

erase|silence

erase|Report It

**ONLINE ANONYMOUS REPORTING TOOL FOR STUDENTS
USER GUIDE**

What is the erase|Report It tool and how does it work?

The erase|Report It tool is an online, anonymous reporting tool where students can report anything they find worrisome or concerning directly to their school/school district's safe school coordinators. The reporting tool can be accessed at erase.gov.bc.ca or directly at erasereportit.gov.bc.ca.

Using the tool is easy and can be done from a mobile device, computer or tablet.

When a student submits a report, they will be guided through a set of questions where they will share the information they have about the worrisome behavior or incident.

Examples of behaviours or incidents to report include:

- Bullying/Cyberbullying
- Harassment
- Social Media
- Sexting
- Inappropriate Sexual Behaviour
- Concerns about Adults
- Concerns about a school
- Racism/Discrimination
- Drugs or Alcohol
- Weapons or Gang Activity
- Threats
- Violence or Fighting
- Mental Health Concern
- Suicide
- Vandalism or Property Damage
- School Attack/Shooting
- Or anything else that is worrisome or concerning

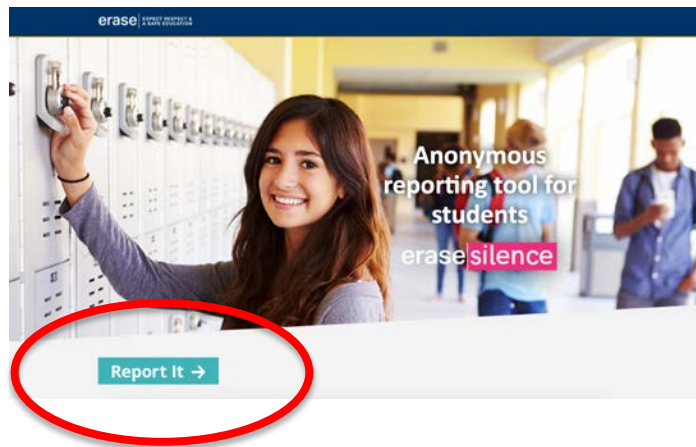
The tool is designed to be completely anonymous. However, if the student wishes to be contacted by the safe school coordinator or other designates, they do have the option to submit their name.

When submitting a report, students will be asked to acknowledge that the report entered is truthful. This significantly minimizes false reports.

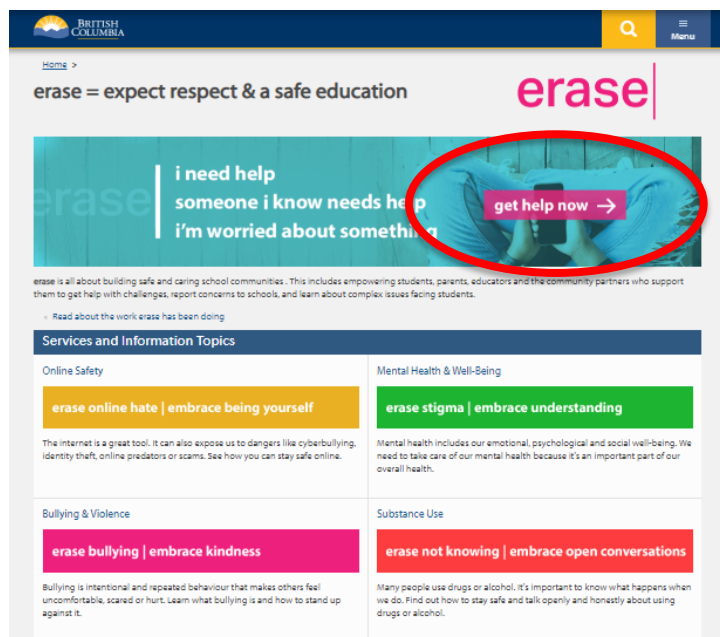
The erase|Report It tool is powerful, effective and gives students the opportunity to have their voice heard. The erase|Report It tool will help reinforce the idea that we want students who see something, to say something, and we'll do something!

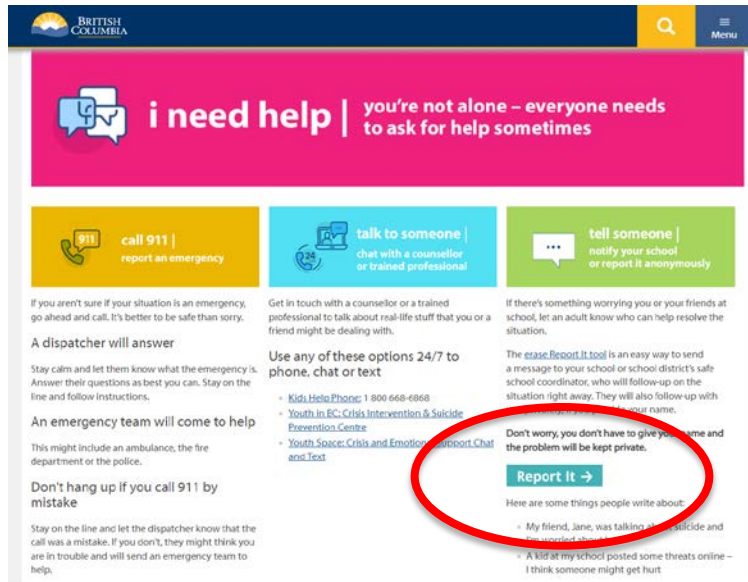
Submitting a Report

When accessing the tool via erasereportit.gov.bc.ca, students will click the "Report It" button



When accessing the tool via erase.gov.bc.ca, students will click the "get help now" button on the home page, and then the "Report It" button on the get help page.





Students will then be guided through the following questions:

1. Which school is your report about?
2. What is your report about?
3. When did or will this happen?
4. What is/are the names of the persons involved?
5. Describe what happened or will happen?
6. Did anyone else witness this?
7. Have you reported this to anyone else?
8. Do you want to leave your name?
9. Do you have any images, videos or screenshots that may help with your report? (upload option available)

Students are then asked to acknowledge that they are not submitting a false report.

For the final step, students are able to review the details they provided in the report and then click "Submit".

The report is instantly sent via email to the designated safe school coordinator(s) for the school/school district that corresponds with the school the student chose.

Receiving a Report

Below is an example of a completed report, which will come from the email **info@psstworld.com**. Please add this email address to your list of "safe senders" to ensure it does not get marked as spam/junk mail.

***Attention All BC School Safe Coordinators:
You must confirm below that you have received this report
[*Yes - Report Received Successfully](#)**

Report It - Sun, 10/21/2018 - 12:44pm PDT

* I understand
Which school is your report about?:
Robertson Elementary -- Chilliwack
What is your report about?:
Threats
When did or will this happen?:
yesterday
What is/are the name's of the person's involved?:
Jimmy John
Describe what happened or will happen?:
Threatened to beat me up
Did anyone else witness this?:
Bobby Tone
Have you reported this to anyone else?:
No
Do you want to leave your name?:
Terry Zachary, terry@abc.com

Click on the "[Yes- Report Received Successfully](#)" link in the email upon receipt of the report. This informs the system that the report has been received by the safe school coordinator and is being followed up on.

Note: Individual emailed reports that come through the erase|Report It tool should be saved in a secure location at the school/district level; individual reports are not stored in a central database that schools/school districts can access. Aggregate report data will be made available to schools and districts at each calendar year-end and school year-end. Requests for interim aggregate data may be made by emailing: erase@gov.bc.ca.

Changing Designated Contacts Who Receive Reports

If there is a change within your safe school team, please email erase@gov.bc.ca with new contact information, which will be loaded into the tool. Schools/school districts can have a maximum of three contacts who will receive reports submitted via the erase|Report It tool.

If you have any questions regarding the erase|Report It tool, please contact erase@gov.bc.ca