

## Digital Citizenship

<https://schools.utah.gov/schoollandtrust/resources/05.2021.DigitalCitizenshipLEAs.pdf>

### IT RELATED

- What filters are being used, and how do they work?
  - *Excelsior Academy uses the USBE's UETN sourced internet filtering system. This system applies to all wifi and wired connections for staff and students on campus. The school also uses the filtering portions of the Google Workspace for Education system as well as an additional layer using the Linewize software directly on student machines (Chromebooks). Linewize on Chromebooks allows the school some level of control over students' access to the Internet using school issued devices when they are not on campus. We use Linewize as an extension on the Chrome Devices as the first layer of filtering on devices. ContentKeeper monitors all traffic beyond the filtering on the devices.*
- Are there different settings used for different grades and school levels?
  - *We follow an opt-in model for allowing students to access specific websites. This means that we input the identified sites into our filtering system. Within the Google Workspace for Education system, we limit student access only to Google Classroom, Gmail, Calendar. Google settings have global school-wide settings, as well as granular settings which we fine tune to get as granular as needed to a classroom level. ContentKeeper segments users in groups such as Staff vs Students and also via Network (VLAN) segmentation. Each group has different access level controls. Granular configurations allow us to precisely tune access.*
- What is the district filtering policy on frequently used sites such as YouTube, Google Images, Weebly, etc.?
  - *Students have access to use approved sites appropriately and for class purposes. Teachers supervise students under their supervision. Adhoc updates are made as needs evolve. It is a proverbial cat-and-mouse model, where as users (students) learn to circumvent filters, updates are added. Upon request Faculty can request time based access to content that would otherwise be blocked.*
- Are there management systems available (MDM, Chrome management, LanSchool, etc.) that can add additional supervision and appropriately limit access?
  - *Linewize is a per device application on Chromebooks that monitors and reports on usage per student logged in. Teachers on a Linewize console can also view and manage students' sessions in the classroom.*
- What resources does the school provide concerning educating students on safe internet use and digital citizenship?
  - *Internet safety is taught in Digital Literacy as well as in College and Career Awareness for middle school students, and an elementary computer class. Additionally, the state has abundant resources that computer teachers have access to in order to create curriculum. Coming soon, the ability for parents to have visibility into their respective students' internet usage during school hours.*

- What is the protocol for students, employees, and parents in schools when inappropriate content is accessed?
  - *When administration is informed (Linewize Realtime Reporting, ContentFilter, Peer Reporting) of individuals accessing inappropriate material, an investigation by the building administrator occurs. Students will be investigated by building administrators. Faculty will be investigated by their supervisor and the executive director. The school or law enforcement may investigate parents. The investigation is limited to school devices because of the limit on identifiable information of a device. We additionally have an option to enroll parents into an app where they have direct access to their respective students' internet usage reports.*
- What devices are being used, and how are students using them?
  - *The school is using Google Chromebooks, Apple iPads (Art Classes, SPED & Robotics), plus Linux Operating System (for 2025-26, 2026-27 School Years). Students use these devices to complete classwork, check grades, and submit assignments.*
- What are the main applications, programs, and sites used in different classes, grade levels, and subject areas?
  - *This is an extensive list - including Web applications, iPad based applications - that is approved through our compliance office. We are maintain a meta data dictionary, which is available on our website: [https://sdpc.a4l.org/district\\_listing.php?districtID=6923](https://sdpc.a4l.org/district_listing.php?districtID=6923)*
- What supervision practices are in place when students are online?
  - *The school uses teacher supervision, Linewize, ContentKeeper. The school's network security system alerts the administration regarding inappropriate usage.*
- Are there management tools used that allow teachers to digitally monitor student use or limit access to some applications or sites?
  - *The Google Workspace for Education suite, as well as our network security, allows for restriction at an administrative level. Linewize gives teachers classroom level visibility, real time, as to what students are doing, giving them the ability to shut off browsers, take screenshots of behaviour and report to administration for additional review and support..*

### **ADMINISTRATION RELATED**

- What are the school rules when inappropriate information appears for students, staff, and parents?
  - *Any incident should be reported immediately to school administration. The building administrator will then follow the investigation process. Administration follows the school's policy and the family handbook.*

- Are there safe reporting procedures for students, staff, and parents?
  - *Inappropriate behaviors can be reported to the administration, counselors, teachers, or anonymously through SafeUT.*
  
- How does the school balance access and safety that is grade-level appropriate?
  - *This is managed through the Google education suite and the classroom teacher. In addition, the Linewize system gives teachers lockout capabilities to drive focus to only certain sites related to classroom activities while blocking all else.*
  
- What does the administration see as essential opportunities for students related to constructive, proactive technology use?
  - *CCA and digital literacy classes in the middle school, and computer classes in the elementary learn typing and other computer usages. Additionally, different core classes and electives teach the proper use of internet exploration, research, and coding.*
  
- What does the administration see as the greatest internet threat for students?
  - *Unfiltered internet access to personal devices. The school's wifi provides a level of security when students use personal devices. If students are using phone data, there are no security measures in place.*
  
- What are the policies in place for tablets, cell phones, etc., brought from home?
  - *Devices need to remain in backpacks and lockers during school hours. Students can use the school's guest internet outside of normal school day hours, which is filtered, on their devices.*
  - *Electronic Device Policy:*  
[chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://vahara-o2-public.s3.amazonaws.com/media/118700/Electronic-Device-Policy.pdf](https://vahara-o2-public.s3.amazonaws.com/media/118700/Electronic-Device-Policy.pdf)

## **TRAINING**

- Explain training currently provided:
  - To students about digital citizenship and safe use of technology.
    - *Students receive training in 6th grade during their Digital Literacy class, and in 7th and 8th grade, during College and Career Awareness class. Elementary students receive lessons during their computer class. We also train students on the SafeUT app and responsible internet usage.*
    - *Link to the curriculum that Digital Literacy and elementary computer classes use:*  
[https://drive.google.com/drive/folders/1wSXmoQdVzilFH-74aH\\_RWUSJMEmCGulh?usp=drive\\_link](https://drive.google.com/drive/folders/1wSXmoQdVzilFH-74aH_RWUSJMEmCGulh?usp=drive_link)
    - *Students receive additional instruction from the directors when they fail to follow appropriate use expectations.*
  - To parents and guardians about how to discuss and support digital citizenship and safe technology use with their children and report inappropriate content.



- What recent actions (over the past few years) have the administration and staff taken to increase a safe and wholesome learning environment?
  - *School counselors provide mental health awareness and anti-bullying lessons for all students. The middle school English class also has an anti-bullying lesson each year. The continued support of the CHAMPs model continues to strengthen the learning environment. Both the middle school and elementary schools have a character education program that helps to develop a wholesome learning environment. TAC supports a safe learning environment through developing stronger connections as students get to know teachers outside of the curriculum.*
  - *Mental Health Awareness Week - Led by the middle school counselor.*
  - *Use of the SafeUT app for reporting*
  
- What does the administration see as the greatest day-to-day safety concerns?
  - *People entering the building, the carpool process, carelessness (primarily on the playground), and unmonitored internet access to students.*
  
- *School Climate Survey for 2025 school year*
  - *The school is a safe place for my child*
    - *Elementary - 160 responses. 151 yes and 9 no.*
    - *Middle School - 99 responses. 90 yes and 9 no.*