



# Digital Citizenship and the School Community Council

## Keeping our Students Safe Online H.B. 213

Through HB 213, community councils have been asked to play a more active role in keeping our students safe online. [Click here for state information about community council responsibilities](#). The legislation requires that community councils are provided with a district report and a school report to inform them to be able to take on this charge. The first part of this handout is a district report around the areas of technology use, student education, and parent education. The final page is a template for the school administrator to use to create a working school report. A simplified version of the report will be submitted by the principal on CSD Dashboard.

## Canyons School District Training and Education

Every year, all students and employees of Canyons School District are instructed concerning responsible use of technology devices, the district network, and online etiquette. In order to use district supplied technology devices and gain access to the district's computer network each year, all students and employees of Canyons School District are required to sign an [acceptable use agreement](#). This documents the users understanding of, and willingness to comply with district policies as outlined therein. Access to school and district networks and digital resources is a privilege. Any user who is found to be in violation of district technology guidelines or agreements is subject to the Canyons School District disciplinary policies.

## Filtering Information

- Canyons School District uses the Content Keeper content filtering system
- We have different rule sets for elementary and secondary schools so that we can allow some sites in secondary schools without allowing them for elementary schools, although most blocked sites are blocked on all student and guest networks.
- The filter works by categorizing known internet content and then allowing us to block inappropriate categories such as pornography, social networking, gambling, weapons, adult content, gaming, etc. Many sites are uncategorized and are blocked on the student network.
- CSD has three different network segments: staff (district or school owned staff devices), student (district or school owned student devices), and guest (all personal devices) network. The guest network has the same rule set as the student network.
- You-Tube and Social Media sites like Facebook and Twitter - These sites are open on the staff network and closed on all other networks.
- Google Images - Google images are allowed for users as part of Google. Our filter has enabled safe search for image searches.

## Management Systems

- Desktop and Laptop - The Canyons School District currently is using a site license for LanSchool to manage some desktop, laptop and Chromebook devices. This allows the instructor to monitor the screens of users electronically as well as lock down certain screens.
- Google Apps Management - We are also heavily integrated with Chrome Management for the many ChromeBook devices that are in use today. It allows us to manage what apps and service are available for users. For instance, this system is what allows us to set our student gmails to send and receive email only to teachers and other students.
- MDM - We use the Lightspeed mobile device management system to manage iPads. This allows us to manage which apps are loaded onto devices and to purchase apps legally for school use.

### What can the Community Council do?

- Ensure that students use their unique login with their unique password.
- Ensure that student created web pages are made through the supported CSDDOCS.
- Make sure the filtering is working on all school devices by assigning someone to test student devices on the student network.
- Learn what management systems are at use in your school and when it may be helpful for teachers to use them.

## Supervision

- Teachers are asked to monitor students whenever they are online, either electronically or by walking around the classroom.
- Teachers should never put a student on a device with access to the internet in a place or situation where the student knows that the teacher cannot monitor their activity such as in a hallway or back corner of the room.
- Teachers should take special care when directing students to add art or photos to projects by directing them to safe collections of pictures and art like <https://www.safesearchkids.com/>
- When inappropriate content is accessed by a student or staff member (either seemingly by accident or on-purpose), the student or students should be removed from the dangerous situation and the school principal or administration should be notified. The device should be isolated and the Information Technology Department should be contacted. Beside working to fix any issue discovered, the IT Department will work with the administration to gather information and take appropriate measures if the [Acceptable Use Policy](#) was violated.

### What can the Community Council do?

- Learn about and help develop school-based practices to ensure student safety online.
- Provide resources for online supervision where needed.
- Review how information is communicated to the staff on how to respond if inappropriate content is accessed.
- Review the following [website](#) for more information and support.

# Student Education

## District Wide Digital Citizenship Week

- October 14 - 16, 2019
- Schools are asked to highlight and focus on all things related to building an appropriate, responsible, and healthy environment related to technology use.
  - Grade level lessons and resources are provided to teachers to share with students
  - Optional school-wide assemblies, PTA White Ribbon Week, parent information nights that align to activities during this week.

## School-Based Digital Citizenship Coordinator

- All schools have a Digital Citizenship coordinator that provides monthly safety technology tips to teachers and administration. These tips can be shared with both students and parents through daily lessons, class email/newsletter, school newsletters, website Technology Tips.
- Ensures that the school plans two ways for parents to learn about Digital Citizenship, annually.
  - Options could include: Parent Information nights, Information tables at Parent Teacher Conferences, monthly technology tips via website or school newsletters, etc.

## Elementary Schools

- Digital Citizenship standards are part of the instruction from our general education classroom teacher and our brain booster technology classes. They include resources from NetSmartz, CommonSense media and other state and national resources.
- All teachers who go online should include digital citizenship as part of their regular instruction. The technology specialist is a great resource.

## 6th - 8th Grade

- Our Middle School Teacher Librarians teach digital citizenship skills as part of their core. As such, they teach digital citizenship skills through direct instruction, in addition to curating resources to support all teachers in this task.
- Within core classes with the amount of technology available teachers are supporting Digital Citizenship skills in the daily use of technology
- Specialty classes that use computers are great places for digital citizenship to be taught. These include College and Career Awareness as well as Business and CTE classes.
- Each student is required to complete Digital Literacy in their Middle School career. This course includes standards specifically addressing digital citizenship topics. You can review the [course standards here](#).

## 9th - 12th Grade

- Many high school courses include the use of technology and present many opportunities to develop digital citizenship skills.
- Our High School Teacher Librarians teach digital citizenship skills as part of their core. As such, they teach digital citizenship skills through direct instruction, in addition to curating resources to support all teachers in this task.

### What can the Community Council do?

- Develop a plan to specifically address digital citizenship in your school. Learn from the elementary classroom teacher, teacher librarian, and/or computer teachers in your school what their current practice is and what topics they cover with which students.
- Decide how you might share resources with other teachers to incorporate digital citizenship into their classes as they use online resources.
- Decide if you would like to sponsor a school-wide initiative to increase awareness around these practices or issues.

## Parent Education

- Many organizations provide great information for parents to help students stay safe when online at home. A few great resources are:  
[utahpta.org/netsafety](http://utahpta.org/netsafety)    [netsafeutah.org/](http://netsafeutah.org/)    [utahnetsmartz.org/](http://utahnetsmartz.org/)
- Has your school provided any information or resources to parents in the past concerning online safety practices and tools?
- Has your school provided any information to parents concerning the topics and information their students receive concerning digital citizenship?

### What can the Community Council do?

- Decide how you may best share resources for digital citizenship and online safety with parents. Consider the role of the community council to provide options and resources without being prescriptive and compulsory. This may include newsletters and other communications, back to school nights, parent conferences, carnivals, and other school events.

## School Report Template (Due Before Winter Break / Principal will submit)

Date of SCC Digital Technology Plan presentation: \_\_\_\_\_

District Filtering & Systems: Does the SCC feel it has received enough information to determine if the filtering systems and supervision practices are appropriate?

\*Identify Action plan for filtering/systems, if needed:

Does the SCC feel it has received enough information about the school's educational efforts to instill in students a desire to be good digital citizens?

\*Identify Action plan for filtering/systems, if needed:

Does the SCC believe the school has a viable plan to present important Internet Safety and Digital Citizenship information to parents in the community?

\*Identify Action plan for parent education, if needed:

Faculty Education: Enter the date of your faculty training on Digital Citizenship: \_\_\_\_\_

\*Enter a short description of your faculty training:

Student Education: How will every student in your building be provided with digital citizenship instruction during the school year?

Parent Education: Enter the date of your first community outreach: \_\_\_\_\_

\*Enter a short description of your first community outreach activity/opportunity:

Enter the date of your second community outreach: \_\_\_\_\_

\*Enter a short description of your second community outreach activity/opportunity:

Additional Topics for Discussion:

**Computers and Devices in the School for Student Use (Field Tech)**- Identify the devices and main uses (Office applications, research, presentations, CAD, Graphic Design, Curricular apps, etc.)

- Apple Computers - iMac, Mac Mini, or MacBook Pro stationary or mobile labs-
- Windows Computers - Windows based stationary or mobile labs-
- iPads - Classroom deployment or mobile carts-
- Chromebooks - Classroom deployment or mobile carts -

**Management (Admin or Ed Tech Coach)**- Are you using LanSchool or other management tools for devices or labs?

**Supervision (Admin)** - What training has been given or is being planned to help teachers know how to best supervise students online and what to do if they become aware of inappropriate use?

**Digital Citizenship Plan (Admin)**- How does your school manage rotation through the elementary lab or through the media center? What topics are addressed with each grade level? What other teachers cover Online Safety topics? Have you held any school wide training (white-ribbon activities, assemblies)?

**Parent Resources and Information (Admin and Dig Cit Coord)**- What information has been shared with parents about online safety at school? What resources for home online safety has been shared?

**Policies (Admin)**- What are your policies for students bringing devices from home including computers, tablets, and phones?

**Decision Making (Admin)** - How does the school balance access and safety appropriate for the grade levels at your school?

**Guiding Principles (Admin)** - What does the administration see as important opportunities for our students related to constructive, proactive technology use? What does the administration see as the greatest threats for your students?