

☐ Tweet using @CommonSenseEdu #digcitcertified to share your work with your followers.

☐ Let your local press know of your Common Sense Certified School status.\(^9\)

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\(^6\) See FAQ for examples of documentation.

\(^7\) Note that the Project Lead is eligible for Common Sense Certified Educator: Digital Citizenship status, as are all educators at the school involved in the instruction. They do not need to apply separately; their applications are included in the school application.

\(^8\) To meet Common Sense Certified Educator criteria, an educator must teach at least three hours, 45 minutes of digital citizenship instruction to one class or two hours, 15 minutes to two or more classes.

\(^9\) Common Sense Education will provide a press release template with congratulatory email.
Frequently Asked Questions:

GENERAL

What is a Common Sense Certified School: Digital Citizenship?
This is an official “stamp of recognition” from Common Sense Education for schools that are dedicated to teaching digital citizenship to young people. Specifically, this program recognizes schools that are using — in at least two grade levels — the Common Sense Education Digital Citizenship Curriculum, Digital Passport™, Digital Compass, and/or Digital Bytes, as well as engaging and educating parents about media and technology issues.

I am a returning Common Sense Certified School. Which application should I use to renew my certification?
If you were a Common Sense Certified School in 2015–2016 and you are renewing, please complete this application. The criteria is the same, but your application is streamlined and you will not need to upload documentation.

How might my school benefit from becoming a Common Sense Certified School?
Being a Certified School is an official stamp of recognition from Common Sense Education. It’s our hope that acknowledging your hard work will not only strengthen the reputation of your school in your community (and beyond!) but also will inspire other schools to get involved in teaching digital citizenship.

If your school is integrating more technology in the classroom, receiving School Certification demonstrates to parents your school’s commitment to teach students to use their devices in enriching and responsible ways.

So you can let your community know that you’re a Certified School, we’ll send you a:
- Digital badge you can display on your website, email signatures, and elsewhere.
- Letter that you can send to your district superintendent.
- Template of a press release you can complete and share with your local newspaper.

If you give permission, Common Sense Education also will list your school name on the Common Sense website.

What is the cost of becoming a Common Sense Certified School?
NO COST to become a Common Sense Certified School or to use any of the educational materials on our website, including our Digital Literacy and Citizenship Curriculum, Digital Passport™, Digital Compass, or Digital Bytes.

What are examples of a “school vision” for digital citizenship? Is this required?
Yes, a school must submit their digital citizenship vision. We ask for this because we believe that defining what you want to achieve can not only help guide your planning efforts, but also help your communication efforts. We have found communicating your vision to the entire school community can help galvanize support and assist in implementation. Examples include:

Big Sky School District has demonstrated its commitment to taking a whole-community approach to preparing its students to use the immense power of digital media to explore, create, connect, and learn, while limiting the perils that exist in the online realm, such as plagiarism, loss of privacy, and cyberbullying. We realize the importance of being a
good steward of technology and it starts with education. We make it a priority that all students receive digital citizenship and literacy lessons prior to receiving their 1:1 devices within our district. Our school district has 100% embraced and integrated Common Sense resources with our students, staff, and families within our district as the first educational piece.

- Big Sky School District, Big Sky, MT

Liberty-Perry Schools strives to foster a safe, disciplined, educational environment, both offline and online, to provide an atmosphere for students where skills can be developed to become motivated, self-reliant, productive citizens. All members of Liberty-Perry Schools will be good digital citizens by being safe, responsible, and respectful with their technology. Teachers and staff will provide instruction for their students regularly about the appropriate use of technology and online safety. Staff and students will model digital citizenship and encourage others to do the same. By doing so, members of Liberty-Perry Schools will protect their information, treat others kindly, and credit their sources. Liberty-Perry Schools know the benefits of technology as a tool in the educational environment when those with the device use them appropriately.

- Liberty-Perry School District, Selma, IN

What are Common Sense Education's requirements to maintain Common Sense Certified School status?
You will need to complete all the actions required to become a Certified School every year. Please renew your certification by submitting a renewal application each school year, once all criteria have been met.

Whom do I contact if I have any questions or need assistance with my application?
Contact edsupport@commonsense.org.

CRITERIA
What is required to become a Common Sense Certified School: Digital Citizenship?
To become a Common Sense Certified School, you’ll need to complete all the following actions:

- Identify a project lead.
- Project Lead and principal register on www.commonsensemedia.org/educators.
- Provide Professional Development to staff designated for leading student instruction.
- All staff leading student instruction must register as educators on the Common Sense Education site.
- Develop a Digital Citizenship Certified School Implementation Plan. New schools applying must include the Implementation Plan with their applications; Common Sense Certified Schools from the 2015-2016 school year do not need to submit this documentation.
- At a minimum, use Common Sense digital citizenship resources:
  - In two grade levels, teaching at least three hours, 45 minutes of digital citizenship instruction;
  - OR in three grade levels, teaching two hours, 15 minutes of digital citizenship instruction. See the section below on Student Instruction for more details.
- New school applicants must save at least three pieces of documentation from the student instruction and/or parent outreach to submit with the Digital Citizenship Certified School application. Renewing schools do not need to submit this documentation.
- Engage and educate parents school-wide in three distinct ways. See the section below on Parent Outreach for more details.
- Complete the Digital Citizenship Teacher Worksheet to submit with the application (optional). Educators in
schools applying to become Common Sense Certified do not have to submit separate applications. The Project Lead will submit the information on their behalf, using the Digital Citizenship Teacher Worksheet. Teacher Worksheets may be attached to both new and renewing school applicants.

**STUDENT INSTRUCTION**

**How much digital citizenship instructional time is required?**

You have two options to meet the MINIMUM number of instructional hours and grades taught. Using Common Sense digital citizenship resources,

1) In two grade levels, teach three hours, 45 minutes of digital citizenship instruction;
2) OR in three grade levels, teach two hours, 15 minutes of digital citizenship instruction.

Note that these are the minimum requirements for both the number of grades taught and the instructional hours. In order to have the biggest impact on the most students, we encourage schools to do more. For example, in a K-5 school, they could teach digital citizenship for a total of three hours, 45 minutes in all six grade levels, which is the equivalent to five lessons from our K-12 Digital Citizenship Curriculum.

You can use any combination of the below Common Sense digital citizenship resources to provide the instruction:

- K-12 Digital Citizenship Curriculum
- Digital Passport
- Digital Compass
- Digital Bytes

Follow the appropriate table below in order to understand how many lessons (or modules, story lines, or bytes — depending on the resource) are equivalent to the instructional hours required to meet the criteria.

### Two Grade Levels

<table>
<thead>
<tr>
<th>Resources</th>
<th>Minimum hours of instruction required at two grade levels</th>
<th>Equivalent number of lessons/modules/story lines/bytes</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Curriculum</td>
<td>3 hours, 45 minutes</td>
<td>One full unit (5 lessons)</td>
</tr>
<tr>
<td>Digital Passport</td>
<td>3 hours, 45 minutes</td>
<td>5 modules (aka games), plus wrap-around activities</td>
</tr>
<tr>
<td>Digital Compass</td>
<td>3 hours, 45 minutes</td>
<td>5 story lines</td>
</tr>
<tr>
<td>Digital Bytes</td>
<td>3 hours, 45 minutes</td>
<td>2 “bytes”</td>
</tr>
</tbody>
</table>

### Three Grade Levels

<table>
<thead>
<tr>
<th>Resources</th>
<th>Minimum hours of instruction required at three grade levels</th>
<th>Equivalent number of lessons/modules/story lines/bytes</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Curriculum</td>
<td>2 hours, 15 minutes</td>
<td>3 lessons</td>
</tr>
<tr>
<td>Digital Passport</td>
<td>2 hours, 15 minutes</td>
<td>3 modules (aka games), plus wrap-around activities</td>
</tr>
<tr>
<td>Digital Compass</td>
<td>2 hours, 15 minutes</td>
<td>3 story lines</td>
</tr>
<tr>
<td>Digital Bytes</td>
<td>2 hours, 15 minutes</td>
<td>1 “byte”</td>
</tr>
</tbody>
</table>
Note that all instruction must be completed at the time of application. Again, we encourage you to do more than just meet the baseline criteria.

We suggest reviewing the Suggested Digital Citizenship Student Instruction Plan for ideas.

**Can I combine the curriculum with the student interactives (Digital Passport, Digital Compass, Digital Bytes)?**
Yes! You may decide to use both curriculum lessons and one of the interactives in the appropriate grade level. The lessons build upon the concepts that students learn while engaging in the interactives. For suggestions on what interactive accompanies the lessons, view the recommended “onboarding” activity for grades K-8 and the “extended learning” activity for grades 9-12 in the Scope and Sequence, or review the Suggested Digital Citizenship Student Instruction Plan.

**Does it matter in which grades the Curriculum, Digital Passport™, Digital Compass, and/or Digital Bytes are taught to meet the requirement?**
No. Common Sense Certified Schools can work with students in any grade, kindergarten through 12th. The Curriculum has differentiated lessons for K-12. Digital Passport is recommended for use in grades 3-5, Digital Compass is recommended for grades 6-8, and Digital Bytes is recommended for high school students.

**Do all students at the selected grade levels need to receive instruction?**
Yes. To become a Common Sense Certified School, all students in the grade levels you select (a minimum of two) need to participate in order to meet the requirements.

**Who should teach the lessons and/or implement the digital literacy and citizenship instruction?**
We have seen a range of educators involved in student instruction, from core subject-matter teachers (most commonly English Language Arts and Social Studies), media specialists/librarians, and technology teachers to school counselors and special education teachers.

**Does one educator need to teach all the content to the same group of students within a grade level?**
No. Different teachers may implement the content and/or take a team-taught approach. For example, consider the (fictional) Wilson Elementary School:
- At the third-grade level, the technology teacher implemented all five modules of Digital Passport™ with the entire grade.
- In fourth grade, the technology teacher taught all fourth-grade students the two lessons from Unit 2 addressing privacy and security. The librarian taught the same group of students the remaining three lessons in Unit 2.
- For the fifth-grade students, the core teacher and school counselor co-taught all five of the lessons in Unit 3.

The above example of Wilson Elementary is illustrative and meant to demonstrate that any teaching model that’s the best fit for your school will work, as long as the instructional hour requirement is met. (Note that at Wilson, they exceeded the criteria by involving students in nearly four hours of instruction at three grade levels.)
**PARENT OUTREACH**

What are some ways to engage parents?

Schools are required to take a whole-community approach to digital citizenship by communicating with families about and educating them on digital citizenship. You must do this in three distinct ways.

One of these efforts must be the distribution of at least one Common Sense [Family Tip Sheet](#) or the [Family Media Agreement](#) to all parents/caregivers.

You must also implement two additional efforts. Examples include but are not limited to:

- Hosting a school-wide parent education evening with a [teen panel](#) with materials, ideas, and best practices from the [Connecting Families program](#).
- Training Title 1 coordinators and/or PTA/PTO leaders to facilitate ongoing family engagement activities, such as [informal discussion groups](#) using [Connecting Families](#) resources.
- Publishing an article about the importance of digital citizenship in the school newsletter.
- Posting a link to [Common Sense Media](#) on the school website.
- Embedding the Common Sense parent advice blog widget onto the school website.
- Giving your parents easy access to advice on parenting in the digital age by adding our [Making Sense blog widget for families](#) to your school’s site.

**APPLICATION**

My school was certified in 2015–2016. Which application should I use?

Schools renewing their certification should complete our new streamlined application. The criteria is the same, but you do not need to submit paperwork or documentation. The renewal application is available [here](#).

The Project Lead CAN submit information on educators’ behalf for educators leading instruction to be recognized as Common Sense Certified Educators. Specifically, the Project Lead needs to indicate each educator’s name, email, and number of instructional hours on the [Digital Citizenship Teacher Worksheet](#). Educators listed on the Teacher Worksheet should not apply individually.

For new applicants, the Common Sense Certified School application requires various pieces of documentation.

What should I plan to submit?

- The [Digital Citizenship Certified School Implementation Plan](#)
- The [Digital Citizenship Teacher Worksheet](#). The Project Lead can submit information on educators’ behalf for educators leading instruction to be recognized as Common Sense Certified Educators. Teacher Worksheets may be attached to both new and renewing school applicants. Please see the next question for more details.
- At least three of the following examples:
  - Photos of students engaging in lessons or interactives in which it’s clear that Common Sense resources are being used.
• A lesson plan or course syllabus including mention of and/or links to Common Sense resources.
• A sample of student work in which concepts learned from Common Sense resources are evident.
• A screenshot of, or a link to, your teacher website showing a link to Common Sense and/or a description of work you’re doing with students.
• A screenshot of your Digital Passport Student Group Summary or Student Group Overview.
• An email sent to your principal letting him or her know about your efforts around digital citizenship.
• A screenshot of a student’s Digital Compass assessment.
• A sample from Digital Bytes.

Can the person coordinating the activities in the school, even if he or she is not directly working with students, apply to become a Common Sense Certified Educator: Digital Citizenship?

Yes. We have opened up the Common Sense Certified Educators program to the administrators, facilitators, and coordinators who are working hard behind the scenes to implement digital citizenship but who may not be teaching in the classroom.

Specifically, if the Project Lead has coordinated, supervised, and/or facilitated digital citizenship implementation and managed the process to create a Common Sense Certified School, that individual has fulfilled the criteria to become a Certified Educator. The individual should not submit a separate Certified Educator application.

Do the educators leading the instruction need to submit a separate application to earn recognition as Common Sense Certified Educators? When should a Digital Citizenship Teacher Worksheet be submitted?

We have streamlined the process, and educators in schools applying to become Common Sense Certified do not need to submit a separate application. The Project Lead will submit the information on their behalf. Specifically, the Project Lead needs to indicate each educator’s name, email, and number of instructional hours on the Digital Citizenship Teacher Worksheet. Teacher Worksheets may be attached to both new and renewing school applications. However, this is ONLY for educators who have:

• Registered on Common Sense Education.
• Completed the online curriculum tutorial, attended an in-person training, or, if they were Common Sense Certified during the last school year, watched the What’s New with Common Sense Education video.
• Taught digital citizenship using Common Sense resources, at a minimum: three hours, 45 minutes of digital citizenship instruction to one class; or, if working with two or more classes, has taught at least 2 hours, 15 minutes of digital citizenship instruction.
• Communicated with parents/caregivers that they are committed to educating students on how to be good digital citizens and have engaged in at least three of the activities below:
  - Assigned students homework that includes family participation.
  - Put a link to Common Sense on their teacher website.
  - Distributed at least one Common Sense Family Tip Sheet or the Family Media Agreement to all parents/caregivers.
  - Facilitated parent/caregiver discussion groups.
If the educator meets these criteria, Common Sense Education will email the educator the Common Sense Certified Educator Badge directly. The Project Lead should also include their name on the Digital Citizenship Teacher Worksheet to earn recognition as a Common Sense Certified Educator for their work coordinating implementation efforts.

If my district is applying to become a Common Sense Certified District: Digital Citizenship, do I need to submit an application on behalf of my school?
No. The District can apply on your school’s behalf. However, school Project Leads MUST ensure all Common Sense Certified School criteria have been fulfilled. The Project Lead is required to provide the necessary information and documentation to the district.¹⁰

Schools have the option of submitting their applications prior to District Certification if they would rather not wait until their districts meet the criteria.

When can I apply?
You can apply for 2016–2017 Common Sense Certified School: Digital Citizenship status at any point during the 2016–2017 school year or early summer. The deadline for application is July 1, 2017.

How long is the application?
We know that educators are busy people, so the application shouldn’t take more than 15 minutes to complete — it’s mostly checkboxes, with a few open-ended responses. You’ll also have to attach at least three pieces of documentation of your efforts (e.g., if you hosted a parent education workshop, you could upload the promotional flyer). Make sure you have enough time to complete the application in one sitting, as you cannot save it once you begin. Remember, you will need to submit three pieces of documentation along with the application.

What are Common Sense Education's requirements to maintain Common Sense Certified School status?
You will need to complete all the actions required to become a Certified School every year and then renew your certification by submitting an application during the current school year. The renewal application is streamlined, and schools will not have to submit documentation or an Implementation Plan. Project Leads still have the opportunity to submit a Teacher Worksheet if applicable.

How do I apply?
Apply to become a Common Sense Certified School: Digital Citizenship here. If you are renewing your School Certification, please apply here.

¹⁰
RESOURCES

What resources can schools use for student instruction?

- **K-12 Digital Literacy and Citizenship Curriculum**

- **Nearpod**
  [http://www.nearpod.com/digitalcitizenship](http://www.nearpod.com/digitalcitizenship)

- **K–12 Digital Literacy and Citizenship Curriculum available on iBooks:**

- **Digital Passport™**
  Web version: [http://www.digitalpassport.org](http://www.digitalpassport.org)

- **Digital Compass**
  [https://www.commonsensemedia.org/educators/digital-compass](https://www.commonsensemedia.org/educators/digital-compass)

- **Digital Bytes**
  [http://digitalbytes.commonsensemedia.org](http://digitalbytes.commonsensemedia.org)

What professional development resources does Common Sense Education have to help educators meet the criteria?

To fulfill Digital Citizenship School criteria, we ask that professional development be provided to staff designated for leading student instruction. The following online resources can be used:

- Common Sense curriculum narrated tutorial
- Common Sense facilitated webinars
- Digital Passport training videos
- edWeb at [http://www.edweb.net/digitalcitizenship](http://www.edweb.net/digitalcitizenship)
- Edmodo at [https://www.edmodo.com/home#/publisher/digitalcitizenship](https://www.edmodo.com/home#/publisher/digitalcitizenship)
- Whats New at Common Sense Education
- Digital Citizenship Certification PowerPoint

What resources are available to engage families?

To fulfill Digital Citizenship School criteria, we ask that schools take a whole-community approach and engage families in at least three ways. You can find resources to assist in that effort using:

- **Connecting Families:** [https://www.commonsensemedia.org/educators/connecting-families](https://www.commonsensemedia.org/educators/connecting-families)

Application

- Renewal: [https://www.tfaforms.com/433387](https://www.tfaforms.com/433387)
- New applicants: [https://www.tfaforms.com/423258](https://www.tfaforms.com/423258)

What if I need additional assistance?

Contact edsupport@commonsense.org.
SAMPLE LETTER TO PRINCIPALS:

Dear Colleagues,

XXX School realizes the importance of being a good steward of technology. We are making it a priority for all students to receive digital citizenship and literacy lessons, prior to receiving their devices as part of our personalized learning initiative. To best support our efforts, our school district has partnered with Common Sense Education to provide resources for our students, staff, and families within XXX District as the first step.

I am writing to share with you some great – FREE – resources available to XXX Schools from Common Sense Education. Their tools help schools empower students to behave safely and participate responsibly with technology.

Throughout the year, we will deepen students’ learning on digital citizenship by using Common Sense lessons to teach our students about internet safety, digital footprints, cyberbullying, copyright, and other relevant topics. Our goal is INSERT MISSION (e.g., that every school in the district will receive recognition as a Common Sense Certified School: Digital Citizenship by teaching at least three lessons at each grade level).

We also intend to empower our parent community regarding safe and smart media use by sharing and talking about the many helpful family resources from Common Sense Education. To further show our parents and community our commitment to this endeavor, we are aiming to become a Common Sense Digital Citizenship: Certified District in 2016–2017.

I encourage you to use these free resources and to check out Common Sense Education’s edtech ratings and teaching strategies website, which provides essential ingredients for digital learning, including ratings and reviews for the apps, games, websites, and digital curricula used in the classroom.

Yours in education,
SAMPLE IMPLEMENTATION PLAN

Common Sense Digital Citizenship Certified School
Implementation Plan 2016–2017

School Name: Springfield High School

Project Lead Name: Sally Commons

Project Lead Title: Technology Coordinator

PLAN

What is your school's digital citizenship vision?

Springfield High School strives to foster a safe, disciplined, educational environment, both offline and online, to provide an atmosphere for students where skills can be developed to become motivated, self-reliant, productive citizens. We realize the importance of being a good steward of technology and it starts with education. We make it a priority that all students receive digital citizenship, using the Common Sense Digital Citizenship curriculum. All members of the school will be good digital citizens by being safe, responsible, and respectful with their technology.

Professional Development

How is your school supporting teachers in implementing digital citizenship instruction? Describe any trainings (e.g., online, in-person, hybrid), planning time, or instructional coaching provided.

- Presented to all staff about the importance of teaching digital citizenship.
- Sent online curriculum training link to all instructors. After one week, followed up with an in-person meeting to answer questions and discuss implementation plan.
- Created a school Professional Learning Network for digital literacy and citizenship.
- Sent links and reminders for all Digital Citizenship webinars on edWeb for educators to view.
- Provided information about Common Sense Education resources on teacher portal.
What is your school's digital citizenship student instructional plan?

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Total # of Students</th>
<th>Common Sense Resource(s) Being Used</th>
<th>Total # of Instructional Hours</th>
<th>Facilitator(s) Role(s)*</th>
<th>When will instruction be completed? Over what time period?</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>200</td>
<td>curriculum</td>
<td>4 hrs</td>
<td>ELA classroom teacher</td>
<td>9/8-9/30</td>
</tr>
<tr>
<td>10</td>
<td>210</td>
<td>digital bytes/curriculum</td>
<td>5 hrs, 15 minutes</td>
<td>tech coordinator</td>
<td>9/8-10/16</td>
</tr>
<tr>
<td>11</td>
<td>185</td>
<td>curriculum</td>
<td>4 hrs</td>
<td>ELA classroom teacher</td>
<td>9/8-9/30</td>
</tr>
<tr>
<td>12</td>
<td>186</td>
<td>digital bytes/curriculum</td>
<td>5 hrs, 15 minutes</td>
<td>tech coordinator &amp; ELA classroom teacher</td>
<td>9/8-10/16</td>
</tr>
</tbody>
</table>

* If a facilitator has taught three hours, 45 minutes of instruction to one group of students or two hours, 15 minutes of instruction to two or more classes, she/he meets the criteria of a Common Sense Digital Citizenship Certified Educator. Add these facilitators’ names and contact info into the Digital Citizenship Teacher Worksheet.

Outreach to Families

How is your school conducting outreach to families? Indicate which activities you engaged in (items with an asterisk are required):

- [x] Put a link to Common Sense on your school website (or equivalent notice board if your school doesn’t have a website)*
- [x] Distribute at least one Common Sense Family Tip Sheet or the Family Media Agreement to all parents*
- [ ] Host a teen panel for families
- [ ] Facilitate parent discussion groups
- [ ] Training Title 1 coordinators and/or PTA/PTO leaders to facilitate ongoing family engagement activities, such as informal discussion groups using Connecting Families resources.
- [x] Published article about the importance of digital citizenship in the school newsletter.
- [ ] Added the Making Sense blog widget for families on school website site.

Verification

I verify that Springfield High School met the implementation plan outlined above.

Principal Signature: ____________________________

Date: ____________________________

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