



Murray City School District DISTRICT SAFE TECHNOLOGY AND DIGITAL CITIZENSHIP REPORT 2020-2021



What filters are being used and how do they work?

Murray City School District uses the Utah Education Network (UEN) recommended iBoss content filtering system. This filtering system is the standard in the state of Utah for schools. We also use a Sophos firewall that has a filtering function to further filter content not effectively blocked by the iBoss system. Content is categorized and allowed or blocked according to default settings that are deemed appropriate for K-12 education. Chromebooks that use district email accounts will not be able to access the internet until the device is connected with our iBoss filters.

Despite the use of industry-proven preventative measures, Internet filtering is an evolving technology. The ability to bypass filters or trick them is also evolving. The district technology department updates the content lists daily and the firmware as quickly as possible to keep the platform stable. There remains a small chance that inappropriate sites or material may be inadvertently accessed by Murray City School District computer users. In such cases, students are encouraged to notify a school employee immediately. Employees experiencing such incidents should make a report to school level administration. These reports will then be followed up on by the district technology department to take appropriate action and make needed adjustments in preventative measures.

Are there different settings used for different grades and school levels?



Although most blocked sites are blocked on all student and guest networks, we do have some different sets of filtering rules for elementary, junior high, and high school students. This gives student's the access to information they need for their courses. There are some sites allowed at the high school level that are not allowed at the junior high or elementary level. Similarly, there are some sites allowed at the junior high level that are not allowed at the elementary level.

How are frequently used sites such as YouTube and Google filtered?



YouTube is available to students in restricted mode. Students may only access YouTube inside the schools by logging in using their district provided Gmail account. Students are only able to watch videos on YouTube that have been approved by Murray City School District teachers or administrative staff.

Google searches are checked for specific key words and sites are blocked according to the content rules set forth in the filtering software. An alert is sent to district technology personnel when these key words are searched.

What management systems are used on devices that provide additional control?



Desktop and Laptop Devices: LanSchool is used to manage desktop and laptop devices. This allows the teacher to monitor the screens of users from their computer and pause computer or internet usage to keep the class focused.

Chromebook Devices: The Google management system is used it is configured to only allow extensions to the Chrome browser that are approved by the district technology department. This management system allows the district to manage what apps and services are available for teachers and students.

iPads: The Apple Device Management System Mosyle Manager is used to manage all iPads in the district. This allows us to manage which apps are loaded onto the devices and to purchase apps legally for school use.

What resources does the district provide concerning educating students on safe internet use and digital citizenship?



All students will receive an online device orientation no later than October 15. They will receive at least one lesson in each of the following topics over the course of the school year: self-image and identify, cyberbullying, relationships and communication, privacy and security, information literacy. Additionally, MCSD will be following the Common Sense Education Digital Citizenship Curriculum and its scope and sequence. Students will receive at least one lesson in each of the following six topics over the course of the school year:

Media Balance and Well Being, Digital Footprint & Identify, Privacy and Security, Relationships & Communication, Cyberbullying, Digital Drama & Hate Speech, News & Media Literacy.

In our secondary schools, specialty classes that use computers include digital citizenship as part of their curriculum. These classes include College and Career Awareness as well as Business and CTE classes. Each student in grades 9-12 is required to complete .5 credit of computer technology for high school graduation. Courses that fulfill this requirement include standards specifically addressing digital citizenship topics.

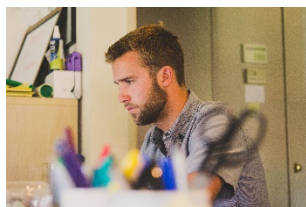
What resources does the district provide concerning educating parents/guardians on safe internet use and digital citizenship?



The PowerUp page on our Teaching and Learning website has a link for digital citizenship lessons. We are using resources from Common Sense Education.

Parents are provided a short video to watch during registration which introduces online safety and care of the Chromebooks that are provided for their students.

What resources does the district provide concerning educating teachers on safe internet use and digital citizenship?

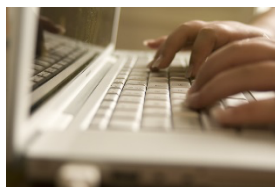


All certified teachers are required to complete the online Murray School District Citizenship and Digital Learning course through Canvas or UEN face-to-face training. This course trains teachers on digital citizenship and how to keep their tech savvy students safe while using different components of technology in and out of the classroom.

Additionally, a series of twenty-one (21) Murray School District technology certification courses are available for teachers online through Canvas. These courses can be complete as teachers would like to strengthen their knowledge of digital learning in the classroom.

Two (2) technology instructional coaches are available for teachers to access with regards to digital citizenship and digital learning needs.

What is the protocol when inappropriate content is accessed?



Teachers are asked to monitor students whenever they are online, either electronically or by walking around the classroom.

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 situation and the school administration should be notified. The devices should be isolated, and the district technology department should be contacted.

Besides working to fix any issue discovered, the district technology department will work with the school administration to gather information and take appropriate measures if the Acceptable Use Policy was violated.



E-Rate Funding

Federal E-Rate funding is used to pay for the Internet connections between our schools, the district office, and the Utah Education Network. E-Rate funding is also used to update network equipment in our schools.

Viewmont's Safe Technology and Digital Citizenship Report 2020-2021

What devices are being used and how are classes using them?

- All students in grades K-6 have a Chromebook issued to them for use in class. These are used across the curricular areas as a support as well as for students to develop and create materials in class.
- Our students use outside programs (vetted by MCSD) as a tool for learning support in addition to enrichment opportunities. Students also have opportunities to develop skills related to self-direction, management, and engagement.
- Our Chromebooks are used for research and content creation via slideshows, presentations, short videos, graphic usage, and writing essays or other written pieces as evidence of individual or group learning. Some teachers are having students use these as a part of online learning portfolio using tools such as Seesaw.
- Teachers are able to have students respond to articles or assignments and feedback using tools such as Google Classroom. Teachers are also able to personalize learning through the use of this tool to better meet the individual needs of students.
- Our students are able to practice or refine skills through the use of programs like IXL, BrainPop Jr., Zearn, Reflex Math, and Prodigy.
- **iPads and Kindles:** iPads are being used primarily in Special Education settings and Kindles by the Reading Interventionists throughout various grades. These devices are used to reinforce both ELA & Math Core Curriculum and Kindles are used to support our DIBELS assessments and progress monitoring.

What are the main applications, programs, and sites used in different classes, grade levels, and subject areas?

- Identified programs are dependent upon both student need & subject area. Applications currently in use at Viewmont include:
- Lexia: ELA – Core5 (K-5) and PowerUp: (6)
- Nearpod (All Core Subject Areas, K-6)
- RAZ Kids (Grades K-6)
- Illuminate (All Core Subject Areas, 1-6)
- Utah Compose (Writing 3-6)
- Zearn (Math K-5)
- Prodigy (Math 1-6)
- Reflex Math (grades 2-6)
- BrainPop, Jr. (All Subject Core Areas K-3)
- IXL: (ELA, Math, & Science, 4-6)
- Kahoot! (All Core Subject Areas K-6)
- Typing Agent (Keyboarding 1-6)
- Google Classroom (All Core Subject Areas 1-6)
- Google Suite, i.e. – Google Doc, Slides, etc. (All Core Subject Areas 1-6)
- Seesaw (Kindergarten)
- Readworks (ELA, grades 2-5)
- Embarc (Math, grades 1-6)
- Go Noodle (grades K-4)
- The schoolwide expectation is for teachers to communicate regularly with parents regarding the use of the applications and the programs being used as well as how they are being used in the classroom.

What supervision practices are in place when students are online?

- Teachers have established supervision protocols that are developmentally appropriate for their individual classrooms.
- When students work on computers work is teacher directed and closely monitored. Students use district approved applications and sites via their Clever log-ins. Teachers are to be walking around during computer time to ensure that students are appropriately using and managing their devices.
- Teachers have also frontloaded expectations and appropriate usage rules with their students, and these are frequently revisited over the course of the school year.

Are there management tools used that allow teachers to digitally monitor student use or limit access to come applications or sites?

- Clever is the most predominant management tool used at Viewmont. This tool allows our students to access district approved applications.
- Some teachers use LANSchool as a monitoring tool as well. This tool allows teachers to monitor student devices from their own computers.
- MCSD also has filters which help to prevent students from accessing unapproved sites. These help to keep students from seeing inappropriate content. You can find access regarding MCSD's filters on the District Safe Technology and Digital Citizenship report. This report can be found on the District website which is: www.murrayschools.org.
- Each student is issued an individual Chromebook. If a student is suspected of accessing or trying to access inappropriate or non-district approved sites, it is very easy to examine their digital history on that device.

What are the school rules when inappropriate information appears for students, staff and parents?

- Students are asked to tell the teacher (or trusted building adult) if something is happening on their device that they need help with, and the same rule applies if something makes them uncomfortable. When doing this, students are asked to close or lower their screens so that others do not see what is making them uncomfortable.
- If students are found to have violated either class or school rules regarding technology (inappropriate access, use of device, etc.), consequences will be imposed. There are a range of options that can include but are not limited to loss of access for a period of time, suspension, or police notification (if necessary). Parents will always be contacted in instances of inappropriate use or access. Additionally, the administrator sees this as an opportunity to provide ongoing education regarding smart, safe, appropriate choices.

Are there safe reporting procedures for students, staff, and parents so that reporting is safe and encouraged?

- Faculty and staff continue to stress the safe and appropriate use of technology. Our goal is for everyone to feel safe when using technology and to respect devices being used. Students have been asked to report, to an adult, any inappropriate material they encounter (whether on their device or that of a peer) so that the teacher can prevent usage until the situation is investigated.
If a teacher or other adult determines that usage needs to be reported or is uncertain about what has been accessed, they notify the principal immediately. If the principal is unavailable, teachers are to notify MCSD's Technology Department for support with the issue.
- Students are continually reassured that they will not be in trouble for reporting something. We would prefer that if they "see something" that they "say something".
- If inappropriate usage is determined, the teacher and the computer paraprofessional are also notified of the terms of restricted use.

How does the school balance access and safety for the grade levels at your school?

- We rely upon MCSD's filters to help block inappropriate sites or materials that could "pop up" on a student device. We reiterate safe usage expectations consistently.
- We strongly suggest that teachers put websites they will be regularly using, after vetting the content to ensure it is appropriate, on Clever. This allows student access while preventing them from inadvertently accessing material that could be deemed inappropriate or unsafe.

What does the administration see as important opportunities for our students related to constructive, proactive technology use?

- Viewmont's administration commits to providing ongoing support and professional learning opportunities so that technology continues to evolve as an effective tool for instruction in all classroom settings and for all students.
- Viewmont's administration commits to working with SCC and the Building Leadership Team to identify the most effective and meaningful ways in which digital citizenship can be taught, stressed, and revisited.
- Teachers will make use of technology in the classroom as a teaching opportunity and in ways that will support individual students. Technology should provide an opportunity for student engagement while helping them to also safely navigate sites when learning about content and concepts.
- Teachers will make use of technology so that student data is gathered both quickly and meaningfully. This will allow for more effective Tier 1 instruction and to establish effective groups for Tier 2 instruction.
- Students will use the technology available at Viewmont as a learning tool and better understand its power in the world around them. They will use the applications, with efficacy, to continue developing life-long skills that will help them navigate the 21st century College and Career Readiness expectations.
- Parents will play a role in reinforcing the concept of digital citizenship within their homes. They will ask questions or notify the school of concerns they have.

What training is currently provided to students about digital citizenship and safe use of technology?

- Teachers employed by MCSD must complete a Digital Citizenship course (in person or online).
- Students must participate in and complete Digital Citizenship courses. We use the district approved Nearpod lessons (there are 4 and they focus upon topics such as communication, cyber bullying and safety on the internet, security and passwords, etc.).
- We also participate in a White Ribbon Week which stresses safe reporting, what to do if you see something you shouldn't while online, what is okay to see online, etc. Teachers lead mini lessons as a part of this week and events are held throughout the week.

What training or information is provided to parents about how to discuss and support digital citizenship and safe technology use with their children and how to report inappropriate content?

- There is the MCSD Computer Use Agreement that both the student and parent are to review together and sign each year. (Teachers also review this with students in their classrooms)
- During White Ribbon Week, we post on Parent Square and on the school's Facebook page information about each day's message regarding internet safety. Students are also given information and asked to take it home to discuss with families to encourage digital citizenship conversations.
- If a parent suspects or sees a student accessing inappropriate information, we ask that they notify the school right away so that we can quickly and officially address the concern through the District's Technology Office.
- Schoolwide technology access continues to provide opportunities but also reminds us that we need to be proactive in our communication about use and information about technology with our families. This process will continue to evolve and improve as the Principal and School Community Council (SCC) identify needs and ways in which we can effectively reach our community when sharing information.