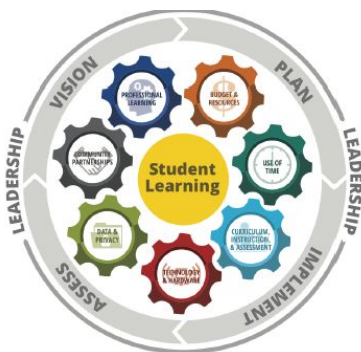


2018 - Keeping our Students Safe Online H.B. 213

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 admin to use to create a school report. The reports do not need to be turned in anywhere, but they are to be used by your council in fulfilling your responsibilities to help keep students safe online.



District Report

Technology Use in School- Filtering and Management

Filtering Information

- Alpine School District uses the UEN recommended iBoss 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.
- For our elementary computers and Chromebooks we have a special login for K-2 users which limits use to the sites directed by the teacher. We cannot enable unique settings for each school to maintain their own list of allowed and blocked sites. Besides the technological and bandwidth resources this would take, more complexity causes more vulnerability in any security environment.
- 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.
- ASD 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. The only exception is for the high school Social Media class where they are opened just within the lab under supervision of the instructor.
- Google Images - Google images are allowed for users as part of Google. Our iBoss filter has enabled safe search for image searches.
- Weebly and Blogspot Pages - By default these sites are open for staff but closed for students and guests. We open individual sites for teachers who create class websites in these platforms. These sites are not allowed for students to create individual sites and blogs for school use. The district provides a managed blogging service called edublogs for student and teacher blogs and sites using the asdpages.org domain. Google Sites is also available.

Management Systems

- Desktop and Laptop - The Alpine School District currently is using a site license for LanSchool to manage some desktop and laptop 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 and ChromeBox 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 AirWatch 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 K-2 students use the K-2 login and all other students use their unique login with their unique password.
- Ensure that student created web pages are made through the supported asdpages.org or Google Sites.
- 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 kidzsearch or kids.nationalgeographic.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 Technology Office should be contacted. Beside working to fix any issue discovered, the Technology Office 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 and procedures to ensure student safety online.
- Provide resources for online supervision where needed.
- Make sure information is communicated to the staff on how to respond if inappropriate content is accessed.
- Review the following [presentation](#) for possible teacher training.

Student Education

Elementary Schools

- Digital Citizenship is one of the standards for our elementary technology specialist teachers. You can see the many [resources they have developed here](#). 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.

7th - 8th Grade

- Our Junior High Media teacher librarians have developed wonderful materials to help students develop digital citizenship skills that can be delivered as students rotate by class into the media center for an orientation.
- Specialty classes that use computers are great places for digital citizenship to be taught. These include Introduction to College and Career Readiness as well as Business and CTE classes.

9 - 12 Grade

- Each student is required to complete Computer Technology for high school graduation. This course includes standards specifically addressing digital citizenship topics. You can review the [course standards here](#).
- Many other high school courses include the use of technology and present many opportunities to develop digital citizenship skills.

What can the Community Council do?

- Develop a plan to specifically address digital citizenship in your school. Learn from the elementary technology specialist teacher, teacher librarian, and/or computer teachers in your school what their current practice is and what topics they cover with which students. It would be wise to invite these specialists to your meeting when you discuss this.
- 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 netsafeutah.org/ 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 parent 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

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

- Apple Computers - We have a number of labs of apple devices in our science classrooms. They are used for a variety of labs to help students master essential standards in the science curriculum.
- Windows Computers - We have 2 windows computers labs that are used by all students under the supervision of a classroom teacher. These labs are used for research, office applications, presentations, and testing. Our CTE department has a lab of windows computers that they use for a variety of applications in the manufacturing technology and FACS areas. We also have two windows labs that are used for keyboarding, computer technology, and computers in business courses.
- Chromebooks - This is our most widespread technology available to students. Every English teacher has a classroom set of chromebooks. Generally, these labs are used for research, writing through the google apps, creating blogs and other applications.
- Kindles, iPads, and iPods- We have a variety of these devices that are used in our reading courses where kids can read interactively through a variety of programs. We also have iPads in social studies, math, performing arts, science, and other areas that students use to access curriculum.

Management - We currently have Lanschool available in our stationary labs and in all of our mobile macbook labs. This allows teachers to monitor all computers and what students are accessing, and they monitor it from their teacher computer.

Supervision - Each year our teachers receive training, or are reminded of previous training they have received, that help them to properly supervise computer use. Each teacher is taught:

- 1) Students are never to be left alone in any computer lab.
- 2) Teachers must constantly roam and monitor students as they work in a computer lab.
- 3) Anytime they find a student that is inappropriately using technology, they report it to the administration and the school tech so that proper steps are taken to block any inappropriate sites and so that the student behavior is dealt with appropriately.

Digital Citizenship Plan -

Each year, all students participate in the Netsmartz curriculum through a presentation given by the state of Utah. Here is a link to what students are taught:

<http://utahnetsmartz.org/>

Our media center has access to a developed curriculum on internet safety that can be shared with all 7th grade students. In a digital world it is important for students to understand their online activities are being tracked to create a permanent digital record for both good and bad -- a digital footprint. Students

learn that the information they share can be tracked, how that information is collected and what is done with that information. Ultimately students will learn how to create a positive digital footprint and why this is important.

8th Grade Health students receive instruction on the dangers of cyberbullying. Here is the standard:
Objective 4: Develop and maintain healthy relationships.

c. Develop strategies to manage inappropriate or harmful comments and advances from others (e.g. bullying, cyber-bullying, sexual harassment).

The 9th grade course, Computer Tech, has an entire standard on Digital Citizenship. Students do discussions, learn terms, explore case studies, and write a short description of what digital and computer ethics means and other topics.

Standard 3, Objective 3: Demonstrate skills for digital citizenship. – Categorize the difference between personal and professional communication. – Define and explain spamming, flaming, cyber-bullying, libel, and slander. – Define and describe censorship, filtering, intellectual property, piracy, copyright, licensing, and creative commons.

Anti-Pornography curriculum. Our plan is that every three years we provide some type of anti-pornography teachings, generally through an assembly. That way all students will receive that training during their time at Orem Junior. That rotation is set up for the following years: 2015-16, 2018-19, 2021-22, etc.

Parent Resources and Information- We provide the flyer that is found at the end of this document to our parents every year.

Policies - Here are excerpts from our student handbook on technology use.

Students are not allowed to have any electronic devices (Cellular Phones, iPads, Tablets, iPods, etc.) powered on or out during class, FLEX or assemblies unless approved by the teacher. Students are not allowed to listen to music devices, use phones for personal reasons such as text messaging or speaking during class.

Phones and/or other electronic devices will be confiscated, turned in to an administrator and only returned to a parent who comes to the school to sign for the item. If a device is taken away more than 3 times, a student may be banned from using any electronic device.

If students respect the rules they will be allowed to use their electronic devices before and after school, and during lunch.

(ASD Policy 5250)

Note: A complete copy of this policy is located in the Front Office and Counseling Office should you choose to read or take a copy. The following items directly apply to OJH Policies.

1.2 The purpose and intent of the Alpine Board of Education Policy on Interfering and Electronic Communication Devices is to vest in [give to] the school administrators the authority to enforce reasonable rules relating to such objects or devices in public schools.

1.2.2 An “electronic communication device” includes telephones, camera telephones, two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit, on either a real time or time delayed basis, sound, video, or still images, text or other information.

2.0 Administrative Guidelines

2.1 The principal of the school is hereby given authority to make determinations as to specific locations and situations where possession or use of electronic communication devices and cameras are prohibited.

2.2 Students should not be subject to video or audio capture, recording or transmission of their words or images by any student at a school without prior notice and consent for the capture.

2.3 Administrators and classroom teachers may prohibit the possession or use of such devices at specific times and specific circumstances. This restriction follows district guidelines printed above and below this statement.

2.4 When a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the “on” position and ready to receive, send, capture, or record any communication, visual image, sound, text message, or other information.

2.7 The school administrator or teacher may take appropriate disciplinary action when policy is violated.

2.7.1 Violation of this policy may include the immediate confiscation of the interfering device. The confiscated device shall be given to the principal or other administrator. The principal may return the device at the closing of the day or make arrangements with the parent/guardian for pick-up of the device.

2.7.2 The use of an interfering device or electronic communication device to threaten, intimidate, or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty will result in suspension as allowed in Policy 5180.

Authority:53A-3- 402 (15) Utah Code Annotated 53A-11- 901 et.seq. (Utah State Laws) Board Approved

UTAH STATE LEGISLATURE DECLARES STUDENTS USING ELECTRONIC DEVICES TO ACCESS INAPPROPRIATE MATERIALS AT SCHOOL TO BE AGAINST THE LAW

Students should be safe from pornographic materials while at school, at school functions, or on school grounds. Advances in technology provide electronic device users access to a wide variety of images without the advantage of a filter system. ASD Policy 5250 defines what is and is not appropriate use of electronic communication devices. The Utah State Legislature during the 2007 session passed into law HB 100 which calls for penalties such as suspension or expulsion of a student accessing inappropriate materials on school property or during functions. If a person is under 18, the new law classifies the offense as a Class B misdemeanor. Personnel will respond to violation of both policy and law in the way required.

Decision Making - All 7th grade students receive targeted instruction through our CCA business class on the appropriate uses of technology. As students move from 7th grade to 8th and 9th grades,

they receive greater opportunities to use technology as part of the learning process. All safeguards that we have available to us are in place for all students, regardless of the grade level.

Guiding Principles - 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?

Opportunities for constructive, proactive technology use:

Regular supervised use and training on how to appropriately use technology to learn. Many of our teachers use school provided and student provided technology as a regular part of the learning process. Students constantly have access to technology. Students are beginning to learn how to use technology appropriately as a learning tool without being distracted by the other uses of technology.

Greatest threats:

Students inappropriately using technology to harass others. Texting, sexting, and other inappropriate uses of photos and video.

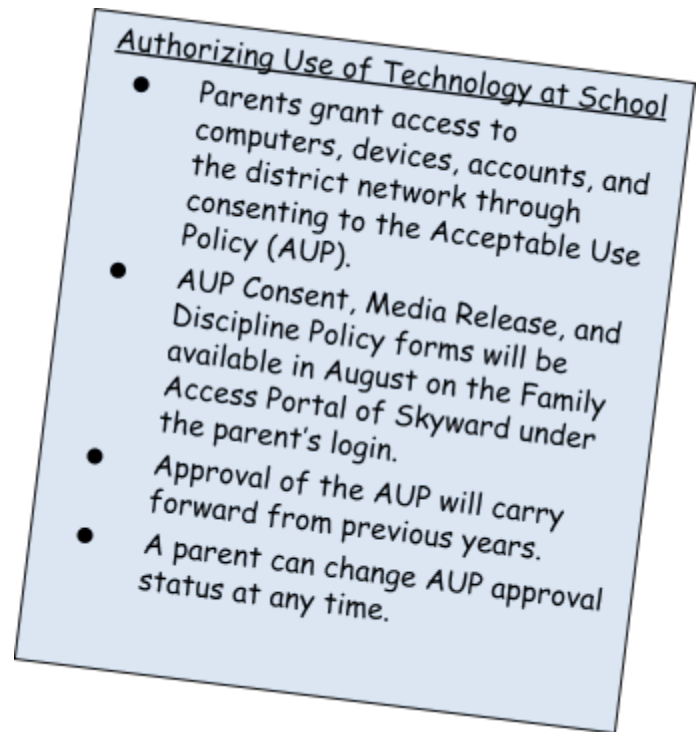
Distraction from learning by accessing technology at inappropriate times.

Leaving a negative digital footprint.

Technology Services in Alpine School District

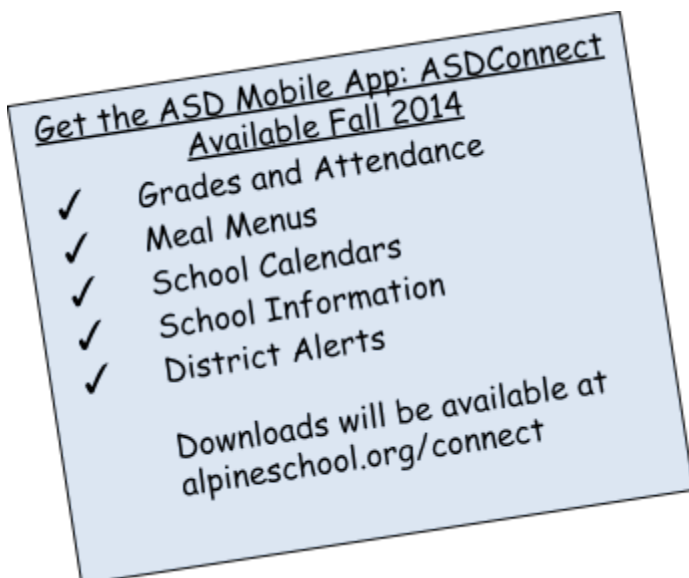
Alpine Schools have a variety of technology available to students to help them learn. Some of the opportunities your student may have include:

- **Google Apps for Education** – 3rd through 12th grade students are provided a student Google account including Google Drive cloud storage, Google Docs, Spreadsheets, Presentations, Forms, Lucid Charts, and Calendar. YouTube and Google+ are not included.
- **Student Gmail** – These accounts can only send and receive email with other student and school staff addresses. We encourage parents to use their student's login and password to monitor these accounts regularly.
- **Microsoft Office** – District computers have access to Word, Excel, and PowerPoint.
- **Internet Research** – Students research either in a computer lab or on a device brought into the classroom to open the world of information and complete projects.
- **Reading Apps** - Raz Kids and other reading apps help our early elementary students. Each early elementary classroom has a minilab of Kindle or iPad-mini devices for reading instruction.
- **Assessment Software** – Many schools and teachers have implemented online software for classroom assessments. These systems can give better feedback to students on progress toward mastery of learning goals.
- **Educational Apps**- Access to a variety of other educational sites and apps help students learn as directed by our teachers.



Keeping Students Safe Online

While no system eliminates all danger, Alpine Schools use several levels of security to keep your student safe and away from objectionable content. We encourage parents to partner with us to help keep children safe.



Level 1: Supervision and Education – It takes the student, parent, and teacher working together to be safe. Students are taught to be good digital citizens. This includes not sharing personal information, avoiding and reporting cyber-bullying, and telling a trusted adult if they see inappropriate material. Parents are encouraged to regularly check student accounts and keep an open dialogue with their student about their experiences. Teachers direct and use their best effort to monitor the use of technology.



Level 2: Network Protection – Alpine District uses the LightSpeed® content filter on all network traffic

Level 3: Device Protection – We use a variety of parent control and safety settings on our different types of devices to enhance the level of protection for our students.