

## SUSD Student Appropriate Online Access Policies and Procedures

Stakeholder	Responsibilities	Next Steps
Students	<ol style="list-style-type: none"> <li>1. Follow the Student <a href="#">Responsible Use of Technology Policy</a> (RUTP Flier-summary of policy)</li> <li>2. Report any inappropriate use of technology</li> </ol>	<ol style="list-style-type: none"> <li>1. 3rd-8th grade students to sign the RUTP flier</li> </ol>
Teachers	<ol style="list-style-type: none"> <li>1. Teach a minimum of 3 Digital Citizenship lessons per year</li> <li>2. Address issues about appropriate tech use as they arise</li> <li>3. Monitor physically the online activity of students</li> <li>4. Assign students to sign RUTP flier every year</li> <li>5. Use online monitoring tools such as GoGuardian Teacher (5th-8th)</li> </ol>	<ol style="list-style-type: none"> <li>1. Assign 3rd-8th grade students to read, discuss, and sign RUTP flier every year in the fall (Google Classroom or other way)</li> </ol>
Coaches/TOSA's	<ol style="list-style-type: none"> <li>1. Support teachers in learning classroom management strategies to support students in using technology appropriately</li> </ol>	
Principals	<ol style="list-style-type: none"> <li>1. Review notifications of flagged incidents by students</li> <li>2. Talk to students and parents as incidents arise</li> <li>3. Provide consequences for inappropriate use</li> <li>4. Record the incidents on PowerSchool and label Discipline&gt;Tech</li> </ol>	
Tech Team	<ol style="list-style-type: none"> <li>1. Provide GoGuardian Teacher to 5th-8th grade staff</li> <li>2. Provide principals with PD on how to use the monitoring tools (Gaggle and GoGuardian)</li> </ol>	

	<ol style="list-style-type: none"> <li>3. Create a procedure for teachers to request sites be whitelisted or blacklisted</li> <li>4. Present at each site to students responsible use of technology with anecdotes <ol style="list-style-type: none"> <li>a. Partner with Resource Officer/DA</li> </ol> </li> </ol>	
District Administration	<ol style="list-style-type: none"> <li>1. Create a Policy and Procedure for the district on how to handle incidents of inappropriate use</li> </ol>	
Parents	<ol style="list-style-type: none"> <li>1. Open line of communication with students</li> <li>2. Discuss family values</li> </ol>	
Resource Officer	<ol style="list-style-type: none"> <li>1. Provide support to district and parents</li> </ol>	