SPRIGEO
Tip Line Roll Out
Richmond County School System
For Teachers and Classrooms

Be Safe

SPRIGEO™

www.sprigeo.com

looking out for you!

Richmond County School System

Keep yourself and others safe.

Use the anonymous Tip Line to report:

- when you feel unsafe
- bullying
- violence
- drugs
- harm to self or others you see/hear about

REPORT A TIP:

Learn more @ www.rcboe.org

ONLINE
app.sprigeo.com

SPRIGEO APP
GET IT ON Google Play
Get it on iTunes

CALL
706-828-1077

Be safe
SPRIGEO

Our RCSS Sprigeo subscription includes full access, technical support and all best practice documents.

Features:

- After hours Call Center will take calls and forward to urgent calls to the sheriff's office
- Unique web site link to the online reporting form
- Instant email notification after a report is submitted. After hours reports will be quickly picked up by Sprigeo and will be sent to the local Sheriff's office number. Communication will also go to the school.
- District leaders and school leaders will have secure login and password access to the online dashboard
- Instant back up of all data

Principal Script:
This should be read over the intercom directly before a school wide advisement session

Good Morning!

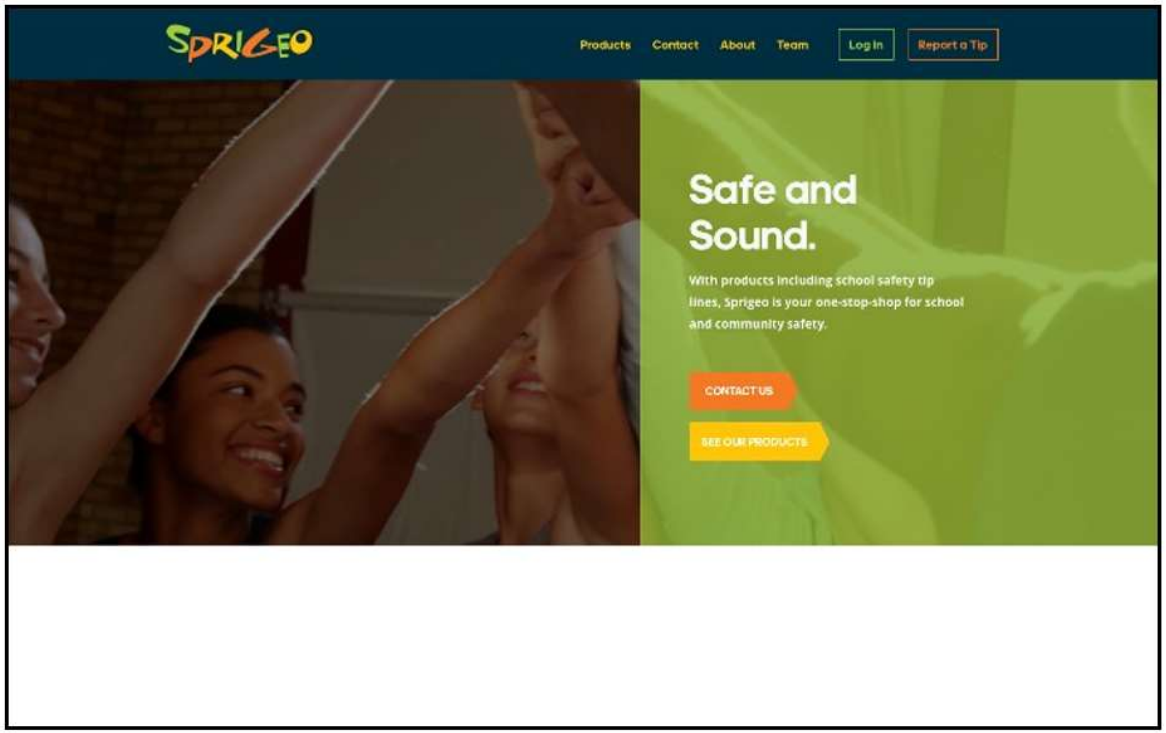
We will begin using a new online reporting system called Sprigeo (Sprigg-e-o) this week. We decided to use Sprigeo this year so that you have a way to tell us about school safety threats and bullying incidents.

I want our school to be a place where everyone feels safe.

If you see someone in an unsafe situation or you feel unsafe, you can use the Sprigeo website or the Sprigeo app on your phone to make reports. You can also call our local Sprigeo phone number (706-828-1077) to talk with a concerned adult who can help. We have detailed posters displayed all around the school and/or you can go to our school website to find the Sprigeo link. Be sure to include as many details as possible when sending in a report. The more information you include, the quicker the response. Your teacher will show you a copy of the reporting form during this advisement session.

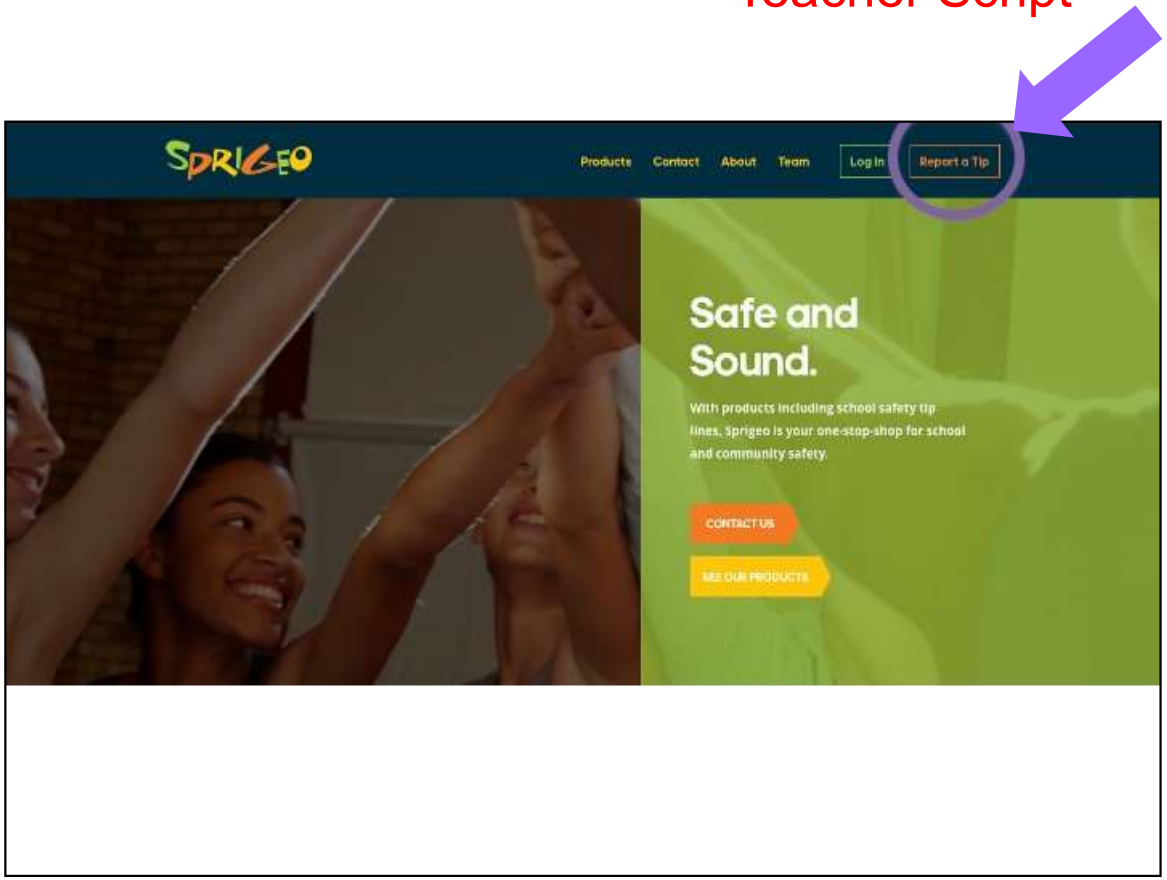
If you have any questions about the reporting form, you may ask your teachers or ask me, your principal. Thank you for being great students and stay safe.

Teacher Script



This is the Sprigeo.com home page where students can submit tips. Students can also download the free mobile app and submit tips. We have posters around the school that have a link to make this even easier.

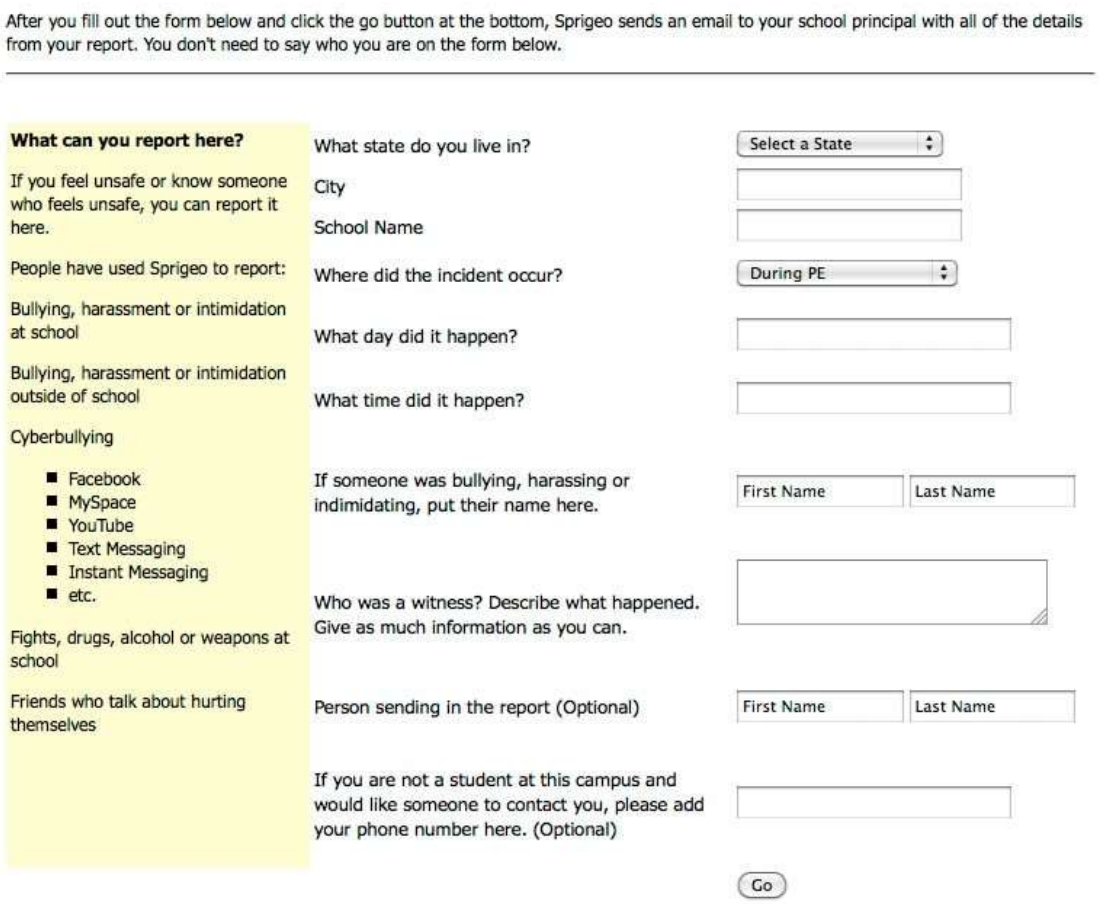
Teacher Script



To submit a tip, click the “Report a Tip” button. If you use the link on our posters, it will carry you directly to the reporting page, which is the next slide.

Teacher Script

You will see this page first when you use the Sprigeo link.
The first step to submitting a report will be to select your state.



After you fill out the form below and click the go button at the bottom, Sprigeo sends an email to your school principal with all of the details from your report. You don't need to say who you are on the form below.

What can you report here?

If you feel unsafe or know someone who feels unsafe, you can report it here.

People have used Sprigeo to report:

Bullying, harassment or intimidation at school

Bullying, harassment or intimidation outside of school

Cyberbullying

- Facebook
- MySpace
- YouTube
- Text Messaging
- Instant Messaging
- etc.

Fights, drugs, alcohol or weapons at school

Friends who talk about hurting themselves

What state do you live in? Select a State

City

School Name

Where did the incident occur? During PE

What day did it happen?

What time did it happen?

If someone was bullying, harassing or indimidating, put their name here. First Name Last Name

Who was a witness? Describe what happened. Give as much information as you can.

Person sending in the report (Optional) First Name Last Name

If you are not a student at this campus and would like someone to contact you, please add your phone number here. (Optional)

Go

Teacher Script

After selecting the state, the remaining portions of the reporting form drop into place. The company already has our schools preloaded.

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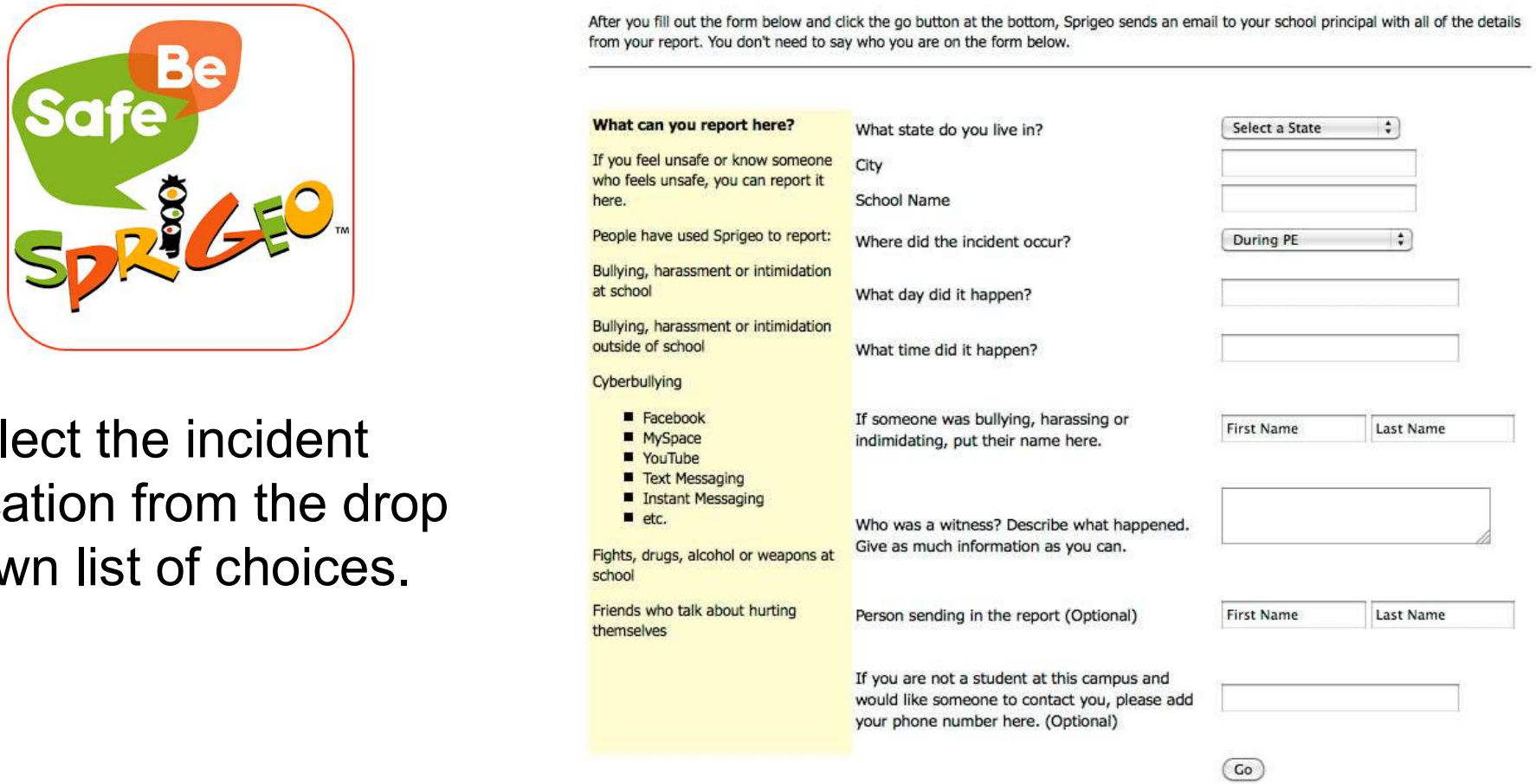
Person sending in the report (Optional) First Name Last Name

If you are not a student at this campus and would like someone to contact you, please add your phone number here. (Optional)

Go

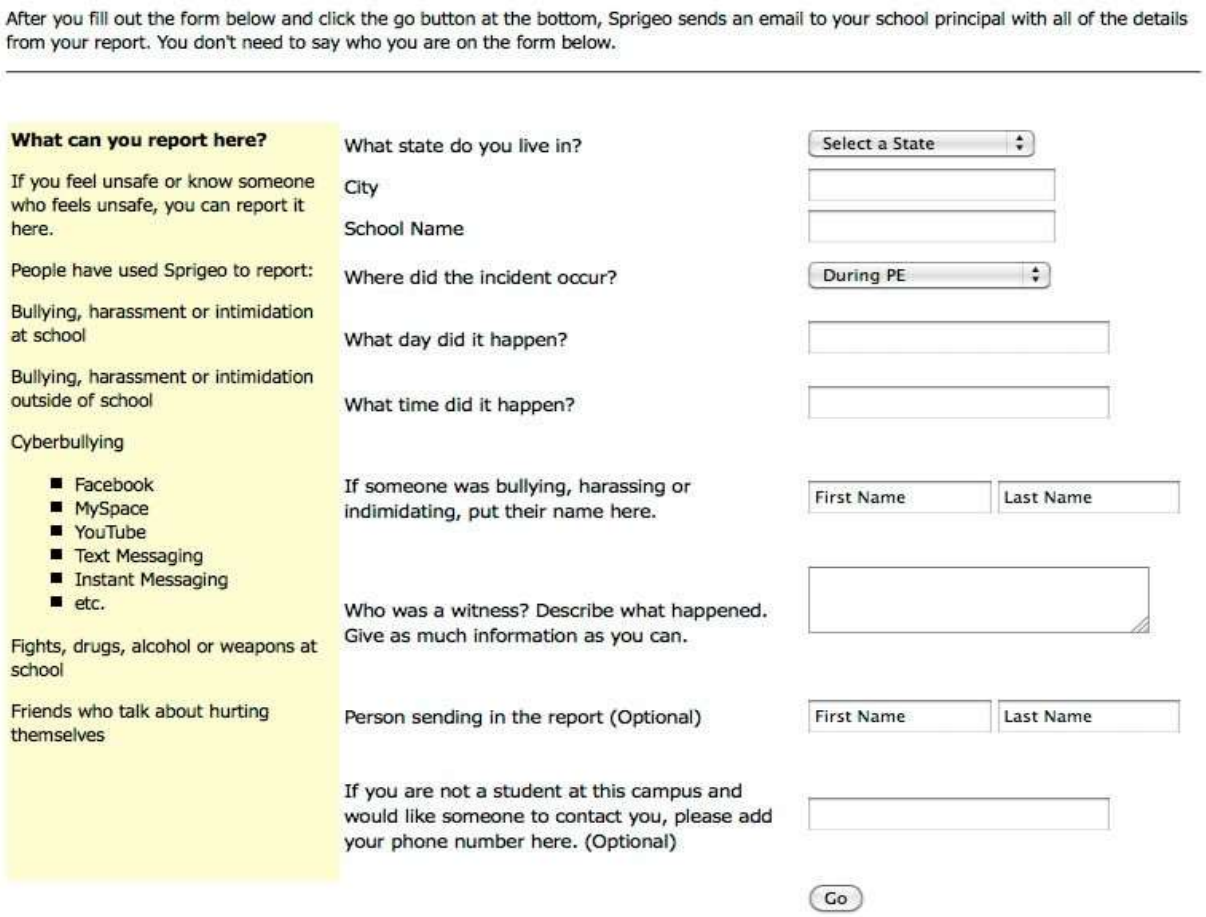
Teacher Script

Select the incident location from the drop down list of choices.



Teacher Script

The remaining fields on the form are a combination of drop down lists and text fields designed to provide schools with the relevant information they need to investigate an incident.



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What time did it happen?

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Who was a witness? Describe what happened. Give as much information as you can.

Person sending in the report (Optional) First Name Last Name

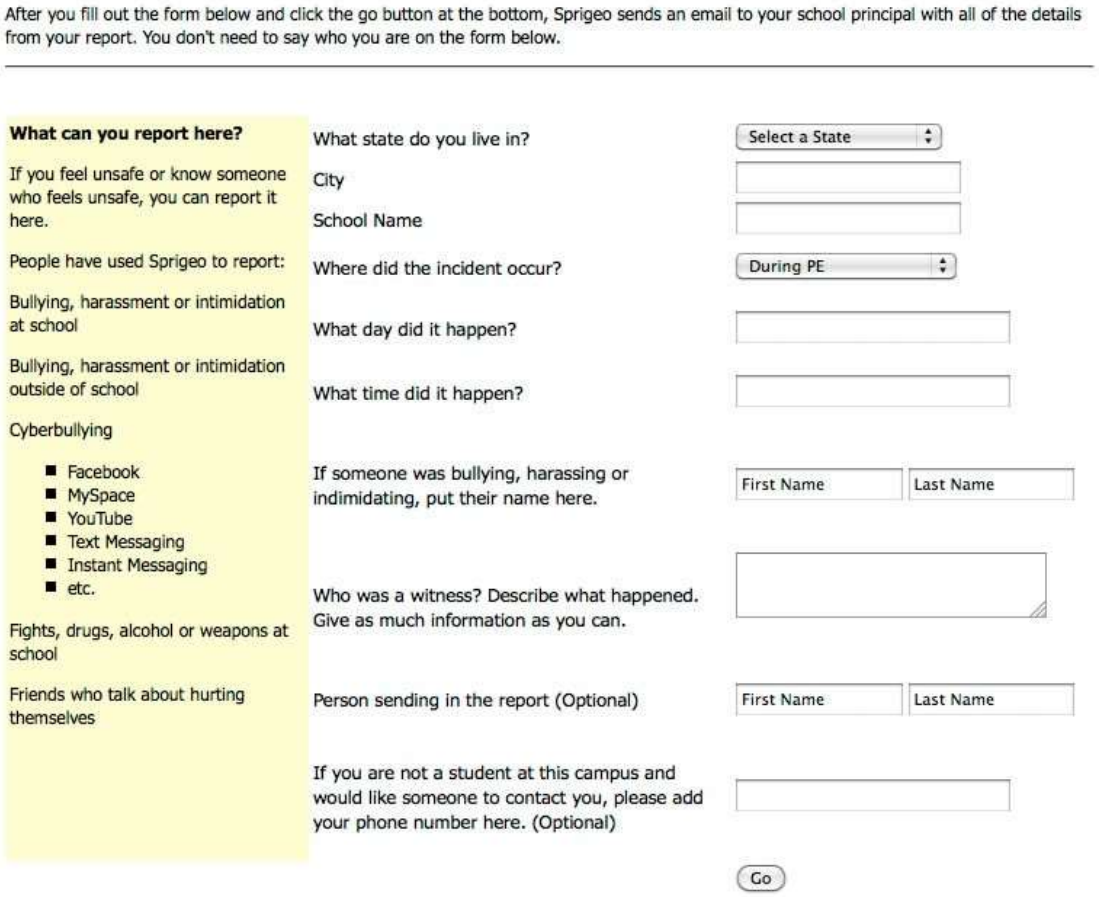
If you are not a student at this campus and would like someone to contact you, please add your phone number here. (Optional)

Go

Teacher Script

Tips can be submitted anonymously when the ”What is your name?” field is left blank. Students definitely do not have to give their names in order to report a tip.

After a tip is submitted, all administrators connected with the school will receive an email notification that includes the tip details and a link to the tip in the dashboard.

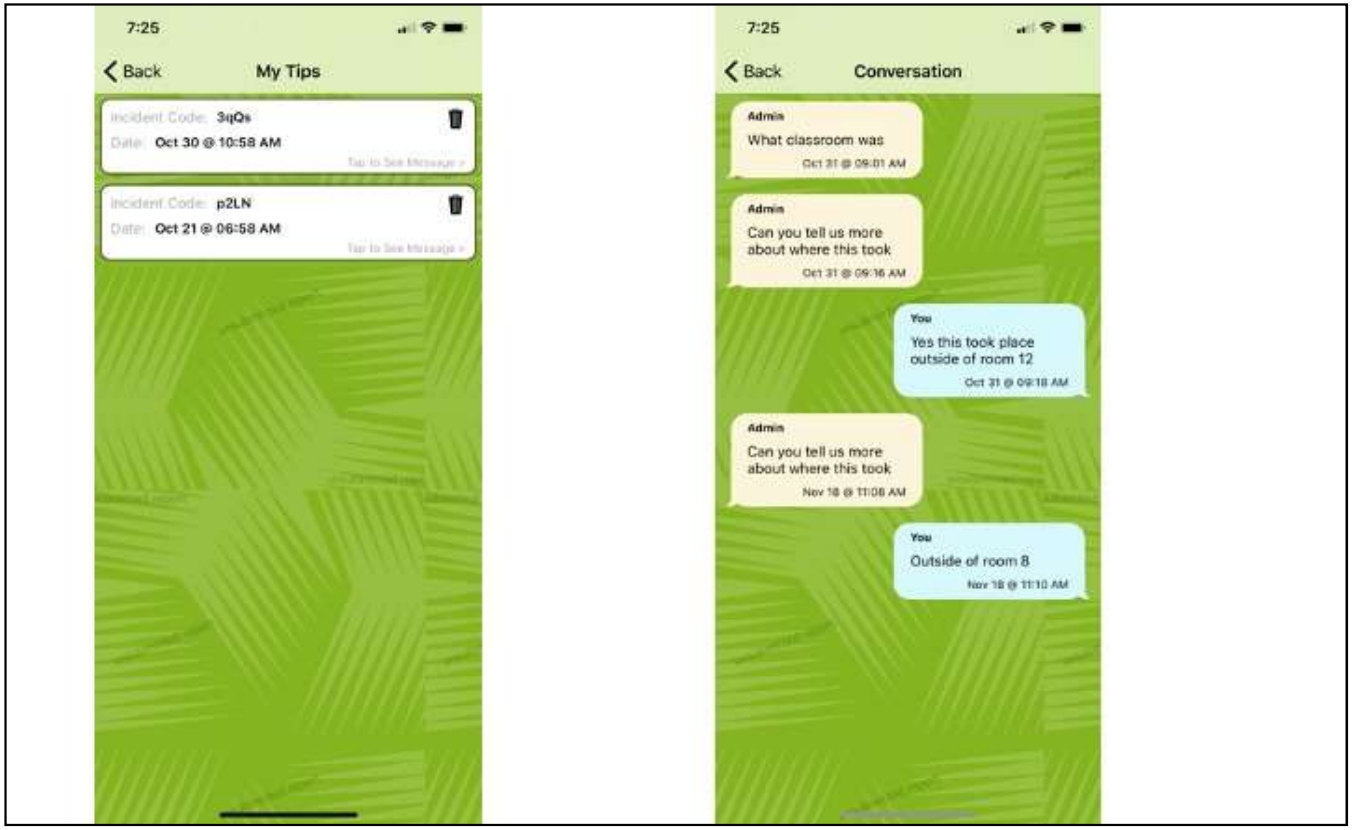


Teacher Script

Students can use the mobile app to send tips and also to check for messages sent from the school by clicking on the “My Tips” button.

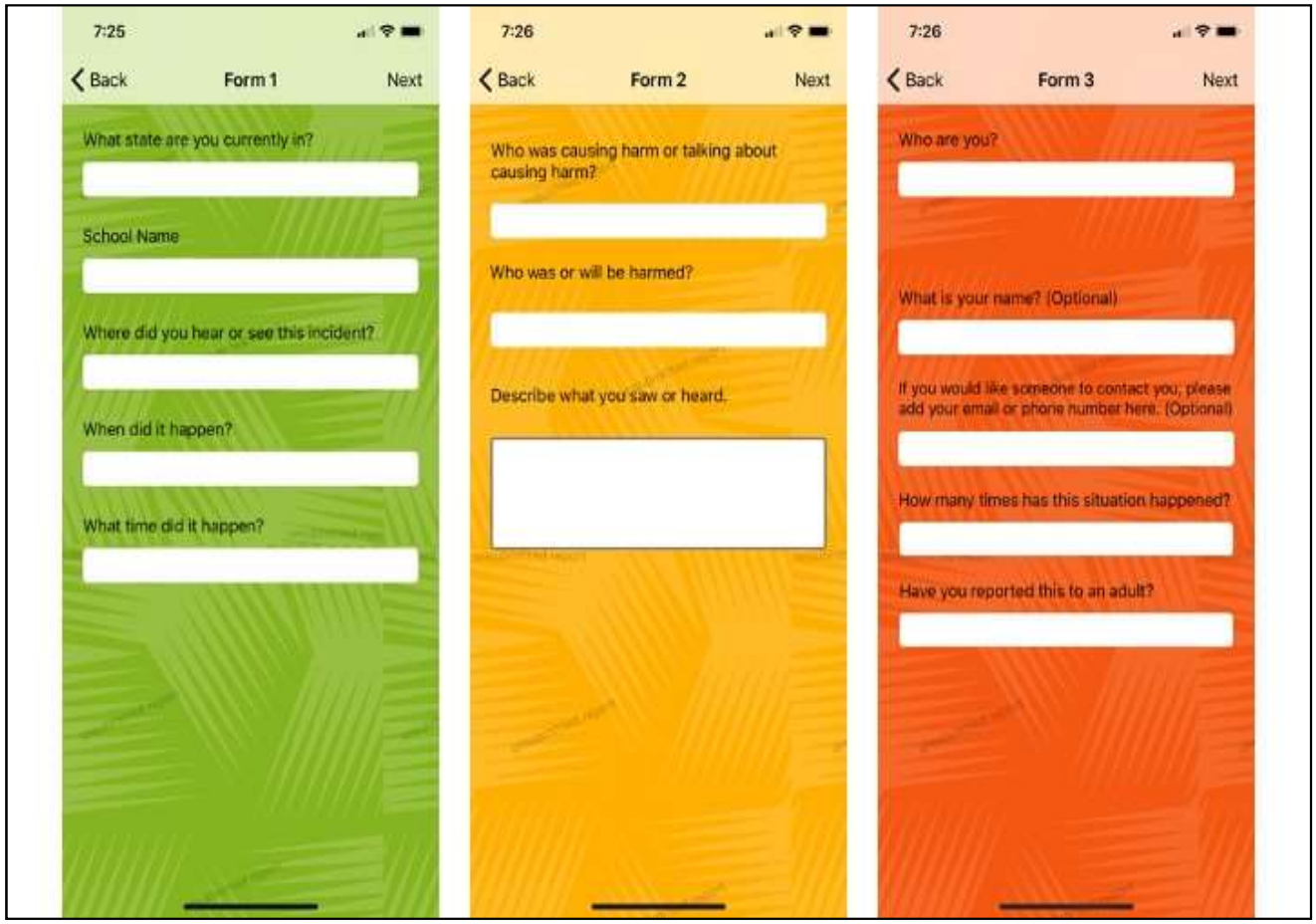
Teacher Script

To view messages sent from the school, click on the tip from the list of tips. You will then see any messages sent by the school. If the school sends a message, a text field will appear at the bottom of the screen allowing the reporter to type a reply. After the reporter types a reply and sends it, the school will receive an email notification stating that the tip was updated along with a link to access the tip updates in the dashboard. Follow up messages can be sent to and from the reporter by using the message text box in the dashboard and in the app.



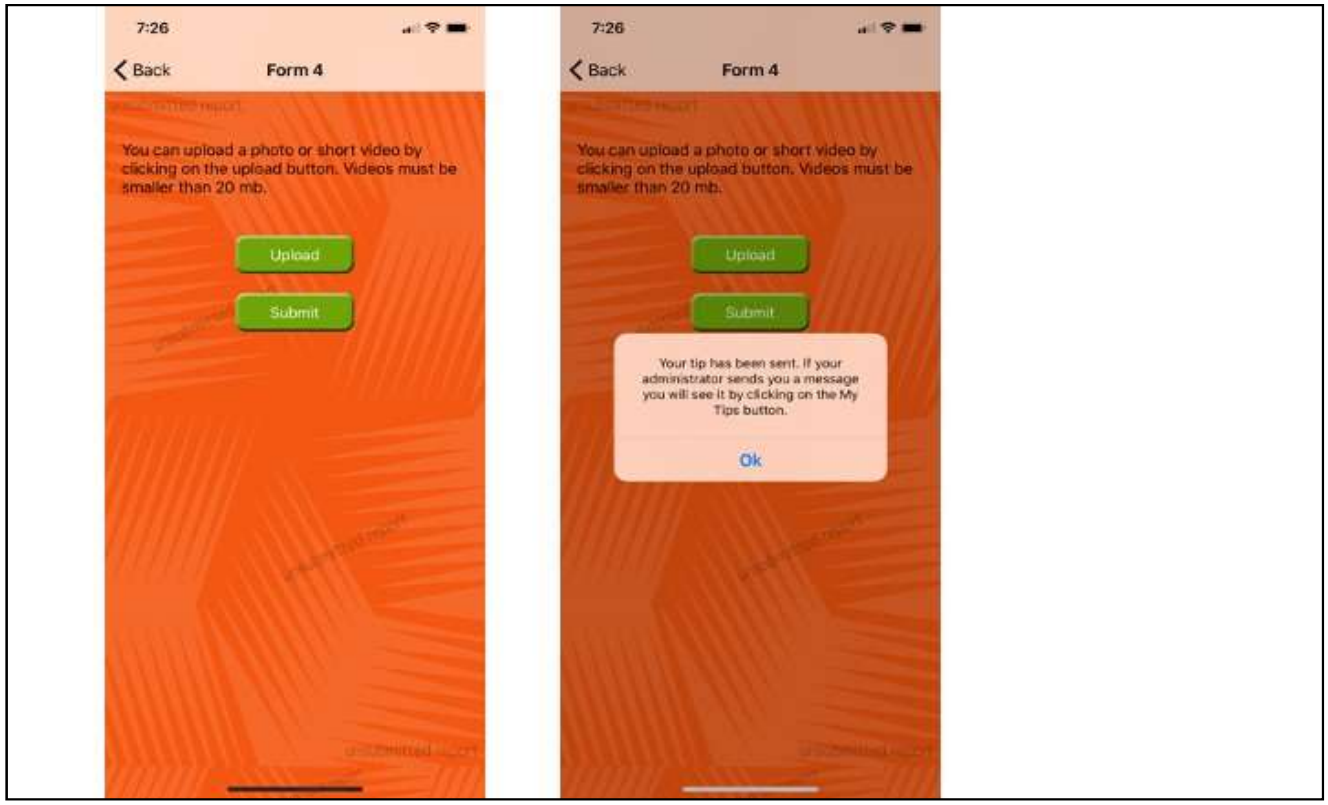
Teacher Script

The images here show the mobile app. The questions from the tip reporting form are displayed over three screens to accommodate for the reduced screen space on mobile devices.



Teacher Script

If your district has enabled the ability to upload pictures or videos then the reporter will the opportunity to attach a picture or video to their tip.



Students in the RCSS are encouraged to use the tip line when they have information that needs to be reported.