

Panther Nation



***Pine Hill Middle
Igniting Success***

Library Media Handbook 2019 – 2020

CAROL NIMMONS - Media Specialist

OVERVIEW OF MEDIA PROGRAM



As part of the Department of Technology in Richmond County Public Schools, the library media program will provide leadership for technology integration into the teaching and learning process. Technology plays a significant role in accessing information. No single area within the school has been more transformed by technology than the library media center, the technological hub of the school. The library media specialist facilitates teachers' use of technology for production, instruction, student inquiry and communication. To ensure that this occurs, technology should be treated as a tool for learning rather than as an independent discipline. Through the use of technology, the library media specialist, in partnership with the technology department, can assist teachers and students in:

- . Enhancing information inquiry and processing skills*
- . Gathering information from global perspectives*
- . Communicating with others in a global environment*
- . Analyzing data*
- . Facilitating presentation and production of ideas through multimedia*
- . Expanding teaching and learning opportunities*

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PINE HILL MIDDLE SCHOOL
Library / Media Program
2019-2020



Mission and Philosophy:

The mission of Pine Hill's Media Center is to support our school community by providing physical and intellectual access to current, varied resources, as well as engaging, collaborative learning experiences, in order to develop critical thinking and research skills, promote the ethical use of information, encourage creativity and inquiry, and foster a lifelong love of reading and learning. Services will be provided based on the school's instructional needs, the RCSS curriculum, and the AASL's Standards for the 21st-Century Learner in Action (American Association of School Librarians, Chicago: 2009).

Goals:

- To provide services to students, faculty and staff that will enhance the instructional program at Pine Hill.*
- To provide instructional materials that will stimulate growth in factual knowledge, literary appreciation, ethical standards and aesthetic and moral values.*
- To provide information that will enable students to make intelligent, informed decisions in their daily lives.*
- To provide technology options for all students, as well as print and non-print materials, in their quest for knowledge.*
- To provide materials on opposing views of controversial issues so students, with guidance, may develop skills necessary for critical reading, thinking and listening.*
- To provide materials representative of many religions, ethnic and cultural groups and their contributions to our mutual heritage.*
- To provide materials that support research-based strategies and supplement the classroom instructional goals.*
- To provide materials that support the Georgia Performance Standards, America's Choice Strategies and the "backward design" teaching format.*
- To provide an organized and peaceful environment with which to facilitate learning and the exploration of personal interests.*
- To provide teachers with opportunities to collaborate with the Library Media Specialist in order to incorporate information literacy skills into the curriculum.*

Media Center Operations / Scheduling

Pine Hill Middle Media Center operates on an open and flexible schedule. The Richmond County Board of Education and Georgia State law mandate the open schedule policy. Flexible scheduling is addressed in DOE rule IFBD 160-4-4-.01. The media program is not to be used as a means to provide planning time for teachers. A flexible schedule allows media center access to all persons throughout the instructional day and works in partnership with teachers through collaboration.

No fixed schedules will be honored. Individuals or small groups of 2-5 students may come to the media center for the purposes of reading, study, research, or concentrated instruction anytime during the school day. The media center is open from 8:15 A.M. until 4:15 P.M. for teachers and 8:45 A.M. until 4:15 P.M. for students. Students should have an agenda, containing their barcode, for easy identification and check out. Students sent to the library to read, do research, take tests, work on projects, or to use a computer, should have a note from the classroom teacher written in their agenda, indicating the purpose of their visit and the length of time they are allowed to stay in the library. Students will not be admitted without individual passes having the specific assignment briefly noted in their agenda by the SUBJECT teacher. The Media Center Staff reserves the right to send students back to the classroom if the library is too crowded or if students behave inappropriately. Students should not be sent to the Media Center for disciplinary reasons.

Class visits are welcomed but must be scheduled in advance for a specific instructional purpose. Teachers needing to schedule a class visit to the library, should coordinate and plan a class lesson with the media specialist. Richmond County Board policy mandates that teachers must actively participate in lesson delivery and remain with their classes in the library during their entire class visit. An open class format is provided for teachers to have an entire class come to the library for a definite purpose such as textbook check out or orientation. Planning for whole class instructional visits should be arranged a week in advance. If a teacher knows he/she will be absent on the day of scheduled Media Center time, please reschedule your library time for a different day. DO NOT send your class to the library with a substitute teacher without informing the media staff so that we can be prepared.

Conduct/Rules:

Individual students, groups of students or whole classes are expected to conduct themselves appropriately in the library. Those persons who cannot follow Media Center rules will be asked to leave. Because of the range of resources available and the variety of activities conducted in the Media Center, the following rules must be adhered to and enforced:

- Students are expected to talk quietly so other students are not disturbed.
- Students are expected to return books on time and in the same condition in which they were borrowed.
- Students are expected to treat all items in the Media Center with respect and care, and to be accountable for their own actions.

- Students are expected to use computers for completing school related assignments unless given permission to visit other educational websites. (Minecraft, Halo, chat rooms, instant messaging, Facebook, and other social networking sites are not allowed.)
- Students are expected to leave computers in the same condition in which they began using them. (Do not change backgrounds, the homepage, download programs, or delete icons.)
- Students should not take materials from the Media Center without first checking them out at the circulation desk.
- Students should not eat, drink, or chew gum in the Media Center.
- Students are not to run, jump, push, or play in the Media Center.

The Media Staff has the authority to suspend the privileges of anyone who fails to comply with the Media Center rules.

Circulation Policy



Students are allowed to have either two (2) library books and (1) reading novel out at any given time, with a renewal option if more time is needed. Library books are loaned out for a two-week period. Reading novels, in support of the Language Arts curriculum, are loaned out for the required duration to complete the class assignment. If an additional material is needed for the specific completion of school assigned work, the media staff, at their discretion, may allow additional checkout(s). Access to all materials within the fiction and non-fiction areas of the Media Center is allowed. Reference materials and magazines do not circulate, but are for use within the Media Center only. If a student wants a book that is checked out, the book can be put on hold for that student. Books are to be returned to the library book drop in the circulation desk. Students with overdue books and/or fines may not check out any materials.

Faculty & Staff members have access to all Media Center materials. Teachers may check out materials for a period of one month with the exception of curriculum materials, which can be checked out for the school year. Teachers are responsible for the items checked out in their names. Teachers with lost or overdue books and materials are subject to having their checkout privileges withheld. Please do not pass items checked out in your name to other teachers or allow students to take items home. Limited reference materials may be checked out for a single day, for use within the classroom. Faculty and staff are asked to be considerate of the needs and wishes of everyone utilizing the Media Center and return borrowed materials as soon as they are finished using them.

Damaged and Lost Materials:

Students and faculty, who damage or lose Media Center materials, are required to pay for the repair or cost of the materials. Materials include print, video, software and audio items, as well as hardware such as computers, printers, monitors, and cameras. The cost of lost items will be assessed at the actual cost of the lost materials; damages will be assessed at the cost of making repairs. This is in accordance with district policy. Labels (barcode, Accelerated Reader, spine and other labels) removed from a book will be charged \$1.00 for label replacement.

Accountability for Lost and Damaged Items:

Please note that students are held accountable for all items checked out in their name. Responsibility is not mitigated even if library materials are entrusted to a friend, sibling, teacher, or left in a classroom. If material is lost or damaged by another person while checked out under a student's name, the student who checked the material out is still responsible for making restitution for the material. Address your concerns about payments for damage or lost library books to the Media Specialist.

Overdue Books:

At this time, Pine Hill Media Staff does not assess fines for overdue books. Books that are severely overdue (a month or more) may be judged lost, and the student charged accordingly unless he/she produces the missing material in good repair. Students with severely overdue books need to be aware that they are curtailing their ability to fully utilize the Media Center. Additional books may not be checked out until the matter of an overdue book is settled satisfactorily.

Selection of Media Materials:

The Media Center welcomes suggestions and input from teachers, students, and parents on the purchase of Media Center materials. Our goal is to provide fair and balanced representation of all curriculum areas and recreational interests, and to provide materials, which are modern, current, and of high appeal. We strive to make a variety of media available, including print sources, software, videos, and other formats of media. The Media and Technology Committee makes certain to take into consideration the needs, desires and interests of all those who offer recommendations on the selection of materials.

Criteria for the Acquisition of Materials:

- Overall instructional purpose
- Educational suitability and age appropriateness
- Timeliness
- Importance of subject matter
- Quality of the materials
- Readability level
- Authoritativeness
- Reputation of the publisher/producer
- Reputation and the significance of the author/artist, composer/producer
- Format
- Favorable recommendations based on reviews and professional evaluations
- High degree of potential user appeal
- Value commensurate with cost/need
- Requests from staff, students, parents and community

Gifts and Non-school Owned Materials:

The Media Center will follow all the Richmond County guidelines and policies as it pertains to the receiving of gifts and other materials donated. Gifts must be judged on how useful the materials are and whether or not they support the instructional goals of the school. Gifts should

only be accepted if they are up-to-date and enhance the media center's collection. No technology should be connected to the school server without permission from the Media Specialist.

Reconsideration of Media Materials:

Materials will only be removed from the collection as they become outdated and meet the criteria of the annual weeding process. However, on occasion, a complaint is received that a specific book or material is inappropriate for the learners at Pine Hill Middle. The Media and Technology Committee will carefully weigh and consider the input of those registering concerns before making a final decision on what is to be done with materials called into reconsideration. The following procedures will be implemented for a complaint:

- The complainant will be asked to file their complaint in writing on the "Form for Reconsideration of Media" to the administrator.
- The school administrator shall refer the complaint to the Building Media Committee to consider the validity of the complaint.
- After reviewing the complaint, the committee will meet with the complainant to reach a decision on the issue.
- If the complainant does not accept the response of the committee, then the complaint will be referred to a RCBOE Media Committee.

Personal Objections to Media Materials:

The Media Center is aware that parents and guardians may have personal objections to their children having access to specific materials offered in the Media Center, while still having no desire to file an official complaint. We make every effort to respect and honor such concerns, and are equipped to put a computerized notation on any student's file specifying materials he or she *may not*, in accordance with parental wishes, be allowed to check out.

Any parent having such a concern is asked to send a letter or note to the Media Center with:

- Name of the child
- Homeroom Teacher Name
- Specific materials (i.e. book titles) you wish to be restricted from your child
- Parent *Signature*
- Date

Printing Fees:

Students may print in the Media Center. However, they should get permission from Media Center staff prior to printing and they must pay \$0.10 per page for black and white printing and \$0.25 per page for color printing.

Lamination:

Lamination will be done on Tuesdays and Thursdays by the Media Staff from 9:00AM to 11:30AM. Materials requiring lamination must be placed on the table in the media workroom before 9:00AM on those days. Teacher names should be written on the back of all items requiring lamination or a slip attached so that we may identify the owner of each piece of

material. All items must be submitted ready to be laminated. The Media Staff does not cut or punch out materials.

- Items to be laminated should meet the following criteria:
 - Bulletin board or teaching materials that will receive extensive use.
 - Flat, one-dimensional items no more than 24 inches in width.

- Items that cannot be laminated:
 - One-time use items.
 - Student produced items that will be sent home.
 - Three-dimensional items.
 - Items over 24 inches in width.
 - Items that are not securely attached to its backboard.
 - Very small items.



Technology Resources

Online Public Access Catalog (OPAC):

DESTINY is the Online Public Access Catalog (OPAC) for Richmond County Schools. This automated card catalog is a countywide online database of materials held by our group of libraries. Users typically search a library catalog to locate books, periodicals, audio/visual materials, or other items under control of a library. Materials housed in the Media Center can be searched by title, author, keyword, or subject. DESTINY can be accessed from any computer (home or school) that has Internet access at <http://rcboe.follettdestiny.com>.

Videotape / DVD Policy:

Any videotape housed in the Media Center may be shown if it is instructionally related and documented in the teacher's lesson plans. Personal videos brought in by teachers, students and parents must be submitted for preview 2 weeks in advance and approved by the Principal. No commercial videos (i.e. Blockbuster, Redbox) or Disney videos may be shown in the school. Please follow all copyright guidelines as they relate to copying and usage. A video request form must be filed in the media center 1 week prior for school video or 2 weeks prior for non-school videos. All videos being shown must have a legitimate educational purpose or objective.

Impero Classroom Management Software:

Impero has been installed on all computers for teachers to easily manage their classroom and communicate with their students without leaving the designated teacher's workstation. Impero lets teachers monitor and control student computers using the thumbnails view. In addition to viewing students' desktops, you can capture snapshots of students' screens, take control of students' desktops, temporarily lock students' computers, remotely shut down students' computers, block internet access, and block the use of specific applications. Teachers can also communicate with the entire class, a group of students or an individual student. Teachers can broadcast their desktop, conduct polls, send messages and files to students, and receive replies.

Georgia Public Broadcasting/United Streaming: <http://www.gpb.org/education>

A variety of curriculum based instructional videos, for classroom use, are available through the Internet at <http://streaming.discoveryeducation.com/?location=gpb>

- United Streaming is provided free to each school, department and teacher by GPS.
- United Streaming is the largest and most current digital video library available today.
- United Streaming provides award-winning content in all subject areas and the videos are correlated to your state standards.

A reminder for all teachers: the district asks that desired videos be *downloaded* – not streamed – in order to prevent slowing bandwidth traffic. If you don't have – or have forgotten -- your password to access this site, or need further help in utilizing these resources, please either use the resources on the site page to retrieve your information, or contact the media staff.

Software:

All copies of software within the school must have a license on file, preferably in the media center. Typically, the license entitles the holder to use the program and make one back up for a specific number of multiple copies of a program, usually at a reduced price. All operating systems must also have a license. No software should be installed without the permission of the media center/and or administrator. All CD-ROMS should be kept with the computer on which it is installed, along with the license of usage.

Computers:

A file of all information including serial numbers and passwords is housed in the media center. It is the responsibility of each classroom teacher to protect their passwords and to keep their equipment clean and operational. The media specialist is not a technician, but can troubleshoot minor problems when the need arises. If the repair needs the attention of a technician, then the media specialist will submit a TECHNICAL REQUEST to the technology department. Log out of computers before leaving for the day. Updates occur overnight.

Computer Lab Policy:

Pine Hill is fortunate to have 4 computer labs (i.e. 1-Business Lab and 3-regular ed. labs) and 11 mobile laptop carts. Laptop carts and regular ed. labs may be reserved by teachers on a first come, first served basis. Teachers are allowed to reserve their grade level computer labs 3 days each month to reinforce academic standards. Carts and labs are not to be used for free time or for the sole purpose of playing games. To reserve a cart or lab, please follow the procedures outlined below.

1. Sign up for carts / lab times in the **Media Center**.
2. Sign up for your grade level computer lab: **6th-rm. 231, 7th-rm. 409, and 8th-rm. 408.**
3. You may reserve up to **3 computer lab days each month**.
4. Each computer lab period will last approximately **1 hour**. Please be prepared to leave the lab on time so as to not inconvenience the next class.
5. If you need to cancel a lab reservation, remove your name from the lab calendar.
6. Teachers must remain with their classes at all times while in the computer lab.
7. No software may be installed on computers without permission and the appropriate licensing.

8. The media staff needs a two week notice for any software installation.
9. Hardware and software may break down in spite of our best efforts to maintain the labs. Promptly report all problems to the media staff.
10. **Instructors need to model and enforce all lab policies with their students.** For example, instructors should not have food or beverages in the lab and should not allow students to do so. Also, please have students pick up scratch paper, push chairs in and return their machines to a state ready for the next user.
11. Always turn monitors off when computers are not in use.

Projectors:

Classroom projectors should be turned off when not in use and at the end of the school day to preserve the life of the lamp. Projector lamps are very expensive and may take months to get a replacement. Take care of your projector so it will last the entire school year. If you see a projector on and not being used, especially in common areas such as a computer lab, help preserve this valuable resource by turning it off.



Copyright Policies, Procedures and Guidelines

Pine Hill Middle School and the Richmond County school district make it a priority to adhere to all Federal laws and guidelines regarding copyright of any media, print or non-print material. The media specialist is a “copyright advisor” for the reproduction and use of copyrighted print, non-print and electronic information. It is the responsibility of the classroom teacher to follow all copyright laws and guidelines.

What is “Fair Use?”

“Fair use” privileges allow for the limited infringement of copyrights, for the purpose of meeting specific educational and instructional goals. There is no such thing as “fair use law” - there are only fair use guidelines. In any question about “fair use” which may arise between the holder of a copyright and the user of copyrighted material, the courts will weigh in heavily on the side of the copyright holder, *regardless of how the material was used or intended to be used.*

In essence, “fair use” allows for the least invasive and most limited use of a copyrighted work, to achieve a specific educational or instructional goal.

What Types of Media are affected by Copyright Laws and Fair Use Guidelines?

Print materials (including texts, workbooks, etc.), videotapes, audiotapes, television broadcasts, recorded music, musical scores, Internet web page content, computer software, and almost all other material *whether or not it has a copyright statement or notice.*

What are Some Examples of Things I Can and Cannot Do?

These are some examples of fairly common copyright and fair use concerns and infringements.

Print materials

- Whole books or large sections of books may not be copied. All copies must serve a specific educational purpose, and must contain the briefest amount of material to accomplish that goal. The copying of coloring book pages to give to students for fun, for example, would NOT be considered fair use, and IS copyright infringement.
- Files of articles, short stories, etc. may not be kept for indefinite use with classes.
- Copies of print materials may not be made to avoid purchasing available & needed texts, workbooks, or other materials.
- Photocopying: (Single Copies – Teacher/Classroom Use)
 - A chapter of a book
 - An article from a periodical or newspaper
 - A short story, short essay or short poem
 - A chart, diagram, cartoon or picture from a book, periodical or newspaper
- Photocopying: (Multiple Copies – Teacher/Classroom Use)
 - A complete poem if less than 250 words
 - An excerpt from a longer poem, not to exceed 250 words
 - A complete article, story or essay of less than 2500 words
 - Excerpt from a larger article, story or essay not to exceed 2500 words or 10% of the whole, whichever is less
 - One chart, graph, diagram, cartoon or picture per book or periodical issue
 - Special works containing prose, poetry and illustrations but limited to no more than 10% of the total

Video & Television

- Television programs can be taped and used within a period no longer than 10 days from the date of taping, unless the program provides a specific waiver from this stipulation. The TV programs must serve a specific and immediate instructional purpose, and be destroyed afterwards.
- Television programs may not be taped “just in case” you might want to use them someday.
- Videos may not be shown solely for entertainment or reward purposes.
- Copies of videos or television programs may not be made to avoid purchasing needed visual materials.

Computer Software

- A software program - unless specifically licensed for lab / multiple computer use - may not be used on several different computers at home and / or school.
- Most software allows for one archival copy to be made and stored, in case damage occurs to a disk. Copies of software may not be made and then distributed to other users.
- Copies of software may not be made to avoid purchasing needed computer software and materials.

Music

- Music cannot be copied and distributed from music download sites.
- Copies of commercial CDs and tapes may not be made and distributed to other users.
- Copies of music or sheet music may not be made to avoid purchasing needed music.

Commercial TV

- As a general rule, a commercial TV broadcast may be used in the classroom, provided the following criteria are met:
- If the show is being utilized in real-time (as it is broadcast) and it is to further a specific educational goal.
- If the show is taped, it must be utilized and then destroyed within a 10-day period from the taping. It must be used to further a specific educational goal – and utilized in the least manner possible to meet that goal. (Don't show an hour-long program, when only 15 minutes serves your purpose.)

BYOT Policy:

Please see the Richmond County Packet for information regarding Bring Your Own Technology.

http://www.rcboe.org/cms/lib010/GA01903614/Centricity/Domain/83/BYOTPacket_rev8.2015.pdf

Internet Usage Policy:

The school's policy for use of the Internet is an extension of the RCBOE Internet Policy. Internet access is a privilege and is to be used for INSTRUCTIONAL purposes only. Please have your parents sign the proper permission form before allowing students to access the Internet.

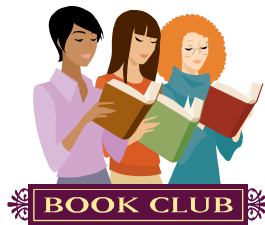
<https://www.rcboe.org/site/handlers/filedownload.ashx?moduleinstanceid=28447&dataid=16162&FileName=Internet%20Acceptable%20Use%202015-2016.pdf>

Building Media and Technology Committee:

The building media committee is comprised of an administrator, media personnel, teachers, a parent, and a student. The purpose of the committee is to discuss acquisitions, curriculum suggestions, technology purchases, and instructional aides. They are encouraged to provide input concerning:

- Long range goals
- Budget priorities
- Reconsideration of materials
- Technological advancements
- Copyright adherence process
- Policies for disposition of gifts and use of non-school owned materials

The media specialist shall be responsible for organizing and working with the Building Media and Technology Committee. A list of committee members shall be turned in to the Director of Educational Media and Technology at the beginning of each academic year.



APPENDIX A

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Duties and Responsibilities of the Media Specialist

- Implement media policies and standards in line with state and local policies and procedures
- Create and foster a climate that motivates effective utilization of media center facilities, resources, and services
- Maintain a neat and orderly Media Center and materials collection
- Responsible for the automated media system
- Order materials for the collection in a timely and approved manner
- Process materials in a timely and recognized manner
- Train and supervise the media assistant
- Maintain accurate records of Media Center operations
- Complete reports for the Director as requested
- Set policies and procedures for the operation of the Media Center
- Prepare and present a Media Center handbook detailing the policies and procedures to be followed by students and faculty
- Catalog all materials and equipment by assigning Dewey call numbers and supervising their data entry into the automated system
- Teach library and reference skills and computer skills
- Act as the copyright advisor for the school and obtaining copyright clearance as necessary
- Act as “reconsideration of materials” contact person for the school
- Coordinate the Building Media & Technology Committee
- Meet with the faculty, individuals and groups, to discuss instructional needs to aid in identifying materials to support the curriculum
- Supervise internet use and access in the school
- Maintain electronic distribution system and satellite equipment
- Maintain an accurate audit of software licenses for the school
- Maintain an accurate accounting of all Lottery items
- Maintain documentation, manuals and warranty information on all computers, instructional equipment and software
- Maintain an accurate listing of all software passwords used in the school
- Maintain awareness of new developments in technology and provide this information to administrators, faculty, and students
- Seek opportunities to increase professional skills through reading, study, and staff development.

Internet Policy

Students Acceptable Use Policy

It is the policy of the Richmond County Board of Education that teachers and students should be furnished educational opportunities and resources to have access to programs and services available for "online" computer services offered by various vendors. In this connection, the Department of Instructional Technology is authorized to provide for procedures with various online suppliers to ensure that these online services do not cost the student or the school district any funds; to ensure that there is access limited to instructional and curriculum related matters; and to provide procedures for other similar matters to ensure that the rights of the online provider and the school district are protected. Particular attention should be given to ensuring that the students are not granted access to anything other than educational and instructional materials and resources.

Richmond County Procedures for Access to the Internet

Access to the Internet provides teachers and students with educational opportunities and resources that are unsurpassed by any other means. It brings worldwide multimedia resources (articles, books, maps, photographs, etc.) to the classroom, provides extensive research tools and methods for global communications. Internet access will increase the information and resources to classrooms, aid students in becoming more responsible and independent learners.

The Internet is an electronic highway connecting thousands of computers all over the world with millions of individual subscribers. The student has access to: electronic mail communication around the world, information and news from NASA (for example) as well as the opportunity to discussions with scientists at NASA and other research institutions, public domain and shareware software of all kinds, "chat" groups on a wide range of topics, and access to many University Library Catalogs, the Library of Congress and ERIC.

With this access to computers and information also comes the availability of material that may not be considered to be of educational value in a school setting. The valuable information and interaction available on this worldwide network-far outweighs the materials that a user could obtain that is not consistent with the educational goals for Richmond County. This requires efficient, ethical and legal utilization of all network resources. Proper conduct by the students and adherence to the guidelines stated below are essential.

It is the policy of the Richmond County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Acceptable use policy

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

1. Internet is accessed only for support of the instructional program and the curriculum as outlined in the Richmond County Curriculum Guides.
2. Transmission of any material in violation of any US or state regulation is prohibited, including copyrighted material, threatening or obscene material or material protected by trade secret.
3. Use for commercial activities is prohibited.
4. Use for product advertisement or political lobbying is prohibited.
5. Netiquette - Generally accepted rules of network etiquette shall include, but not limited to the following; Be polite, use appropriate language, no swearing or vulgarities; E-Mail is not necessarily private, therefore be careful about what you say about others; no disruptive use of the network, such as "chain letters" or other non-educational traffic; remember statements offered by the user are a personal opinion and do not necessarily reflect the views of Richmond County Schools.
6. Internet usage is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and may result in disciplinary action.
7. Security - Students are not to reveal their personal information (home address, telephone number, social security number, etc.) to other individuals on the Internet. On E-Mail, use only school addresses.
8. Vandalism - Vandalism is defined as any attempt to harm or destroy hardware, software or data of another user, Internet or any agencies or other networks that are connected to the Internet. This includes, but not limited to, the uploading or creation of computer viruses. Vandalism will result in the immediate cancellation of privileges and disciplinary action.
9. No software of any kind may be brought from the student's home for use on any school computer.
10. Each school media / technology committee shall establish an individual school Internet policy in accordance with this Richmond county policy.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Richmond County Schools' online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all educators of the Richmond County Schools, including administrators, instructional supervisors, principals, teachers, media specialists, technology specialists, guidance counselors, instructional paraprofessionals and any other personnel having access to the online computer network for instructional purposes, to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Educational Media and Technology or designated representatives.

CIPA DEFINITION OF TERMS:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

RBOE Approved on July 13, 2006

Form for Reconsideration of Media

Media consists of all types of print and non-print materials.

Type of media _____

Name of item _____

Publisher and/or Author _____

Complainant's Name _____

Address _____
Street City State Zip

Telephone (Home) _____ (Work) _____

Complainant represents

_____ Him/her self

_____ Organization (Name) _____

_____ Other Group (Identify) _____

1. Did you read, view or listen to the complete item: Yes _____ No _____

2. How was the item acquired (Assignment, free selection, from a friend, etc.)

3. It the item part of a series? Yes _____ No _____ If yes, did you read, view or listen to the set or series? Yes _____ No _____

4. What is objectionable regarding the item and why? (Be specific)

5. Were there good sections included in the item? Yes _____ No _____

If yes, please list them: _____

Form for Reconsideration of Media – Page 2

6. What do you feel might be the result of using this material?

7. What do you believe is the theme of the material?

8. Did you locate reviews of this item Yes _____ No _____

If yes, please cite them: _____

If no why not? _____

9. Did the review(s) substantiate your feelings? Yes _____ No _____

10. Is there any educational merit to the item? Yes _____ No _____

If yes, what do you feel would be the approximate grade level(s) _____

11. How do you see the item being utilized in an educational program?

12. List the person(s) with whom you have discussed this item.

Name _____ Title/Occupation _____

Address _____

13. What were their reactions and/or opinions? _____

14. What do you suggest be done with the item in question? _____

15. What do you suggest be provided to replace the item in question? _____

Signature of Complainant _____ Date _____

Richmond County Board of Education

Article I. Loan of Equipment

Date _____ Return _____ date __

It is the borrower’s responsibility to:

- Insure the equipment is in working order when it is checked out
- Return the material by the due date
- Return the material in working order
- Provide Police Report should the equipment be stolen or destroyed by fire.

****Note**** include current replacement cost (CRC) and list each piece of equipment separately.

(a)	Model	Make	Serial	#	CRC
Computer	_____	_____	_____	\$	_____
Monitor	_____	_____	_____	\$	_____
Other equipment	_____	_____	_____	\$	_____

The network connection is an Ethernet card. DO NOT attempt to plug a telephone cord into the network card jack. Doing so will damage the network card and possibly the computer. Do not try to reconfigure the computer for a modem. You will be liable for damages to the card/computer.

Software - list titles separately; use the back of this form if necessary.

(b) Title	CRC
_____	\$ _____

Insurance Company: _____ **Policy**
Number _____

The equipment being loaned belongs to the County Board of Education and is public property. The borrower agrees to be responsible for the borrowed equipment and will be responsible for any and all damage or loss to the equipment or any piece of it, whether through misuse or theft, natural wear and tear alone excepted. The equipment will be returned to the school or department location at the end of the loan period. It shall be the responsibility of the borrower to inform school officials of any damage or malfunction. The borrower further agrees that the equipment is for official or educational use only and will not be used as a personal or family computer. It will not be used for playing games or Internet use, except for approved purposes and it shall not be used by other members of the dwelling. By directive of the Richmond County Board of Education.

Name and signature of Borrower _____
(Please Print) (Signature)

School Authorized Signature _____

Richmond County Board of Education

Article II. Personal Computer Usage Request

In order to connect your personal computer to the RCBOE WAN/school LAN, the following is required.

1. Read agreement Statement

The computer listed below is my personal computer. I understand in order to connect this computer to the Richmond County LAN it is necessary to configure the computer's operating system to accept and upload the most recent version of Symantec's Corporate Edition of antivirus software to the hard drive. This software is licensed and is the property of RCBOE. I therefore agree, upon my departure, to remove this software from my computer. I further agree that I will adhere to all the guidelines set forth by the RCBOE Internet Acceptable Use Policy (attached). RCBOE will not assume any responsibility for damages, theft or vandalism caused by any users, nor will Educational Media or the school perform any repairs at any time on this computer.

2. Name: _____ Department: _____

3. Signature: _____ Date: _____

4. Computer Model# _____ Serial # _____

5. Principal Signature: _____

6. Copy must be given to the Media Specialist

Request to Show School Videos

Must be submitted **one week (1)** prior to date of use to allow for scheduling.

TITLE OF VIDEO _____

SOURCE OF VIDEO _____

RELATIONSHIP TO CURRICULUM _____

DATE I WISH TO SHOW THE VIDEO _____

TIME _____

I request the above listed video for use in my classroom for the above stated educational reason.

TEACHER _____ **DATE** _____

Request to Show Non-school Videos

Must be submitted **two weeks (2)** prior to date of use to allow for previewing.

TITLE OF VIDEO _____

SOURCE OF VIDEO _____

RELATIONSHIP TO CURRICULUM _____

DATE I WISH TO SHOW THE VIDEO _____

TIME _____

I request the Building Media and Technology Committee preview the above listed video with the intent that it be used in my classroom for the above stated educational reason.

_____ Approved

_____ Disapproved

DATE _____ Media Specialist _____

PRINCIPAL _____

Request for Off-air Taping

Teacher _____ Date _____

Please record _____

a _____ minute program, which will be broadcast on channel _____, at

_____ on _____.

Time

Date

I understand that I may only use this program once in the course of relevant teaching activities, and repeat it once when instructional reinforcement is necessary. Such use must be within the first 10 consecutive school days after it is recorded. I plan to use the program on

Date

Teacher's Signature _____

Richmond County Board of Education
Educational Media and Technology
MEMORANDUM

TO: ALL MEDIA SPECIALISTS
FROM: EMT DEPARTMENT DIRECTOR

STOLEN OR MISSING EQUIPMENT

Please fill out the information below any time there is equipment missing or stolen from your media center. Send this form to my attention at Educational Media and Technology as soon as possible.

School _____ Date _____

Item _____

Erate/Grant Funded? Yes or No (Circle one) Year Purchased _____ Price _____

Purchase Order No. _____ Brand Name of Equipment _____

Model Number _____ Serial Number _____

Location of equipment when stolen _____

Additional Information _____

Media Specialist Signature _____

Student Photograph and Video Policy:

The following provides information on Richmond County's policy for photographing and using the images and names of students in public media. The content of Richmond County's release form is also provided. If parents/guardians & students have no objection to the student's photograph being used for the purposes of promoting education events, please obtain the release form from the student's homeroom teacher, or the media Center, and return it to the school.

FILE KBF

**USE OF STUDENTS FOR PUBLIC INFORMATION PROGRAMS
(STUDENT PHOTOGRAPH AND VIDEO POLICY)**

It is the policy of the Richmond County Board of Education to allow reasonable access to students for the purpose of using and/or producing photographs, videos, movies, recordings, likenesses, and/or the voice of any student for the internal and external promotional and information activities of the Richmond County School System so long as such activities are legal, including the protection afforded by the Family Education Rights to Privacy Act (FERPA) any/and privacy rights granted under general legal protections. As used in this policy, the term —photograph(s) shall include, but not be limited to, photographs, videos, movies, recordings, likenesses and/or the voice of any student.

This policy is subject to the following conditions:

1. The Superintendent, or his designee, shall inform schools at the beginning of each year that it is acceptable and desirable for each school to obtain prior permission from students and parents to allow news media to use photographs of students. The Superintendent or his designee shall have the right to refuse any such referral for photograph or other internal or external promotional or informational activity publicity where such action in a particular case would be in the best interest of the school system. The Board will be informed upon any such occasion.
2. If the student is under 18 years of age, the parent or guardian of the student must consent in advance in writing by executing the Photo and Video Release Form approved by the Board.
3. The School System will use its best efforts to have the Photo and Video Release Form executed upon the registration of each child into the School System each year.
4. This Photo and Video Release Form shall be on file in the appropriate school and be referenced upon request to confirm if such student has permission for photographs or other promotional or instructional activities
5. It is understood that when employees and students attend meetings that are under the Open Meetings Act that the media can take photographs and the likenesses that might personally identify the parent or student notwithstanding this policy. Examples are School Board meetings and School Council meetings.
6. The Photo and Video Release Form to be used shall be the one attached hereto and made a part hereof. The Superintendent has authority to modify the release if circumstances warrant it. However, the Board will be promptly informed of the change.
7. The photographs, video, movie, recording, likeness and or voice of the student obtained in accordance with this policy may be used by the media without any restrictions.
8. Students from Abuse Shelters, students classified as homeless under the McKinney-Vento Homeless Assistance Act who attend Richmond County schools or special needs students will not be included automatically under this policy. The identity of these students will be protected unless the guardian and shelter official agree at the time, not in advance, for photographs to be taken.

Adopted: September 9, 2004

Revised: October 14, 2004

Revised: March 8, 2007

RICHMOND COUNTY SCHOOL DISTRICT PHOTO AND VIDEO RELEASE FORM

I do hereby grant Richmond County Schools the unlimited right to use and/or produce photographs, likenesses or the voice of my child in any legal manner and for the internal and external promotional and informational activities of Richmond County Schools. I also agree to allow my child's work and/or photograph to be published on the Richmond County School Internet web site, and RCBOE publications. I further understand that my signing this release, I waive any and all present or future compensation rights to the use of the above stated materials.

School Name: _____

Student's Name: _____ Homeroom Teacher: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Address: _____

Student Names Used in Media Productions:

It is the policy of Richmond County that full student names not be used in promotions, web pages, newsletters or other media available to the public. Students should instead be identified only by their first initial and last name. (i.e.: A. Smith, T. Jones...). It is even more preferable that students be identified only by group status, such as —Mr. Smith's Science Students, ¶ or —Members of the 6th Grade 4-H Club.

Copyright Notice Samples

For general posting and use:

NOTICE

Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction in excess of “Fair Use”, that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

For Posting on all copies

NOTICE

The Richmond County Board of Education adheres to the “Fair Use” doctrine with regards to the Copyright Laws of the United States

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials.

The person using this equipment is liable for any infringement of the law.