

Community Council Meeting Minutes

October 6, 2015

Parent Members Attending:

Andrea Schmutz

Tania Duffin

Angie Staheli

School Members Attending:

Paul Hurt

Warren Brooks

Marcus Matua

Jaime Kreyling

Natalie Attura

Housekeeping:

District Training available Wednesday, October 28th 6-8 pm at District Offices.

Updated website with Community Council members contact information.

Each Community Council member needs to do a digital signature by responding to the email.

Paul Hurt will do a reminder email for the meetings.

Minutes should be posted one week before the next meeting.

Voting:

Andrea Schmutz was nominated and voted in as Chair

Andie Staheli was nominated and voted in as Vice Chair

Tania Duffin was nominated and voted in as Secretary

Business:

Final report of last year's expenditures.

Jaime Kreyling presented the Digital Safety and Citizenship for our school. (Mr. Kreyling's document to be posted with the minutes.)

--Note none of the policies apply to student's personal devices where they use their own data.

--Number of computers available to students are about a 1 device for every 3 students.

--Students are also good at reporting instances of misuse.

--They have not have any incidents so far this year where students have been disciplined for accessing inappropriate material online.

Andrea Schmutz requested that departments come *prepared* with needs and requests. Suggestion that they share a sample of what worked well last year when requesting funds.

Meeting adjourned

Next Meeting: Tuesday, November 17th 11:30 am

Safe Technology Utilization and Digital Citizenship in Public Schools

SCHS Report to School Community Councils

Administration Responsibilities

- [What filters are being used and how do they work?](#)

Washington County School District Technology uses iBoss content filters for all inbound and outbound traffic. iBoss is supported and funded in part by the Utah Education Network (UEN). UEN pays for the subscription service to keep filters up to date regarding new and changed content on the internet. District Technology pays for the appliances that provide the filtering. All internet traffic coming into and out of the district is channeled through the filters. The filters consist of both software and hardware components. There are several algorithms used to filter content. At the top level a subscription to a list of inappropriate sites is maintained and all content coming from those sites is blocked and the user is notified of the filter blocking. At the second level sites that are allowed through are checked for key terms that are either inappropriate or suggest inappropriate content such as bomb making or other illegal activities. The District has purchased a pair of filters to allow for both redundancy and increased capacity..

- [Are there different settings used for different grades and school levels?](#)

At this point in time filtering is not based on grade or school levels. All content is filtered the same way for students as well as teachers and administration.

- [What is district filtering policy on frequently used sites such as YouTube, Google Images, Weebly, and etc.?](#)

Besides the iBoss filters District Technology also manages Google filtering on both YouTube and Google Images. Google filters for both have gone through some significant changes in the last year and have become much more restrictive. We are able to allow teachers to manage content permissions on YouTube. Other content for popular sites is filtered through standard iBoss filtering protocols.

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

Schools are requested to purchase management with all Chromebooks. Chromebook management is a tiered management system with the highest level managing all Chromebooks, and then school and teacher levels of management to manage what applications are available and user access. The District owns a LanSchool license that can be used on almost any device and is available to all schools. iOS management is slowly evolving. We are hoping that by the end of the school year we have a full district level management system in place for iOS devices. At this point in time iOS management is taken care of at the school level.

- [What resources does the district provide concerning educating students on safe internet use and digital citizenship?](#)

At the elementary school level all lab aides are provided with and taught how to use and teach online internet safety, security and privacy. District Technology provides the elementary lab aids with numerous resources for this purpose. The lab aides also meet once a month and discuss changes and any new issues dealing with internet safety and security.

District Technology has not been able to successfully develop a program for secondary schools because each school and set of grade levels do not permit us to set training up in any kind of consistent format. It is District Technology's recommendation that each school go through the content at commonsensemedia.org and establish a digital safety, citizenship, privacy and security program. There is a professional development piece for teachers as well as instruction for students.

<https://www.common sense media.org/educators/scope-and-sequence>

District Technology has developed and provided a set of guidelines/policy for schools that choose to support BYOD (Bring Your Own Device). The guidelines provide an adequate amount of information with regards to how BYOD should be implemented. It is strongly recommended that secondary schools implement the BYOD guidelines because students are going to be bringing devices to school even if the policy is not implemented. Information for BYOD can be found at this link: [District Technology BYOD Documents](#)

- [What is the protocol in district schools when inappropriate content is accessed for students, employees and parents?](#)

Policy governing student, and staff use of District technology resources is covered in [District Policy 3700](#). Consequences for inappropriate use are covered in this policy. Misuse of resources that violate either state or federal laws must be reported to the appropriate district administration. In the case of employees, law violations must reported to Human Resources. Otherwise it is up to the school administration to determine what discipline measures should be taken.

- Explanation of district capabilities or inability to change filtering, settings and management tools based on best practices, technological limitations, and funding. Where applicable, districts could include what is provided in connection with e-rate funding.

HB 213 was put into law without any additional funding to support the mandates of the law. A much more sophisticated level of filtering could take place; however, a reallocation or additional manpower would be necessary to accomplish this task. E-rate funding requires that all internet access is monitored, and it is assumed that filtering meets the requirement of the regulation. It is important to recognize that filtering is only part of the monitoring solution. District Policy 3700 states that all devices connected to the internet that are being used by students on school property must be physically monitored by the teacher or adult responsible for the students when they are using the devices.

Other programs can be purchased such as NearPod that allow teachers to put students into a managed environment, but nothing besides LanSchool has been purchased at the district level for this purpose.

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

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

Snow Canyon High School students have access to Kindles, tablets, Chromebooks, Apple OS 10 computers, and Windows computers. These devices are used for Alex, Utah Compose, Word Processing, research, filmmaking, testing, ACT Prep, Jamestown Reader, StartReader, class presentations by both students and faculty, Graphic Arts, Drafting, Welding design, Cooking, Computer Programming, Web page design and Fine Art projects.

- **What supervision practices are in place when students are online?**

There must be a teacher or part-time aide supervising students whenever they have access to a device that have internet access. Computer Labs are also monitored with the LanSchool program at all times.

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

Yes, LanSchool is used in the computer labs at Snow Canyon High School.

- **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?**

When a student accesses inappropriate information there are a number of steps that will be taken. First, a message is sent to the student's screen asking them to stop and come talk to a staff member. Next, the student's login account is locked. If the student leaves without talking to a staff member then he/she will be called out of class to speak to Mr. Kreyling in the Media Center. If the inappropriate information is severe enough Mr. Kreyling and Mr. Hurt will speak to the student and their parents to discuss the appropriate action which could include suspension or expulsion from school.

When a staff member views inappropriate information on a school computer The District Human Resource Director is contacted and an investigation will be started into the employee's computer usage. Appropriate action will be taken including termination and/or arrest if warranted.

If a parent is found viewing inappropriate information on a school computer the school resource officer will be call to escort them off campus. If warranted they will be arrested.

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

Currently all grades are filtered at the same level. This is controlled at a District level.

- **What are the policies in place for devices brought from home – tablets, cell phones, etc.?**

District Technology has developed and provided a set of guidelines/policy for schools that choose to support BYOD (Bring Your Own Device). The guidelines provide an adequate amount of information with regards to how BYOD should be implemented. It is strongly recommended that secondary schools implement the BYOD guidelines because students are going to be bringing devices to school even if the policy is not implemented. Information for BYOD can be found at this link: [District Technology BYOD Document](#)

Community Council Meeting Minutes

November 17, 2015

Parent Members Attending:

Andrea Schmutz

Judy Leavitt

Brent Brindley

Yadira Call

Tania Duffin

Angie Staheli

School Members Attending:

Paul Hurt

Warren Brooks

Marcus Matua

Jaime Kreyling

Natalie Attura

Housekeeping:

Yadira Call motioned to approve the minutes from October 6th. Angie Staheli seconded.

Tania Duffin motioned approval of the current internet safety program for the school. Yadira Call seconded. Also mentioned that PTA is arranging an assembly & community meeting in February “Fight the New Drug.”

District Training October 28th at District Offices was not particularly helpful—Andrea Schmutz & Tania Duffin attended

Business:

1. Paul Hurt projected the spending budget this year to be \$67,000-\$70,000. Some “fixed costs” we have funded the last few years.

\$3900 Computer maintenance & tech help during the summer

\$5900 Dave Ramsey literature for Financial Management class

\$3000 Flex reading

\$3260 Reading teacher for 1 period per semester

2. We reviewed the documents that departments had prepared for request of funds. (Documents are attached.) Opportunity was given to discuss and ask questions of faculty present and their perception of these requests. Some discussion & information:

-Sports Medicine has 4 classes about 30-36 per class. It’s a full year class.

-Math 1050 requires use of chrome books every day.

-Foreign language cannot really share a set of chrome books with Performing Arts.

-Performing Arts request has the chrome books at a higher cost because they require more memory because they’d be using them for film making and whatnot.

--Touchscreen Chrome books are very important for Math III to allow students to practice Sage Testing on the touchscreen.

3. Discussion about the sets of chrome books that the school currently uses. Since the majority of requests were for chrome books but there was a feeling among the council that we’d prefer to buy additional chrome books sets for the school pool rather than assigned to specific departments. Concern raised that teachers use computers too much at times—we don’t want them using them every day per se.

--The school as a whole has currently 8 sets of chrome books available. They are in a pool and teachers request in advance to check them out for their classes.

--Life span of Chrome books 5-8 years.

--Google will be phasing out the chrome books in 2017 but will still provide support to the Chrome books. We should not feel like we're throwing away money by getting them.

4. Review of final test results for 2014-15 school year with Mr. Brooks.

Assignments:

Request for Science Department to prioritize their requests. (They have done that and the updated document is attached.)

Meeting adjourned

Next Meeting: January 12, 2016 11:30 a.m.

Community Council Meeting Minutes

Jan, 2016

Parent Members Attending:

Andrea Schmutz

Tania Duffin

Angie Staheli

Judi Leavitt

Yadira Call

School Members Attending:

Marcus Matua

Jaime Kreyling

Natalie Attura

Housekeeping:

Angie Staheli motioned to approve the minutes and Yadi Call seconded the motion.

Discussion:

Continued discussion and analysis of the request for funds (attached to the minutes from last meeting).

Cost of things we have traditionally funded each year:

\$3900 Computer maintenance & tech help during the summer

\$5900 Dave Ramsey literature for Financial Management class

\$3000 Flex reading

\$3260 Reading teacher for 1 period per semester

\$16,060

Leaving \$50,940 (assuming we only get the minimum \$67,000)

We felt strongly about getting 1 set of 48 chrome books plus a cart \$16,320 to add to the pool.

Discussion regarding funding as many as possible requests with the exception of not giving any one department their own set of Chrome books.

We'd like to find out if it would be helpful if we filled in chrome books where there are not full carts.

Assignments—Questions to be answered by school staff before or at the next meeting:

Ask if Foreign Language Department if ALL foreign languages would be using the I-pads (we know Spanish would be using them.)

Ask if we paid for the accompanist if that would free up the school's budget for other things.

Ask how many current chrome book carts do not have full set of chrome books.

Ask if the \$3260 for a Reading Teacher is for 1 period per semester or for a whole year.

Meeting adjourned

Next Meeting: Tuesday, February 23rd 11:30 am

Community Council Meeting Minutes

February 23, 2016

Parent Members Attending:

Andrea Schmutz
Tania Duffin
Angie Staheli
Brent Brinley
Yadira Call

School Members Attending:

Marcus Matua
Jamie Kreyling
Warren Brooks
Paul Hurt

Housekeeping:

Yadi Call motioned to approve the minutes from last meeting and Brent Brinley seconded the motion.

Discussion:

Continued discussion and analysis of the request for funds.

Assume SITLA funds will be approximately \$67,000-\$70,000 for our school.

We had questions answered from the last meeting:

YES--ALL foreign languages would be using the I-pads.

YES--If Community Council paid for the accompanist if that would free up the school's budget for other things.

19--Chrome books are needed to fill up the carts that do not have full set of chrome books. (Some carts hold 36 some carts hold 48.)

YES--The \$3260 for a Reading Teacher is for 1 period per semester.

Voted:

1. School Technology Pool	\$16,320.00	1 set of chrome books and a cart—actual cost may be adjusted
Math	\$6907.50	90 Calculators
Science	\$6580.00	20 Electronic Lab Quest data collection systems
Science	\$2498.00	Wide angle telescope & accessories
Science	\$1019.00	Geology steam table & teaching kits
Science	\$3768.00	8 Chemistry hot plates
Foreign Language	\$5009.00	Ipads and storage cart
Performing Arts	\$2994.00	Ipads (For film class)
Performing Arts	\$3500.00	Professional accompanist
School Technology	\$3900.00	Summer computer tech & maintenance
Financial Management	\$5900.00	Dave Ramsey Literature
Flex Reading	\$3000.00	
Language Arts	\$3260.00	Reading teacher for 1 period for 1 semester
TOTAL:	\$64,655.50	

Any additional funds will be used to purchase individual Chrome Books at approximately \$300 each to fill existing carts—hoping to get 19 additional Chrome Books.

Tania Duffin motioned, Angie Staheli seconded, and Brent Brinley called for the vote. Unanimous to approve.

2. The internet safety plan has been presented and discussed in previous meetings. The community council feels that the current internet safety plan is adequate.

Paul Hurt motioned, Brent Brinley seconded. Unanimous approval.

Council Member Terms:

Brent Brinley is eligible and available to serve another term. Judy Leavitt's term has also ended—it was not determined if she was eligible and available to run again. Andrea Schmutz, Angie Staheli, Tania Duffin and Yadi Call have another year to go. Angie Staheli will serve as Chair for 2016-17 school year.

Meeting adjourned—Angie Stahli motioned to dismiss the meeting

Next Meeting:

Meeting originally scheduled for March 22nd has been cancelled—all business is completed. A final email is all that is necessary.

Amendment to Minutes 4/15/2016

Meeting business conducted via email April 9th-April 15th 2016

As noted in November and January's minutes, we anticipated a minimum of \$69,000.00.

This amount is now estimated at \$78,892.00.

This amount of \$78892.00 + \$8745 (carryover from last year) = \$87,637.00

Motion:

Yadira Call motioned that with the extra \$18637.00 we purchase another set of 48 chrome books and charging cart (for 2 total sets of 48) and with any leftover money spend, (so there is no carryover) as we originally voted, on individual chrome books to complete sets and replace broken and damaged chrome books. Angie Staheli seconded.

Vote:

Voted to approve: Yadira Call, Angie Staheli, Paul Hurt, Tania Duffin, Andrea Schmutz, Brent Brinley, Conley Gali, Marcus Matua, Warren Brooks, Judy leavitt

There were no nay votes.