TOOL 10 OF 13 FOR SCHOOLS

Staff guide: when a student discloses an image.

For: Teachers, counselors, administrators, and after-school leaders · **From the guide:** pages 23 and 37

Before anything else

Laws and district policies vary. Follow your school's procedures for student safety, confidentiality, and reporting, and bring in your administrator right away.

In the first few minutes

Don't

- Don't look at, copy, screenshot, download, or forward the image.
- Don't ask the student to show you.
- Don't take or search a student's phone on your own. Leave that to administrators and law enforcement, under your school's policy.
- Don't promise to keep it secret.

Do

- Tell the student: "You did the right thing by telling me, and this is not your fault."
- Write down what the student told you: who, what, where it was shared, and when, without the image.
- Tell your administrator right away, and follow your school's reporting procedures.
- Stay with the student, or make sure another trusted adult does.

What the school should do next

- **Report it** as your procedures require, which may include NCMEC's CyberTipline (report.cybertip.org or 1-800-843-5678) and law enforcement.
- **Protect the student's privacy,** and prevent retaliation against the student who came forward.
- **Bring the family in,** when it's appropriate and safe for the student, and keep them updated.
- **Offer counseling,** and point the family to Take It Down (takeitdown.ncmec.org) to help get images removed.
- **Treat fake images made with AI as seriously as real ones.**
- **Address the student who made or shared the image** with consequences that teach, without losing sight of the student who was harmed.

If the student talks about hurting themselves

Stay with them, follow your school's crisis procedures, and call or text **988**. If anyone is in danger right now, call **911**.