West High School Safe Technology and Digital Citizenship Report 2017-18

1. *What devices are being used and how are classes using them?* Devices used at WHS include desktop computers, laptops, iPads, Kindles (not networked) and netbooks. They are used for writing, reading, assessments, curriculum, class projects, research, computer programming, digital design, collaborative group projects, and accessing purchased core subject materials.

2. *What are the main applications, programs, and sites used in different classes, grade levels, and subject areas*? Our main applications, programs and sites used include Canvas LMS, Microsoft Office 365, credit recovery sites, teacher-specific site links, programming sites, Utah online library, reference resources, and internet search engines.

3. *What supervision practices are in place when students are online?* a. Students and school employees receive training and conform to Salt Lake School Board Policy I-18: *Acceptable Student Use of Internet, Computers, and Network Resources*. While online, students are supervised and their activities monitored by teachers and/or paraprofessionals that include faculty and the school librarian.

4. *Are there management tools used that allow teachers to digitally monitor student use or limit access to some applications or sites?* WHS uses LANSchool Class management program and iBoss to digitally monitor student internet use for Salt Lake School Board Policy I-18 violations. District filters are in place to restrict student access to some applications and sites.

5. *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?* Safe reporting is taught to students and encouraged by teachers. Internet safety discussions are frequent at the classroom level. The school librarian reviews procedures for these kinds of encounters with students. Staff members receive training and are required to report violations. Repeated or serious violations are reported to parents and Salt Lake School Board policy is followed.

6. *How does the school balance access and safety appropriate for the grade levels at your school?* Personally identifying information of students is protected as required by FERPA regulations. Access and safety by grade level is largely teacher-driven. Classroom specific sites with direct links to content are helpful, but students are largely trusted to access the correct information for each class or assignment.

7. *What does the administration see as important opportunities for our students related to constructive, proactive technology use?* WHS considers access to technology as part of high quality instruction.  Technology is used for access to content materials, ongoing training, and unique opportunities such as Hour of Code.  Time spent in the computer lab is an important factor in creating opportunities for constructive student technology use. For example, it gives students the ability to develop their critical thinking and evaluation skills, access information worldwide, explore new ways to create products and content, and gives them experience using programs that will help prepare them for college and careers.  Many teachers expect students to complete their assignments using a digital platform, and this work is critical to students' grades. Computer use linked to credit recovery is also important to students' ability to graduate on time.

8. *What does the administration see as their greatest threats for your students?* The greatest threat for students is how students use personal devices (etiquette) outside of school (e.g. social media).

9. *What are the policies in place for devices brought from home – tablets, cell phones, etc.?* Students can login to district wifi using their own devices while at school. Most WHS teachers require personal electronic devices be turned off and secured during class time.

10. *What does the administration see as the greatest threats for our students on the internet or online?* The greatest threat for students is exposure to inappropriate sites and how students use personal devices (etiquette) outside of school (e.g. social media). (See # 8 above.) b. Not having experience or ability to discern whether information is verifiable and reliable. c. Ease of plagiarizing work digitally and ethical dilemmas surrounding the ability to copy material.

11. *Explanation of training currently provided to students about digital citizenship and safe use of technology?*  WHS holds a yearly training provided by USOE that is geared towards older students and stresses safety online. Parents are invited to join their students at this school assembly. As a follow-up, a communication can be made to parents regarding the content communicated to students at the Net Safe assembly. A newsletter with helpful information is sent home along with online information and links. Our school librarian provides internet safety links and resources on the West High library website. Information is shared through the School Community Council and Parent Teacher Student Association organizations at WHS.