STAND UP AND SPEAK UP | FOR SCHOOL STAFF

A student tells you it happened online. Here is your part.

What to say to the student, what to preserve, what never to do with an image, and who you report to. For teachers, counselors and administrators.



An app report goes to the app. It does not tell your school. A student who blocked and reported may still be waiting for an adult to notice. When a student, parent or Protect alert brings it to you, these are the steps. This is a practical guide, not legal advice. Your district policy and state law control. Have your administrator or district counsel confirm anything that differs.

1. What to say to the student

- **Thank them.** "I am glad you told me. You did the right thing. You are not in trouble." Stay calm. Do not show anger, and do not blame or shame them for what happened.
- **Tell them what to do now:** do not reply, do not forward it, save the proof (screenshot or screen recording with the username and date showing), block the account, and report it to the app. Show them the app-by-app steps in the student guide.
- **Tell them what happens next** and what you cannot promise. You will write it down, tell the people who must know, and follow up. Do not promise it will be kept secret, because some things you must report.
- **Do not take their phone** as a first move, and do not search it or ask for passwords. Ask them to show you the specific messages they want you to see.

2. What to preserve

Federal anti-bullying guidance advises keeping the dates, times and descriptions of each instance, and saving screenshots, emails and text messages. Use it for the report to the platform and the school.

- Screenshots or a screen recording that show the username, date and time.
- Links to the posts, videos, profiles or chat messages, and the game or app name.
- Your own notes: who told you, when, what they said in their own words, who else may know.
- Copies kept in your school's incident system or bullying report form, not on a personal phone or personal email.

3. Sexual images of anyone under 18: do not handle the image

Never save, screenshot or forward a nude or sexual image of anyone under 18, even to prove what happened. Keeping or sending it can cause harm. Write down the username and where it was posted instead, and report it. Staff should not view, copy, print, forward or store the image, and should not ask a student to send or download it. This matches published school guidance, which also says to involve law enforcement. If a student shows you the image before you can stop them, do not copy it. Tell your administrator what happened.

- Tell the principal or designated administrator right away, then involve your school resource officer or local law enforcement. Educators are advised to work with them to collect evidence.
- If the only copy is on a student's phone, ask your administrator and counsel before taking the phone. One school-law source warns that demanding phones, forced deletion or searching everything on a phone can create privacy liability. Preserving evidence and respecting privacy both matter.
- Record a description of what the image showed in writing, without copying it, with a witness if possible, per your administrator's direction.
- Submit a CyberTipline report to NCMEC (report.cybertip.org, 1-800-843-5678) when told to by your administrator or law enforcement. For a student's own image, Take It Down (takeitdown.ncmec.org) can help remove it without anyone sending the image.
- If someone is demanding money or more pictures, tell the student to stop replying and do not pay, and treat it as urgent.

4. Who you report to

Situation	Who you tell
Any suspected bullying, including online	Your school's bullying prevention official and the district bullying report form. Oklahoma's model policy says any staff member who witnesses, hears about or suspects bullying must submit a report, and some district policies say failing to report can lead to discipline. Check your own district's policy.
Suspected abuse or neglect of a student	Oklahoma: every school employee who has reason to believe a student under 18 is a victim of abuse or neglect must report immediately to the DHS hotline, 1-800-522-3511, and to local law enforcement. Other states have their own rules: use yours.
A threat, danger, or a student at risk of suicide	Danger now: 911. Follow your district's suicide-risk protocol and tell the counselor and administrator. Call or text 988 with the student if they are thinking about suicide.
A sexual image of a student under 18, or sextortion	Administrator, then law enforcement, then NCMEC CyberTipline as directed. See section 3.
Harassment tied to race, sex, disability or religion	Your district's civil-rights or Title IX coordinator, as your policy directs, in addition to the bullying report.

5. What you do next

- Write the report the same day: who, what, when, where it happened (app or game), what was preserved, who was told.
- Check on the student that day and again within a week. Ask if it has stopped, and whether anything new has been posted.
- Contact the families as your policy directs. Parents can help preserve proof at home and use the app's block and report tools.
- If it happened on a school account or device, ask your IT team what can be kept or reviewed, and do it through your administrator.
- Do not investigate by messaging the other student yourself. Follow your investigation procedure.
- Tell the student what you can about outcomes, within privacy rules. Silence after a report is what makes students stop telling.

6. Where Protect fits

Students can reach your Protect portal by the Active SOS app, text message or QR code, and add what they saved. The portal gives staff one inbox: the message, the time, a map pin if location was shared, an urgency label, and a record of who acknowledged and resolved it. Protect does not replace your policy, your reporting duties or 911. The school owns the response to every report.

Bullying prevention official	*[add at rollout]*
Law enforcement / SRO contact	*[add at rollout]*
District bullying report form	*[add at rollout]*

If someone is in danger right now, call 911. If you or a friend is thinking about suicide, call or text 988.