

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 3.203 (A)

Crisis Management - Processes for Gaggle

Alerts

February 4, 2019

Gaggle Safety Management helps identify potentially harmful student situations when a student uses Office 365 or Google products provided by district subscription. Gaggle uses machine-learning technology to reveal potentially harmful content in email, documents, shared files, images photos and more. Then Gaggle employees review the material 24/7 and alert school officials of unsafe situations.

The district subscription of Gaggle is for middle and high school students. Each middle and high school principal has identified responders to Gaggle alerts, including school administration and SROs. Sometimes, Gaggle alerts are disseminated after school hours; Oak Ridge Schools' employees are expected to respond during school hours. The lead responders for Gaggle alerts are school administrators; school administrators will share Gaggle alerts with counselors and other employees as needed.

When school administrators receive a Gaggle alert via email, they reply all to indicate reception of the alert and the nature of the response. For example, a school administrator who receives a Gaggle alert on the weekend could say, "We are aware and will address the situation on Monday." A school administrator who receives a Gaggle alert during school hours could say, "I will address this with the student." If a school administrator receives a Gaggle alert on a holiday, the administrator could say, "I will address this with the student when school is back in session." In all cases, a school official will indicate that the notice was received and the substance of the notice will be addressed.

Because Secret City Academy serves students from multiple schools, Secret City Academy students are sent to the student's home campus of Jefferson Middle School, Robertsville Middle School, or Oak Ridge High School. If one of the home campus administrators receives a Gaggle alert for a student from Secret City Academy, that school administration will send the alert to Secret City Academy administration for follow-up.

If there is an emergency situation that is detected, a Gaggle employee will call the school point of contact and, if that person is unavailable, will call the district point of contact. Upon reception of an emergency alert, the school or district will alert law enforcement or other support services immediately as needed.