Minutes of the Corner Canyon High School Community Council Meeting held October 5, 2017, in the Administrative Conference Room.

Present: Connie Atkisson (Excused at 6:00pm), Malisa Bowen, Kelli Davey, Daniela Dulger - Chair, Bruce Eschler – Assistant Principal, Heidi Grimshaw (Arrived at 5:15pm), Amy Hardcastle - Counselor, Darrell Jensen – Principal, Jennifer Kalm, Kathryn Myers, Hal Nicholson, Tami Owen, Dave Swensen, and Jana White. (Robin Perry – resigned)

Excused: Gaile Dupree, and Wayne Dittmore,

Staff: Kathy Hilton

I. Welcome

Daniela called the meeting to order at 5:03pm. She welcomed all in attendance and thanked them for coming.

 Review and Approval of September 7, 2017 Minutes – Daniela Dulger/Kathy Hilton The minutes were reviewed by the SCC.

Motion: Kathryn Myer made the motion to accept the minutes as amended. Jennifer Kalm seconded the motion.

Vote: 13 - 0

III. Review Meeting Schedule for Year – Daniela

a. Schedule needs to be posted by October 20, 2017.

The dates for 2017 -2018 school year SCC Meeting:

November 2, 2017

December - No meeting is scheduled

January 4, 2018

February 1, 2018

March 1, 2018

April 12, 2018

May 3, 2018

SCC Meetings will not be held in June, July, and August.

Motion: Amy Hardcastle made the motion to accept the SCC Meeting Schedule for the school year 2017 – 2018 school year. The motion was seconded by Dave Swensen.

Vote: 13-0

IV. Appointment of PTSA Liaison for 2017 – 2018

Daniela informed the SCC that our by-laws allows for a PTSA Liaison. She asked if the SCC member felt a PTSA Liaison was needed. A discussion was held and it was felt that since there were many members of the SCC, including the President – Elect for the PTSA, who were members of the PTSA that an official PTSA Liaison was not needed for the 2017 – 2018 school year.

V. Counseling Corner – Amy Hardcastle

Amy gave the SCC an update from the counseling center:

 Senior CCR's are complete – Counselors meet with small groups of seniors, 2 English classes, and then the students attended breakout sessions.

- Each student met with their counselor to go over graduation requirements and college plans.
- Counselors are now meeting with each Junior to make sure they are on track for graduation and ready for college.
- Higher Education Day, formerly known as college day. All in-state colleges and a few out
  of state colleges participated in our Higher Education Day. This year Seniors meet with 3
  colleges of their choice. Next year the Juniors will meet with colleges on High Education
  Day because it is felt that waiting until a student's senior year may be too late for a
  college choice.
- UCAW Utah College Awareness Week is state wide. November 6<sup>th</sup> thru November 10<sup>th</sup> is College Week. During this week each student will be helped, if needed, to register for at least one college. Hopefully each student will register for at least 2 to 3 colleges.
- Silver Star News letter for all Seniors, handed out in their English classes. The Silver Star is an informational handout for seniors with upcoming events and information from the counseling center.
- Increase in anxiety, depression, and suicide concerns among students at the beginning
  of this school year. The counselors have spoken with many students and parents. Many
  of other high school are reporting the same issues. CCHS is trying to be proactive with
  many different solutions to this situation.
  - o Students are allowed to speak with their counselor at any time.
  - The students have been given access to an app, "Safe UT" which they
    may use if they need to speak to someone in regards
    to what they are feeling or thinking at any time.
  - The school has a group of students and faculty which are in a support group for students called "Hope Squad".
- VI. CSIP and LAND Trust Plans. Goals & Budget Darrell Jensen, Bruce Eschler Mr. Jensen explained to the SCC that the school had just received our ACT scores and he showed the scores to the SCC. (Scores are attached). Mr. Jensen asked Mr. Eschler to go over our CSIP and LAND Trust Plan. Bruce passed out a handout and went over it with the SCC. (Handout is attached)
- VII. Review Cell Tower Budgets

Mr. Jensen discussed with the SCC what CCHS Cell Tower Account would be used for.

- We have a small remaining balance from last year for "CCHS Charger Cards" program. He would like to ask for \$5,000.00 for the school year 2017-2018.
- The Drama Department has a Pit that needs the top taken off for the fall musical, and then
  needs to be replaced after the musical. The district took the top off the pit and replaced it
  after the fall musical the first year but will not continue to do so. CCHS has to hire a
  company to take the top off the pit and replace it. The school would like to pay for it out of
  cell tower account.
- CCHS would like to take some funds out of the cell tower account to help pay for transportation for school field trips.
- CCHS would like to pay for teacher's subs which are out of class for teacher development.
- CCHS would like to use cell tower funds to help pay for Hams or Turkeys for teachers for winter holiday break.

 CCHS would like to use cell tower funds for small miscellaneous items for the student and teachers at school.

Motion: Jennifer Kalm made the motion to accept items which were discussed for expenditures from the cell tower account for the school year 2017-2018. The motion was seconded by Kathryn Myers.

Vote: 13-0

VIII. Digital Citizenship Discussion – Maria Jones – Media Coordinator

Maria explained to the SCC she was over Digital Citizenship for the CCHS. She is helping the students learn how to be safe and appropriate on line. She gave each of the SCC members a handout from the district on Digital Citizenship.

- The district set blocks for the computers at the high school. (The district has set more blocks for middle schools and elementary schools.)
- IPLC meets on Fridays to help teachers use technology in their classrooms.
- Parents need to have education on Digital Citizenship also. (Attached are handouts for parents to review.)
- CCR's also go over how what students post on the internet may hurt or help them.
- IX. Review SCC membership and other compliance items.
  Daniela asked the SCC members if they had all attended SCC training? She reminded all members that as part of the duties of an SCC member they needed to attend the SCC Training.
- X. Other Items

Mr. Jensen reported to the SCC of CCHS achievements:

- Theater Department just returned from the Shakespeare Festival in Cedar City and they did very well
- Girls Soccer took Regions
- Goys Golf took Regions and 6<sup>th</sup> in State
- Volleyball is close to taking Regions
- Football is also close to taking Regions
- Tennis, two doubles team took State.
- Cross Country Carly Branch took state in her event
- CCHS has 2 National Merit Scholars
- Rebecca Hill is teacher of the month (September)

Daniela explained to the SCC members if they would like a yard sign to support the Canyons School District Bond to email: <a href="mailto:friendsofCSDBond@gmail.com">friendsofCSDBond@gmail.com</a>

XI. Adjourn

Motion to adjourn by Dave Swensen. The motion was seconded by Bruce Eschler.

Vote: 13 – 0

Meeting adjourned at 6:40pm

Next Meeting: Thursday, November 2, 2017 - 5:00pm

# CALL or CHAT with a Crisis Counselor using





1.800.273.8255

The SafeUT line is designed to provide 24/7 crisis intervention and emotional support in any type of crisis.

Use the SafeUT **Crisisline** to get help and understanding for things like:

- Relationship Difficulties
- Depression/Anxiety
- Loss and Grief
- School Problems
- Drug & Alcohol Problems

# Corner Canyon High School Technology Report







**CSDDocs** 



Research



Skyward

### **Supervision Practices:**

LANschool (Mac and PC)
Proximity
Desk arrangements
Teacher Classroom Management
Student Academic Integrity

### **Management Tools:**

iPads: Apple Configurator, Lightspeed

MDM

Mac/PC: LANschool

Chrome: G Suite for Education

## School Rules for Inappropriate Information:

Students should report any inappropriate information to a teacher, administrator, counselor, school resource officer, hall monitor, librarian, or office staff. Reports from the student will then be taken to the appropriate school administrator who will report it to CSD IT. Students can anonymously report information via the SafeUT app.

## **Balancing Access and Safety:**

Students have access to computer labs in the library before and after school and during lunch, and in their classrooms when a teacher schedules a lab. Technology use is discussed in Friday morning iPLC meetings among teachers.

#### **Greatest Threats for Students:**

Cyberbullying is currently the greatest threat for students, as well as sexting and posting other inappropriate content on social media.

# Policies for Devices Brought from Home:

Cellular telephone and other electronic devices may be used during classroom time, instructional activities, and field trips for instructional purposes at the discretion of the teacher delivering instruction. Cell phones can be a positive tool in the classroom if used in appropriate ways and times. If cell phones are allowed for an activity the teacher will state as much, if not the teacher will request phones be put face down in plain site or completely put away.

# Important Opportunities for our students related to constructive, proactive technology use:

The students at Corner Canyon High School have several opportunities to enhance their education and career opportunities by participating in robotics, engineering, or other technology-enhanced classes.

Training to students, staff, and parents:

Training is provided by the Digital Citizenship Coordinator who partners with other organizations to provide a variety of trainings to safe internet practices to students, staff and the community. Examples include Digital Citizenship Week, Zero Fatalities presentations, faculty emails, Facebook posts, etc.

# SAFE TECHNOLOGY and DIGITAL CITIZENSHIP

The following will be included in trainings and on the School LAND Trust Website:

The intent of HB 213 <u>Safe Technology Utilization and Digital Citizenship in Public Schools</u> is to involve school community councils in an on-going discussion (at least annually) about creating a safe technology environment for students in public schools. As with other responsibilities of school community councils, it is intended that administrators, staff and parents work together to bring about the best possible result for students.

The State Board Rule R277-491 requires a report to the councils from the district and school level administration about the technology and training that is currently in place at your district and school. The report will provide some background for the councils to begin a school specific discussion of safe technology and digital citizenship.

Administration Responsibilities – Report to School Community Councils

The district report should include but may not be limited to:

What filters are being used and how do they work?

Canyons School District utilizes the Lightspeed Systems content filter.
The Web Filter detects and/or blocks access to inappropriate material on the Internet based on an extensive, education-specific URL database with more than one billion entries, as well as CSD custom allow and block lists. Lightspeed content filter, groups sites into about 120 school-specific categories based on subject matter and age-appropriateness, providing easy review and administration.

When a user attempts to visit a site, the policy for the user is checked and the site is either blocked or allowed accordingly. The filter is intended to protect from inadvertent exposure, however it cannot prevent a determined user from finding inappropriate content.

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

Elementary, Middle and High school as well as staff each have unique filtering settings. These settings tend to be more restrictive at the lower levels and least restrictive for staff.

 What is district filtering policy on frequently used sites such as YouTube, Google Images, Weebly, and etc.?

Youtube is blocked at the elementary level and allowed at all other levels. Facebook is blocked at the elementary and middle school levels and allowed at all other levels.

Google Images is allowed but forced to "Safesearch" for all users.

Weebly is allowed for all users.

Tumblr is blocked for all users.

 Are there management systems available (MDM, Chrome management, LanSchool, and etc.) that can add additional control and who accesses those systems?

The Information Technology Department utilizes several management systems including: LanSchool for Macs and PCs, Google Apps for Education for ChromeOS, and Lightspeed MDM for student iOS devices.

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

The District employs a train the trainer model, utilizing a teacher in each school who has received specialized training on Internet safety and digital citizenship. This teacher, called the School Digital Citizenship Coordinator, receives a stipend to provide training to staff, students, and parents throughout the year. CSD also utilizes the NetSafe Utah and Common Sense Education curriculum resources. NetSafe Utah provides online videos and resources for students, parents, and educators including the Internet Safety information that Utah schools need to meet the Children's Internet Protection Act (CIPA) requirements. The Common Sense Education curriculum series includes 18 to 24 lessons for elementary, middle, and high school students, and is distributed using the Nearpod online platform.

 What is the protocol in district schools when inappropriate content is accessed for students, employees and parents?

CSD IT is not actively investigating inappropriate behavior. If alerted by a parent, teacher or principal that inappropriate behavior is suspected, IT will pull the internet history of the user in question. CSD systems track the last 40 days of internet traffic for all users.

 Explanation of district capabilities or inability to change filtering, settings and management tools without incurring additional expense to district budgets. Where applicable, districts could include what is provided in connection with e-rate funding.

CSD has the ability to create District-wide Allow and Block lists. Allow lists allow CSD to override the filter default settings to allow sites to be accessed. Block lists allow CSD to override the filter default settings to block sites. The District also has the capacity to customize allowed and blocked sites by school type. Elementary has a more restrictive set of filter rules than secondary schools.

Schools should add to the district report (at a minimum):

- What devices are being used and how are classes using them?
- What are the main applications, programs, and sites used in different classes, grade levels, and subject areas?
- What supervision practices are in place when students are online?
- Are there management tools used that allow teachers to digitally monitor student use or limit access to some applications or sites?

- What are the school rules when inappropriate information appears for students, staff and parents? Are there safe reporting procedures for students, staff, and parents so that reporting is safe and encouraged, when it happens?
- How does the school balance access and safety appropriate for the grade levels at your school?
- What does the administration see as their greatest threats for students?
- What are the policies in place for devices brought from home tablets, cell phones, etc.?
- What does the administration see as the greatest threats for our students on the internet or elsewhere online?
- What does the administration see as important opportunities for our students related to constructive, proactive technology use?
- Explanation of training currently provided:
  - To students about digital citizenship and safe use of technology?
  - To parents and guardians about how to discuss and support digital citizenship and safe technology use with their children and how to report inappropriate content?

#### Council Responsibilities

School Community Councils may create a subcommittee to help accomplish the following responsibilities, entirely or in part, and may partner with non-profit organizations to assist in the education components. It is the responsibility of the council to see that the following is completed each year:

- 1. Receive the report from the district and school administration (as described above).
- 2. Discuss the report and decide:
- A. **Technology.** If the filtering, management systems, and supervision practices are appropriate. If not, identify what needs to be addressed in the context of what the school and district are capable of providing under the current filtering and management systems, supervision availability, and financial restrictions. Establish an action plan to address identified concerns.
- B. If **student education** currently implemented is appropriate and adequate. If not, identify how it could be strengthened, set goals to improve the education and create an action plan to accomplish the goals.
- C. If the **parent/guardian education** component currently implemented is appropriate and adequate. If not, identify how it could be strengthened, set goals to improve the education component and create an action plan to accomplish the goals. The council should then implement the action plans or may delegate portions to be completed with a timeline for reporting back to the council.

# **School Community Council Discussion Items**

- Definitions to inform the discussion
  - The internet is an electronic communications network that connects computer networks and organizational computer facilities around the world. (Merriam-Webster)

A computer filter is software that prevents someone from looking at or receiving particular kinds of material through the internet or software for sorting or blocking access to certain online material. (Merriam-Webster)

Digital citizenship means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and

security. (Utah Code)

#### B. Discussion Questions

1. We have received a report from the district and school administration about filtering and management tools that are in place at our school as well as education currently being provided for students and parents.

1. Are there any questions?

- 2. Do you feel you have enough information to complete the council responsibilities related to safe technology and digital citizenship?
- 3. If not, what additional information do you feel you need to make informed decisions?
- 1. Understanding the greatest threats to our students that have been identified by the administration, what should be done to address those concerns specific to our school and students?
  - Identify the issues and how each can best be addressed through technology, monitoring, supervision, education, other means, or a
  - Keep these specific concerns in mind as the technology and education responsibilities are discussed.

## Technology

- 1. Are we comfortable with the filters, management tools and monitoring, and supervision being provided at our school?
  - If not, what recommendations does the council have for the school administration and staff?
- 2. Are the recommendations possible given the physical and economic constraints in place?
  - If not, is there something else the staff and school administration could do to minimize the concerns raised by the council?
- 3. What is the action plan with timelines to accomplish the goals agreed to by the council and administration? What is the timeline including a completion/reporting timeline to report back to the council?

#### Student Education

- 1. Is the council comfortable with the student education being provided and the groups providing the education?
- 2. Would the council like to receive some feedback/input from students about their experience in the training?
  - If not, where does there need to be improvement?
  - How will the issues needing improvement be addressed?
  - Who will address them and how. What is the timeline including a completion/reporting timeline to report back to the council?

#### Parent Education

1. Is the council comfortable with the parent education being provided and the groups providing the education?

If not, what improvements could be made?

2. How will the issues needing improvement be addressed?

 Who will address them and how. What is the timeline including a completion/reporting timeline to report back to the council?

3. Are there other issues the council would like to consider? Would the council/students like to implement an opportunity/experience for students to engage in digital citizenship projects that could produce positive outcomes?

If so, what are they?

- How will the identified issues or opportunities best be addressed?
- Perhaps the council would like to engage students in this discussion to learn what concerns they have and/or what opportunities for positive projects they identify.
  - Who will address them and how. What is the timeline including a completion/reporting timeline to report back to the council?

### Summary

- Have we addressed the greatest threats and opportunities identified by the staff, administration, students, and council?
- 2. Have we included timelines/reporting dates back to the council, and who is responsible to complete the action plans?

Endnote:

An up-to-date copy of this document can be found online at <a href="http://cnyns.org/DigitalCitizenshipInTheCSD">http://cnyns.org/DigitalCitizenshipInTheCSD</a>

# Canyons School District

# Responsible Access and Use Conduct Guideline



All members of the Canyons School District community agree to follow school rules and commit to the District's values. These values include:

A commitment to integrity

A love of learning and diversity

A respect for the rights and feelings of others

A respect for one's self

To maintain these values we all agree to support the needs of the District community. You can read a detailed summary of your responsibilities below.

Canyons School District owns all systems, software, and other content stored on the network, including (but not limited to):

Word-processing, spreadsheet, presentation. database, and other programs

Network folders, images, video, and stored files

 Research tools, library catalogs, and associated memberships in online resources

E-mail, web pages, log files and cache files

Tampering with CSD technology or another person's work is prohibited, and could result in the loss of all rights to use computers at CSD, including user accounts and network access. Violations of this policy are also subject to disciplinary action up to and including suspension and/or expulsion.

As the line between the actual world and the virtual world of the Internet grows increasingly blurry, students should take care to conduct themselves in both realms in accord with the community standards outlined herein. This caution particularly applies to the use of online social software including blogs, wikis, and other social networking technologies.

#### l understand:

- · When using District resources or on school time, I represent the Canyons School District, even if I am using these resources away from or outside of the District's network.
- If I knowingly enable others to violate these rules, I may be held accountable as if I broke the rule myself.
- Any violation of the rules can result in the loss of my privileges to use computers at school in addition to possible disciplinary action up to and including suspension and/or expulsion.

#### I will:

- Respect the work and privacy of others throughout the CSD Network.
  Use my applications, e-mail accounts, and CSD Network space appropriately, for school-related activities.
- Store my documents and files in places that are assigned to me.
- Abide by the Canyons School District copyright policy.
- Make an effort to keep my home computer free from viruses and other destructive materials and will report any virus detections to a member of the technology staff.
- Report to a responsible adult any inappropriate or suspicious activity that may violate this Responsible Use Policy.

#### I will not:

- Save or install files and/or software on equipment without the authorization of a teacher or the network administrators.
- Use CSD technology resources for commercial activity or to seek monetary gain.
- Intentionally introduce a virus or other harmful code anywhere on the CSD Network. Make attempts to circumvent security systems, including filters and computer policies.
- Access, download, store, or print obscene or pornographic material.
- Use CSD technology resources to store or to transfer software used primarily for hacking, eavesdropping, or network administration.
- Annoy, hinder, or harass others with offensive, obscene, abusive, malicious, embarrassing, or threatening language or images.
- Communicate with inappropriate or abusive language.

# When I create content that is saved on the network or posted on school websites, I will:

- Be considerate and respect the privacy of others.
  Identify myself as the author of all content created.
- Clearly indicate when the content was written.
- Give credit to others for their ideas.

#### **Mobile Devices**

- · The unapproved or disruptive use of communication features on cellular devices while on district premises is prohibited. Students will receive instruction on the appropriate and academic uses of mobile devices.

#### Privacy

I will not attempt to discover or use another user's login name or password, nor will I share my passwords. If I become aware of another individual's password, I will inform that person and/or a responsible adult.

The Canyons School District respects the importance of online social networking sites to students who use these sites as a means of communicating with peers. Students must understand the public nature of these sites and the risks, responsibilities, and accountability that they, as site managers, must assume if they participate. They also must understand that because student identities are linked with the District (and because of the impact such sites can have on school accountability, public image, and student safety), public-facing student profiles will be monitored.

#### The Ethical Use of Virtual Materials

I will not copy or transfer any copyrighted software.

I will properly cite all online materials that I transfer and use in my work.
Content created with and saved on CSD network and technology tools is the property of the District.
If I leave the District community, I may take copies of anything I have created, but the content that I created at CSD can continue to be used by the District for educational purposes such as publications and presentations.

# My Use of CSD Content or School Information on Non-CSD Websites

Content about the Canyons School District, anywhere on the World Wide Web, should observe all aspects of the District's Responsible Use Policy.

Official School files or documents are not to be posted on non-CSD sites.

 I understand that the official CSD website represents the District. No representation of CSD should be made on any website, newsgroup, bulletin board, through e-mail or through any other means without the permission of the District's administration.

Getting My Content Approved for the CSD Website

 Any individual or organization wishing to post content on the CSD website should e-mail preliminary information to webmanager@canyonsdistrict.org. An initial judgment will then be made of the appropriateness of the posting and other technical issues. Advance notice for special projects is imperative.

Signature of Agreement Canyons School District		
I have read the Canyons School District Responsible Use Policy, and agree to abide by its terrivolation of the use provisions stated in the policy may result in limitation, suspension or revocand/or other disciplinary action by the school, by Canyons School District, or by legal authorities	ms and conditions. I understand that ation of computer and network privileges, es.	
Name (Please print):	Date:	
Signature:		
Location:		
Parent/Legal Guardian Agreement (For students under age 18, a parent or legal guardian must sign this agreement.)		
As a parent or legal guardian of this student, I have read and discussed with my child the Canyons School District Responsible Use Policy. I understand that this access is designed for educational purposes. I also recognize that access to all controversial materials on a worldwide network cannot be controlled and I will not hold the district responsible for materials acquired on the network. I hereby give my permission for access to electronic information resources for my child.		
Parent/Legal Guardian Signature:	Date:	

# Internet Safety & Digital Citizenship

CANYONS@WORK: Canyons District principals, teachers and parents work together to create safe technology environments in schools and at home and instill in students a desire to be civil digital citizens as they navigate the Internet.

o Sattings

Elementary, middle and high schools, as well as the District Offices, each have separate and unique Internet filter settings. The settings tend to be more restrictive in elementary schools and filters become less stringent in secondary schools. They are least restrictive for employees.

SCCs can use this checklist to guide their discussion and compile their report.

eneckist

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

If not,
please explain
your council's
recommended
action plan on
the back.

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

please explain your council's recommended action plan on the back.

Family Education

Does the SCC believe the school has a viable plan to present important Internet safety and digital citizenship information to parents in the community

If not please explain your council's recommended action plan on

# **P** Filters

A Lightspeed Systems content filter blocks inappropriate material based on a URL database of more than a billion entries. CSD's filter system also can customize lists to block or grant access to specific content. When a user attempts to visit a site, the policy for the user is checked before access is granted.

CSD also has the ability to create districtwide "allow" and "bloc lists. Allow lists help us to override the filter's default settings to allow specific sites to be accessed. Block lists are used to override the filter default settings to block sites. We also can block and allow sites per school. In addition, searches for

Google Images are directed to a filter called Safesearch. If the content is inappropriate, the user is not granted

However, while the filters used by CSD mostly serve to prevent inadvertent exposure, we can't guarantee that a etermined user won't ever be able to access inappropriate content

# Safety Lessons

Teachers at every CSD school have received specialized training on Internet safety and digital citizenship. CSD utilizes NetSafe Utah and Common Sense Education curricula. NetSafe Utah provides online videos and resources for families and educators including the Internet Safety information that Utah schools need to meet the Children's Internet Protection Act (CIPA) requirements. Common Sense Education has 18 to 24 lessons for all grade levels.

# Social Media Filters

Elementary

∰ Middle School

🛍 High School

Weebly Facebook

YouTube

Tumbler

Google Images Instagram

ltered Use

# O&A

Q. Are there management systems available that can add additional control?

A. Canyons' Information Technology Department utilizes several management systems, including LanSchool for Macs and PCs, G Suite for Education for ChromeOS, and Lightspeed MDM for student iOS devices.

Q. What is CSD's protocol for action when inappropriate content is accessed by students or employees?

A. Canyons does not constantly monitor user activity. However, when alerted to the possibility of inappropriate use, IT reviews the Internet history of the user in question. CSD systems can track the previous 40 days of Internet traffic for all users.



School:		
Technology		£
Student Education		
Family Education		