

# How to Respond to Digital Harassment from Parents/Students

## COLLECT

Collect, print or take a screenshot of all digital\* material

### STEP 1

## INFORM ADMIN

Notify your administration about the material of concern

### STEP 3

## CONTACT A UNION REPRESENTATIVE

collect documents to send to CDTA and phone office  
250-338-1461

### STEP 2

### STEP 4

## DISTANCE

With the exception of emails regarding student progress or concerns, **DO NOT** engage with harasser

\*Digital material = emails, social media, texts, etc