

# **SPIRIT CREEK MIDDLE SCHOOL**



**Where Excellence is a Tradition**

## **LIBRARY MEDIA CENTER HANDBOOK**

**DR. KIERSTIN JOHNSON, PRINCIPAL**

**MR. JONAVON HARRIS, ASSISTANT**

**PRINCIPAL**

**DR. CAMERON HENRY, ASSISTANT PRINCIPAL**

**MS. ALLISON NEW, MEDIA SPECIALIST**

**OUR SCHOOL'S WEBSITE ADDRESS IS**

**[HTTP://SPIRIT-CREEK.RCBOE.ORG](http://spirit-creek.rcboe.org)**

## INTRODUCTION

THIS LIBRARY MEDIA CENTER HANDBOOK IS BEING PROVIDED TO EACH FACULTY MEMBER AS A REFERENCE FOR MEDIA SERVICES AND RESOURCES. THE LIBRARY MEDIA SPECIALIST FEELS THAT IT IS NECESSARY FOR SCHOOL PERSONNEL TO COLLABORATE IN ORDER TO HELP STUDENTS ACHIEVE THE MOST FROM THEIR EDUCATIONAL EXPERIENCE. THIS HANDBOOK ATTEMPTS TO GIVE AN EXPLANATION FOR OUR POLICIES.



## DESTINY ON-LINE CATALOG

THE LIBRARY MEDIA CENTER UTILIZES DESTINY, AN AUTOMATED CARD CATALOG AND CIRCULATION SYSTEM WHICH CAN BE ACCESSED BY STUDENTS, PARENTS AND TEACHERS ON-LINE AT [HTTP://RCBOE.FOLLETTDESTINY.COM](http://rcboe.follettdestiny.com)

The screenshot shows the Destiny Online Catalog interface for Spirit Creek Middle School. The page has a blue header with the school's name and a 'Log In' link. Below the header is a green navigation bar with 'Library Search' and 'Catalog' options. The main content area includes a search bar with a 'Find' label and a 'Reset All' button. Below the search bar are five icons for search criteria: Keyword, Title, Author, Subject, and Series. A 'Narrow your search to...' section is expanded, showing several dropdown menus: Location (Spirit Creek Middle School), Material Type (Any Type), Reading Level (From to), Interest Level (From Unlimited to Unlimited), and Reading Programs (Unlimited). There are also 'How do I...' and 'Show Less' links.

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"Outside of a dog, a book is a man's best friend. Inside of a dog, it is too dark to read." - Groucho Marx.



## LIBRARY MEDIA CENTER BELIEF STATEMENT

THE LIBRARY MEDIA CENTER BELIEVES THAT ALL STUDENTS CAN LEARN AND ACHIEVE. STUDENTS LEARN IN DIFFERENT WAYS, PROMPTING EDUCATORS TO USE A VARIETY OF STRATEGIES TO HELP FOSTER THEIR SUCCESS. THINKING CRITICALLY AND ANALYTICALLY IS THE KEY TO THEIR ACHIEVEMENT. STUDENTS LEARN BEST THROUGH REAL LIFE EXPERIENCES. THEREFORE, THE LIBRARY MEDIA CENTER ENCOURAGES STUDENTS TO READ ABOUT AND RESEARCH HISTORICAL EXPERIENCES, CURRENT EVENTS, CULTURAL AND INDIVIDUAL DIFFERENCES, AS WELL AS INFORMATION CONNECTED WITH THEIR ACADEMIC AREAS.



## LIBRARY MEDIA CENTER MISSION STATEMENT

THE MISSION OF THE LIBRARY MEDIA CENTER IS TO COLLABORATE WITH FACULTY, STAFF, AND THE ADMINISTRATION, IN ORDER TO INTEGRATE LIBRARY SKILLS, RESEARCH SKILLS, AND TECHNOLOGY SKILLS INTO THE STANDARDS - BASED CURRICULUM.

## LIBRARY MEDIA CENTER OBJECTIVES

1. TO TEACH STUDENTS TO USE THE SCHOOL LIBRARY MEDIA CENTER EFFECTIVELY IN LEARNING THE LESSONS THEIR TEACHERS PRESENT AND TO FOSTER THEIR LEARNING BEYOND THE TEXTBOOK IN MANY SUBJECT AREAS.
2. TO ENCOURAGE INDEPENDENT INVESTIGATION IN NEW OR RELATED AREAS.
3. TO DEVELOP THE VOLUNTARY READING OF WORTHWHILE BOOKS WHICH ARE APPROPRIATE TO THE STUDENT'S GROWING LEVEL OF MATURITY AND READING SKILL.
4. TO HELP EACH STUDENT ACQUIRE A RICH BACKGROUND OF READING EXPERIENCES AND THROUGH VARIOUS METHODS, PROMOTE TASTE IN READING AND LITERACY APPRECIATION.
5. TO PROVIDE THOSE SERVICES TO STUDENTS, FACULTY AND STAFF THAT WILL ENHANCE THE INSTRUCTIONAL PROGRAM WITHIN THE SCHOOL.
6. TO PROVIDE INSTRUCTIONAL MATERIALS THAT STIMULATE GROWTH IN FACTUAL, KNOWLEDGEABLE LITERARY APPLICATION, ETHICAL STANDARDS AND AESTHETIC AND MORAL VALUES.
7. TO PROVIDE MATERIALS ON OPPOSING VIEWS OF CONTROVERSIAL ISSUES SO STUDENTS, WITH GUIDANCE, MAY DEVELOP SKILLS, NECESSARY FOR CRITICAL READING, THINKING AND LISTENING.
8. TO PROMOTE THE HABIT OF USING THE MEDIA CENTER FREQUENTLY - EVERY DAY.
9. TO PROVIDE TECHNOLOGY OPTIONS FOR ALL STUDENTS AS WELL AS PRINT AND NON-PRINT MATERIALS, IN THEIR QUEST FOR KNOWLEDGE.
10. TO TEACH INFORMATION LITERACY SKILLS AND INTERNET SAFETY.

## Accessible Library Media Centers

State Standards requires school library media centers to operate on an open schedule. Open concept includes:

The library media center is open to individual students, small groups of students and faculty at all times.

Cooperative planning between the media specialist and teachers shall help optimize utilization of the available resources.

Large group activities shall be planned and scheduled by the teacher for varying times, and lengths of time, to fit a particular curricular need. Teachers are not to schedule the same block of time week in and week out.

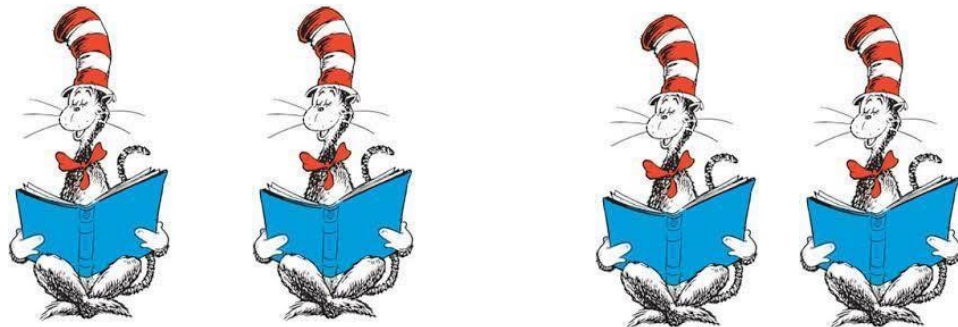
Richmond County schools shall operate using the open concept, with the library media center existing to serve the learning needs of the students and the staff of the school.

Yearly closing of the library media center for periods of time at the beginning and end of the school year IS NOT permitted. While checkouts may be limited for the purpose of inventory, the center must stay open for student and faculty use.

Conducting meetings in the library media center at any time during the school day is permissible only so long as the center is not closed to student use.

Due to the library media center operating using the open concept, with the library media center existing to serve the learning needs of the students and the staff of the school, rigid scheduling of classes IS NOT considered consistent with this policy and is not to be used in Richmond County schools.

It is policy that the teacher remains with his/her class.





## LIBRARY MEDIA CENTER - STUDENT POLICIES AND PROCEDURES

### LIBRARY MEDIA CENTER

1. YOU MUST HAVE A PASS FROM THE TEACHER WHO SENDS YOU.  
THIS PASS MUST INCLUDE YOUR NAME, TEACHER'S SIGNATURE, DATE, TIME, LENGTH OF TIME EXPECTED TO STAY, REASON FOR VISIT. PLEASE REMEMBER: FOR EACH CLASS THAT YOU MISS, YOU MUST HAVE A PASS FROM THAT TEACHER. IF YOU NEGLECT TO GET THAT PASS, YOU ARE ABSENT FROM THAT TEACHER'S CLASS.
2. BOOKS MAY BE CHECKED OUT FOR TWO WEEKS. A FINE OF TEN CENTS PER DAY MAY BE CHARGED FOR OVERDUE BOOKS. ALL LOST/DAMAGED BOOKS MUST BE PAID FOR IN FULL.
3. NO FOOD OR DRINKS ALLOWED. THIS INCLUDES CANDY, SUNFLOWER SEEDS, & GUM.
4. GOOD CONDUCT IS EXPECTED AT ALL TIMES. IN OTHER WORDS, OBEY ALL SCHOOL, CLASSROOM, AND LIBRARY MEDIA CENTER RULES.
5. BE CONSIDERATE BY REMAINING QUIET. NOTICE THIS RULE STATES QUIET - NOT SILENT.
6. DO NOT REMOVE ANY MATERIALS FROM THE LIBRARY MEDIA CENTER UNLESS CHECKED OUT PROPERLY AND WITH PERMISSION.
7. REPLACE BOOKS, MAGAZINES, AND CHAIRS BEFORE LEAVING.
8. KEEP YOUR LIBRARY MEDIA CENTER CLEAN AND ORGANIZED! DO NOT WRITE ON ANY FURNITURE, WALLS, BULLETIN BOARDS, BOOKS, EQUIPMENT, ETC. THROW AWAY YOUR TRASH.
9. IF THE LIBRARY MEDIA FACULTY/STAFF IS NOT IN THE LIBRARY MEDIA CENTER, STUDENTS WILL HAVE TO COME BACK AT A LATER TIME. THE LIBRARY MEDIA FACULTY/STAFF MUST BE PRESENT TO SUPERVISE ALL STUDENTS WHO VISIT THE LIBRARY MEDIA CENTER.

### LIBRARY MEDIA CENTER COMPUTERS

1. OBSERVE ALL LIBRARY MEDIA CENTER RULES LISTED ABOVE.
2. RESPECT ALL EQUIPMENT. DO NOT DISCONNECT PARTS OR CABLES. DO NOT REMOVE ANY LABELS.
3. DO NOT PERSONALIZE THE COMPUTERS. DO NOT INSTALL SCREENSAVERS, CHANGE THE DESKTOP BACKGROUND, OR ADD/CHANGE/MOVE DESKTOP ITEMS.
4. REMAIN AT YOUR ASSIGNED WORKSTATION.
5. IF THERE IS A PROBLEM WITH THE COMPUTER AT YOUR WORKSTATION, TELL THE LIBRARY FACULTY/STAFF IMMEDIATELY. THE KEY WORD IS **IMMEDIATELY**.
6. EXIT ALL COMPUTER PROGRAMS BEFORE LEAVING.
7. IF YOU ARE USING ANY SCHOOL COMPUTER, YOU MUST HAVE A SIGNED INTERNET USAGE POLICY ON FILE.



## LIBRARY MEDIA CENTER FACULTY/STAFF POLICIES AND PROCEDURES

1. INDIVIDUAL STUDENTS (TWO STUDENTS AT A TIME PER FACULTY/STAFF MEMBER) MAY VISIT THE LIBRARY MEDIA CENTER, BUT MUST HAVE A SIGNED PASS FROM THE FACULTY/STAFF MEMBER WHO IS SENDING THEM TO THE LIBRARY MEDIA CENTER. THE PASS MUST INCLUDE: THE STUDENT'S NAME, THE FACULTY/STAFF MEMBER'S SIGNATURE, DATE, TIME SENT, TIME EXPECTED BACK AND THE REASON FOR THE VISIT (ASSIGNMENT). STUDENTS MUST SIGN IN AND SIGN OUT OF THE LIBRARY MEDIA CENTER.
2. FACULTY/STAFF WANTING MORE THAN TWO STUDENTS AT A TIME TO VISIT THE LIBRARY MEDIA CENTER ARE REQUIRED TO SIGN UP FOR A CLASS VISIT ONE WEEK IN ADVANCE. MAKE SURE YOU SUBMIT A COLLABORATIVE PLANNING FORM, UNLESS YOU ARE BRINGING THE CLASS TO CHECK IN/OUT LIBRARY BOOKS. ALL FACULTY/STAFF MUST REMAIN WITH THEIR CLASSES AT ALL TIMES WHILE IN THE LIBRARY MEDIA CENTER.
3. CONDUCTING MEETINGS IN THE LIBRARY MEDIA CENTER IS PERMISSIBLE, HOWEVER, FACULTY/STAFF/PARENT CONFERENCES AND CONFIDENTIAL MEETINGS ARE DISCOURAGED FROM MEETING IN THE LIBRARY MEDIA CENTER. INFORMATION CAN BE OVERHEARD BY STUDENTS AND PARENTS VISITING THE MEDIA CENTER.
4. STATE STANDARDS REQUIRE SCHOOL LIBRARY MEDIA CENTERS TO OPERATE ON AN OPEN SCHEDULE. THEREFORE, OUR LIBRARY MEDIA CENTER IS OPEN FOR THE ENTIRE INSTRUCTIONAL DAY. RIGID SCHEDULING OF CLASSES IS NOT CONSIDERED CONSISTENT WITH THIS POLICY AND IS NOT TO BE USED IN RICHMOND COUNTY SCHOOLS.
5. IF THE LAMINATING MACHINE AND POSTER MAKER ARE SECURED BY THE LIBRARY MEDIA FACULTY/STAFF, THEN IT IS CONSIDERED PART OF THE LIBRARY MEDIA CENTER. IT WILL BE OPERATED AND MAINTAINED BY THE LIBRARY MEDIA STAFF. MATERIALS WILL BE LAMINATED ON WEDNESDAYS. MATERIALS MUST BE TURNED IN BY 9 AM ON WEDNESDAYS AND MAY BE PICKED UP AFTER 9 AM ON FRIDAYS. PLEASE WRITE YOUR NAME ON THE BACK OF YOUR MATERIALS. MAKE SURE YOUR ITEMS ARE ALREADY CUT OUT.  
IF THE LAMINATING MACHINE AND POSTER MAKER ARE NOT SECURED BY THE LIBRARY MEDIA FACULTY/STAFF, THEN THEY ARE CONSIDERED TO BE PART OF THE TEACHER WORKROOM, NOT THE LIBRARY MEDIA CENTER. THE LIBRARY MEDIA CENTER CANNOT BE HELD ACCOUNTABLE FOR ITEMS THAT WE CANNOT SECURE. FACULTY/STAFF MAY USE TEACHER WORKROOM EQUIPMENT AT ANYTIME. IT IS SUGGESTED THAT A DESIGNATED FACULTY/STAFF MEMBER BE RESPONSIBLE FOR THE MAINTENANCE OF TEACHER WORKROOM EQUIPMENT.
6. AUDIO-VISUAL EQUIPMENT, ALONG WITH DVDS, MAY BE CHECKED OUT BY FACULTY/STAFF MEMBERS. STUDENTS MAY NOT CHECK OUT OR TRANSPORT THESE MATERIALS. ALL FACULTY/STAFF MEMBERS ARE TO RETURN THESE ITEMS BY 3:30 PM EACH DAY.
7. NO MOVIES/DVDS MAY BE SHOWN WITHOUT PRIOR APPROVAL. MOVIES/DVDS SHOULD BE REFERENCED IN THAT DAY'S LESSON PLAN ALONG WITH CURRICULUM STANDARDS. NONSCHOOL VIDEOS ARE PROHIBITED.





## **COMPUTER LAB POLICIES AND PROCEDURES**

### **STUDENT POLICIES AND PROCEDURES**

1. RESPECT ALL EQUIPMENT. DO NOT DISCONNECT PARTS OR CABLES. DO NOT REMOVE ANY LABELS.
2. DO NOT PERSONALIZE THE COMPUTERS. DO NOT INSTALL SCREENSAVERS, CHANGE THE DESKTOP BACKGROUND, OR ADD/CHANGE/MOVE DESKTOP ITEMS.
3. REMAIN AT YOUR TEACHER ASSIGNED WORKSTATION. MAKE SURE YOUR TEACHER HAS YOU CORRECTLY MARKED ON THE ACCOUNTABILITY FORM.
4. IF THERE IS A PROBLEM WITH THE COMPUTER AT YOUR WORKSTATION, TELL YOUR TEACHER IMMEDIATELY. THE KEY WORD IS IMMEDIATELY.
5. IF YOU ARE USING ANY SCHOOL COMPUTER, YOU MUST HAVE A SIGNED INTERNET USAGE POLICY ON FILE.



### FACULTY/STAFF POLICIES AND PROCEDURES

1. IF A LAB DOESN'T HAVE A REGULAR TEACHER OR ISN'T ASSIGNED TO CERTAIN TEACHERS (NO MORE THAN 2 TEACHERS AND IN LIEU OF MOBILE CARTS), THEN TEACHERS MAY SIGN UP TO USE THE LAB.
2. TEACHERS WANTING TO BRING THEIR CLASSES TO THE LAB MUST FOLLOW THE SCHEDULE OR SIGN-UP PROCEDURES. THE SCHEDULE AND/OR SIGN-UP PROCEDURES WILL BE PROVIDED BY SCHOOL ADMINISTRATORS.
3. TEACHERS MUST INSPECT ALL COMPUTER STATIONS BEFORE AND AFTER STUDENT USE. IF ANY EQUIPMENT IS FOUND TO BE MISSING OR DAMAGED, INFORM THE ADMINISTRATION & LIBRARY MEDIA FACULTY/STAFF VIA EMAIL.
4. TEACHERS NEED TO COMPLETE THE STUDENT ACCOUNTABILITY FORM. STUDENTS SHOULD ALWAYS SIT AT THEIR ASSIGNED WORKSTATIONS. **NEVER** LEAVE STUDENTS UNSUPERVISED IN THE LAB.
5. STUDENTS ARE REQUIRED TO HAVE A SIGNED INTERNET USAGE FORM ON FILE. THIS SHOULD BE INCLUDED WITH THEIR REGISTRATION PAPERWORK. IT IS THE RESPONSIBILITY OF THE TEACHER TO MAKE SURE THAT ANY STUDENT USING A SCHOOL COMPUTER HAS THIS FORM ON FILE.
6. THE LAST TEACHER LEAVING THE LAB SHOULD MAKE SURE THAT THE INTERACTIVE WHITEBOARD PROJECTOR IS POWERED OFF. ALSO, ALL THE COMPUTERS SHOULD BE PROPERLY SHUT DOWN.
7. THE LAST TEACHER LEAVING THE LAB SHOULD NOTIFY THE FRONT OFFICE THAT THE COMPUTER LAB DOOR NEEDS TO BE LOCKED.



## **MOBILE CARTS INFORMATION, POLICIES, & PROCEDURES**

### **Cart Assignments**

**Mobile carts are assigned to specific classrooms and/or teachers by the administration. Since we use these carts for Georgia Milestones, please help us to keep them in good condition by following the policies and procedures in this document.**

Please keep carts in classrooms. Teachers should have a **key or lock with code (unless damaged or lost)** for their mobile carts.

**Do not allow substitutes to use carts. Do not allow anyone else to use the cart assigned to you unless given permission by the administration.**

### **FACULTY/STAFF & STUDENT ACCOUNTABILITY**

**PLEASE MAKE SURE YOU FILL OUT A STUDENT ACCOUNTABILITY FORM FOR YOUR CLASSES.**

- SERVICE TAGS ARE LOCATED ON THE BACK OF THE LAPTOPS.
- EACH COMPUTER ALSO HAS A WORKSTATION NUMBER.
- SERVICE TAGS AND WORKSTATION NUMBERS ARE ALSO INCLUDED ON THE STUDENT ACCOUNTABILITY FORM.
- ALWAYS MAKE SURE STUDENTS RECEIVE THE SAME LAPTOPS ACCORDING TO THEIR SIGNATURES ON THE STUDENT ACCOUNTABILITY FORM.
- PLEASE KEEP ONE STUDENT ACCOUNTABILITY SHEET PER CART ON FILE IN YOUR CLASSROOM.

**❖ FACULTY/STAFF ARE RESPONSIBLE FOR THE MOBILE CART THAT THEY HAVE RESERVED FOR THEIR CLASSES. THEREFORE, DO NOT ALLOW ANY OTHER FACULTY/STAFF TO USE THE MOBILE CART WHILE IT IS RESERVED UNDER YOUR NAME.**

**FACULTY/STAFF: COUNTING/INSPECTING FOR DAMAGES**



**COUNT AND INSPECT FOR DAMAGES EACH DAY.**

CHECK FOR DAMAGES TO THE KEYBOARDS, SCREENS, ETC. SOME SCHOOLS HAVE ENCOUNTERED THE FOLLOWING ISSUES:

1. PULLED KEYS OFF OF THE KEYBOARDS RESULTING IN MISSING LETTERS, NUMBERS, SYMBOLS, ETC.
2. SWITCHED THE LOCATION OF THE KEYS (LETTERS, NUMBERS, SYMBOLS, ETC.) ON THE KEYBOARDS
3. PULLED OFF SERVICE TAGS
4. SCRATCHED/BROKEN SCREENS
5. WRITTEN ON SCREENS AND/OR KEYBOARDS
6. SPILLED LIQUID/FOOD ON COMPUTERS
7. DAMAGED/MISSING BATTERIES
8. DAMAGED POWER BUTTONS

PLEASE REPORT ANY DAMAGES TO THE ADMINISTRATION AND LIBRARY MEDIA SPECIALIST VIA EMAIL. PLEASE INCLUDE WORKSTATION NUMBER AND THE STUDENT'S NAME. PLEASE SEND EMAIL THE DAY THE DAMAGES OCCUR. FILL OUT A WORK ORDER IN SCHOOL DUDE FOR ANY NON-WORKING COMPUTERS OR TECHNOLOGY ISSUES.

ACCESSING SCHOOL DUDE:

[WWW.RCBOE.ORG](http://WWW.RCBOE.ORG)

STAFF AND DEPARTMENTS  
INFORMATION TECHNOLOGY  
SCHOOL DUDE

CLICK: (SUBMIT A TICKET HERE) SCHOOL DUDE/TECH REQUEST ONLINE LINK

PLEASE NOTE: A [SCHOOL DUDE INSTRUCTIONS LINK](#) IS LOCATED UNDER THIS [LINK](#). CLICK ON THE LINK FOR INSTRUCTIONS ON HOW TO USE SCHOOL DUDE.

LOG IN USING YOUR EMAIL AND EMAIL PASSWORD.

PLEASE NOTE: IF YOU ARE USING SCHOOL DUDE FOR THE FIRST TIME, YOU MUST REGISTER BEFORE SUBMITTING WORK ORDERS.

\*\*\*WORK ORDER SUBMITTAL PASSWORD: [PLEASE SEE MS. NEW OR MS. LANTZ.](#)



### CHARGING YOUR CART

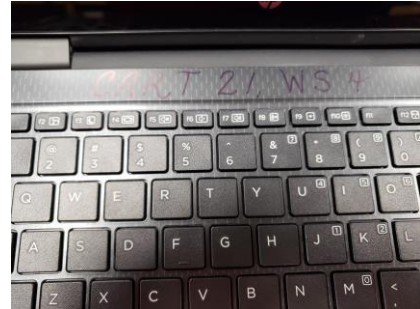
THE COMPUTERS IN THE MOBILE CARTS CHARGE OVERNIGHT. THEREFORE, PLEASE MAKE SURE ALL ARE CONNECTED TO A POWER SOURCE.

HAVE STUDENTS SHUT DOWN COMPUTERS BEFORE RETURNING THEM TO YOU. AS THE STUDENTS RETURN THE LAPTOPS, CHECK FOR MISSING/DAMAGED WORKSTATIONS.

THE MOBILE CART HAS 3 SHELVES WITH **12 SLOTS** ON EACH SHELF. WHEN RETURNING THE COMPUTERS TO THE CART, MAKE SURE ONLY 1 LAPTOP IS PLACED IN EACH SLOT. **THE SLOTS ARE LABELED 1 – 36.**



EACH LAPTOP IS ALSO LABELED WITH THE FOLLOWING INFORMATION: CART # AND WORKSTATION # (EXAMPLE: CART 23, WS 5) IN 4 DIFFERENT LOCATIONS. WHEN RETURNING THE LAPTOPS TO THE CART, PLEASE PLACE THE WORKSTATIONS IN THEIR CORRESPONDING SLOTS.



RETURN LAPTOPS TO THE CART WITH THE **BLACK CHARGING PORT** FACING OUTWARD. THE **POWER BUTTON** IS LOCATED ON THE OPPOSITE SIDE OF THE CHARGING PORTS. **CONNECT POWER CABLES TO THE BLACK PORT ON EACH OF THE LAPTOPS.** PLEASE DO NOT PULL OR STRETCH CABLES. **STUDENTS ARE NOT ALLOWED TO HANDLE/TRANSFER MOBILE CARTS. THEY ARE NOT ALLOWED TO LOAD OR UNLOAD THE CARTS.**



## INSTRUCTING STUDENTS ON HOW TO CARE FOR LAPTOPS:



PLEASE HELP TO KEEP WORKSTATIONS IN GOOD WORKING CONDITION BY FOLLOWING THESE PRECAUTIONS:

- WHEN YOU CARRY A LAPTOP, MAKE SURE IT IS CLOSED COMPLETELY AND THAT THERE ARE NO OBJECTS BETWEEN THE SCREEN AND KEYBOARD (SUCH AS A PEN OR PENCIL).
- NEVER CARRY THESE DEVICES BY HOLDING THE SCREEN.
- DO NOT PLACE ANYTHING HEAVY ON YOUR DEVICE.
- DO NOT SCRATCH, TWIST OR HIT THE SURFACE OF THE LCD SCREEN.
- TO CLEAN, GENTLY WIPE THE LCD WITH A DRY, LINT-FREE **SOFT** CLOTH.
- NEVER SPRAY OR POUR ANY LIQUID DIRECTLY ON THE KEYBOARD OR LCD PANEL.

## REVIEWING SPIRIT CREEK'S COMPUTER POLICY WITH YOUR STUDENTS:

- LAPTOPS ARE TO BE USED FOR ACADEMIC PURPOSES ONLY! IF STUDENTS ARE USING ANY TYPE OF SCHOOL COMPUTER, THEY MUST HAVE A SIGNED INTERNET USAGE POLICY ON FILE.
- RESPECT & TAKE CARE OF ALL EQUIPMENT!
- DO NOT PERSONALIZE COMPUTERS. DO NOT DOWNLOAD MUSIC AND/OR PROGRAMS. DO NOT CHANGE THE DESKTOP BACKGROUND OR ADD/CHANGE/MOVE DESKTOP ITEMS.
- IF THERE IS A PROBLEM WITH THE COMPUTERS YOU ARE USING, TELL YOUR TEACHER IMMEDIATELY. THE KEY WORD IS **IMMEDIATELY!**
- EXIT ALL COMPUTER PROGRAMS AND LOG OFF BEFORE CHANGING CLASSES.
- SHUT DOWN YOUR COMPUTER BEFORE RETURNING IT TO YOUR TEACHER.
- PLEASE! NO FOOD, GUM, CANDY, OR DRINKS ANYWHERE NEAR THE COMPUTERS OR IN OUR COMPUTER LABS.
- REMEMBER! NON-ACADEMIC COMPUTER GAMES, WEBSITES, AND MUSIC ARE PROHIBITED. ONLINE SHOPPING IS ALSO PROHIBITED.

**FACULTY/STAFF MOBILE CART USER AGREEMENT**

I HAVE READ THE MOBILE CARTS WITH LAPTOPS INFORMATION, POLICIES & PROCEDURES. I UNDERSTAND THAT I AM REQUIRED TO DO THE FOLLOWING:

\*FOLLOW ALL POLICIES AND PROCEDURES IN THE MOBILE CARTS WITH LAPTOPS INFORMATION, POLICIES & PROCEDURES PACKET.

\*COMPLETE A STUDENT ACCOUNTABILITY FORM FOR EACH OF YOUR CLASSES THAT WILL BE USING THE LAPTOP MOBILE CART. KEEP THIS ON FILE IN YOUR CLASSROOM, AS THE ADMINISTRATION MAY ASK TO SEE IT FROM TIME TO TIME.

\*FACULTY/STAFF ARE RESPONSIBLE FOR THE LAPTOPS IN THE MOBILE CART. THEREFORE, DO NOT ALLOW OTHERS TO USE THE LAPTOP MOBILE CARTS WHILE THEY ARE CHECKED OUT TO YOU.

\*COUNT AND INSPECT FOR DAMAGES AFTER EACH CLASS PERIOD.

\*SUBMIT A WORK ORDER IN SCHOOL DUDE FOR TECHNOLOGY ISSUES. \*STUDENTS ARE **NOT** ALLOWED TO LOAD, UNLOAD, AND/OR TRANSFER LAPTOP MOBILE CARTS.

**\*I HAVE RECEIVED A CODE/LOCK OR KEY FOR MY MOBILE CART (IF AVAILABLE).**

**\*I HAVE RECEIVED A COPY OF THE FACULTY/STAFF LAPTOP MOBILE CART USER AGREEMENT.**

**\*I HAVE RECEIVED A COPY OF THE STUDENT ACCOUNTABILITY SHEET.**

FACULTY/STAFF (PRINT)	FACULTY/STAFF (SIGNATURE)	DATE





Where Excellence is a Tradition

#### MEDIA AND TECHNOLOGY COMMITTEE

Each school unit shall have a Media and Technology Committee. This committee shall be composed of administrative, instructional and library media personnel, parents, students, and community representatives. The Media and Technology Committee shall meet as often as needed or as required to meet the school's needs. The committee is charged with making recommendations for the media program in the school concerning:

1. Long range program goals for all types of media used by the instructional program
2. Budget priorities
3. Reconsideration of materials
4. Operational procedures
5. Copyright adherence policies, including appointing an individual responsible for providing copyright information and obtaining copyright clearance where necessary
6. Program evaluation, including expansion and deletion of services
7. Policies for disposition of gifts
8. Policies for the use of non-school owned materials in the classroom
9. Mechanism for the use of information sources outside the school
10. Assist the library media specialist in evaluating and prioritizing requests from the faculty and students for additions to materials in the media collection
11. Technology Support Team (Trained by Technology Trainers In Residence)

The library media specialist shall be responsible for organizing and working with the Media and Technology Committee. A list of committee members shall be turned in the Director of Educational Media and Technology at the beginning of each academic year. The media specialist shall be guided by, but not limited to, the suggestions of the Media and Technology Committee. It is, and shall remain, the library media specialist's responsibility to order all print, non-print and audio-visual materials and equipment to ensure a balanced collection is available for instructional use in the media center.



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## **COPYRIGHT NOTICE**

TEACHERS, ADMINISTRATION, AND STAFF MEMBERS ARE REMINDED THAT IT IS "ILLEGAL" TO COPY, TRANSMIT, TRANSFORM OR ADAPT ANY WORK THAT IS COPYRIGHTED. THIS APPLIES TO BOOKS, PICTURES, VIDEOS AND TELEVISION PROGRAMS OF ANY KIND. YOU MUST HAVE THE PERMISSION OF AN "AUTHORIZED PERSON." YOU MUST WRITE THE PUBLISHER, AUTHOR, COMPANY OR THE NAME THAT APPEARS ON THE WORK FOR PERMISSION.

ALL FACULTY MEMBERS ARE REMINDED OF THE COPYRIGHT LAW BY ORAL AND WRITTEN COMMUNICATION.

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.

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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.



# APPENDIX





## **YOUR OFFICE 365 EMAIL ACCOUNT WITH THE RICHMOND COUNTY SCHOOL SYSTEM**

TO: SPIRIT CREEK MIDDLE FACULTY/STAFF  
FROM: ALLISON NEW, LIBRARY MEDIA SPECIALIST  
RE: RICHMOND COUNTY EMAIL ACCOUNTS – OFFICE 365

### **STEP 1: WHAT DO YOU NEED TO DO?**

**IF YOU HAVE A DEDICATED LAPTOP**, make sure your password meets the minimum requirements of at least 8 characters long, and a combination of at least 3 of the four types, (UPPER CASE, lower case, number, or one special character). Do not include any part of your name in your password. If it meets the requirements, you don't have to do anything. If it does not meet the requirements, please see below.

### **STEP 2: HOW DO YOU CHANGE YOUR PASSWORD, SO THAT IT MEETS THE REQUIREMENTS?**

- 1) Log onto your DEDICATED computer using your old password. When your desktop loads, proceed to Step 2.
- 2) <Ctrl> <Alt> <Delete>
- 3) Choose change password option
- 4) Enter old password
- 5) Enter new password

NOTE: You can only change your password on your DEDICATED computer. If you do not have a dedicated computer, please come visit me and we will submit an email password change for you.

### **STEP 3: HOW DO I LOG IN MY OFFICE 365 EMAIL ACCOUNT?**

If you are logging in on your DEDICATED computer, look for the Office 365 icon on your desktop. Click on this icon to access your email.

If you are logging on to a NON-DEDICATED school computer or a personal computer, please follow these directions:

- 1) At this time, go to our Spirit Creek Homepage - <http://spirit-creek.rcboe.org/>, NOT the Richmond County School System Homepage. However, once every school in the system has been changed over to Office 365, you WILL be able to access email from the Richmond County School System Homepage – [www.rcboe.org](http://www.rcboe.org).
- 2) Click on EMAIL ACCESS OFFICE 365 (Found on the navigation tabs on the right side of the page).
- 3) Username = your original email username @richmond.k12.ga.us (Notice boe is not used as part of your username. However, it is my understanding that it is still part of the address that you give

- out as your email address.). Example: When logging in to my email, I will use the username [newal@richmond.k12.ga.us](mailto:newal@richmond.k12.ga.us).
- 4) Password = **IF YOU HAVE A DEDICATED COMPUTER**, use the new password you created to meet the password requirements above. **IF YOU DO NOT HAVE A DEDICATED COMPUTER**, use your usual password.

**FREQUENTLY ASKED QUESTION**

QUESTION: Will my new password work with Infinite Campus, Rubicon Atlas and other county programs that are associated with my email password?

ANSWER: Any program used in the county that is associated with your email password will work with your new password.



SPIRIT CREEK LIBRARY MEDIA CENTER COLLABORATION PLANNING  
ORGANIZER

Library Media Specialist: Allison New	Number of Students:
Teacher:	Lesson Date(s):
Today's Date:	Grade:
Unit:	Core Subject(s)
Total days of Instruction:	Due date for project:
<b>Assignment Overview/Objective(s):</b>	
<b>Content Standard(s):</b>	

**Activities**

What will the student do?

**Resources for Instructional Plan**

Resource:	Location:	Responsibility (LMS, Teacher, Student)
1.		
2.		
3.		
4.		
5.		





## INSTRUCTIONAL VIDEO REQUEST

EDUCATIONAL VIDEOS PURCHASED BY THE SCHOOL ARE TO BE MADE A PART OF THE MEDIA CENTER COLLECTION. THEY MAY BE USED FOR INSTRUCTIONAL PURPOSES, HOWEVER THE SCHOOL FOLLOWS A POLICY OF PRUDENT VIEWING.

TEACHERS SHOULD ADHERE TO THE FOLLOWING:

1. AN INSTRUCTIONAL REASON FOR THE PROGRAM SHOULD BE STATED IN THE LESSON PLANS, ALONG WITH THE STANDARDS THAT THE VIDEO SHOULD MEET.
2. VIDEOS SHOULD BE SCHEDULED AT LEAST TWO WEEKS IN ADVANCE. TURN IN THIS FORM.
3. VIDEOS SHOULD NOT BE SHOWN IN THEIR ENTIRETY. PARTS OF VIDEOS MAY BE SHOWN FOR INSTRUCTIONAL PURPOSES.
4. NON-SCHOOL VIDEOS ARE PROHIBITED. VIDEOS SHOWN THAT ARE NOT PURCHASED WITH MEDIA CENTER FUNDS ARE IN VIOLATION OF COPYRIGHT LAWS.
5. THERE SHOULD BE A FOLLOW-UP LESSON AFTER THE VIEWING TO REINFORCE THE CONTENT OF THE VIDEO.

TEACHER'S NAME \_\_\_\_\_

DATE OF REQUEST \_\_\_\_/\_\_\_\_/\_\_\_\_

TITLE OF INSTRUCTIONAL VIDEO \_\_\_\_\_

SOURCE OF VIDEO \_\_\_\_\_

RELATIONSHIP TO THE CURRICULUM (INCLUDE STANDARDS) \_\_\_\_\_

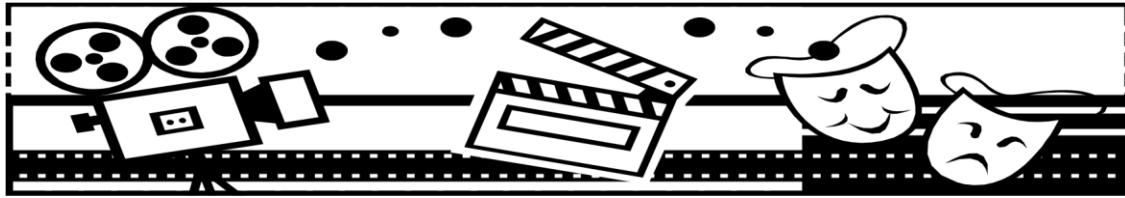
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ APPROVED      \_\_\_\_\_ NOT APPROVED

MEDIA SPECIALIST \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_



### CLASSROOM TECHNOLOGY NEEDS REQUEST

REQUEST SUBMITTED BY	ROOM NUMBER	DATE SUBMITTED	FOR MEDIA CENTER USE ONLY		
			DATE SUBMITTED TO IT	REQUEST NUMBER	DATE CLOSED

<p><b>IS THIS A REQUEST FOR A DESKTOP/LAPTOP/MOBILE ISSUE?</b></p> <p>_____ NO</p> <p>_____ YES, PLEASE EXPLAIN THE PROBLEM ON THE BACK OF THIS FORM</p>	<p><b>IS THIS A REQUEST FOR INTERACTIVE WHITEBOARD/PROJECTOR TROUBLESHOOTING?</b></p> <p>_____ NO</p> <p>_____ YES, PLEASE EXPLAIN THE PROBLEM ON THE BACK OF THIS FORM</p>
<p><b>IS THIS A REQUEST FOR EMAIL TROUBLESHOOTING?</b></p> <p>_____ NO</p> <p>_____ YES, PLEASE EXPLAIN THE PROBLEM ON THE BACK OF THIS FORM</p>	<p><b>SOFTWARE/ACCESSORY PURCHASE (USE BACK OFFORM IF NEEDED)</b></p> <hr/> <p><b>WEBSITE (USE BACK OF FORM IF NEEDED)</b></p>
<p><b>IS THIS A REQUEST FOR PRINTER TROUBLESHOOTING?</b></p> <p>_____ NO</p> <p>_____ YES, PLEASE EXPLAIN THE PROBLEM ON THE BACK OF THIS FORM</p>	<p><b>OTHER (USE BACK OF FORM IF NEEDED)</b></p>

COMPUTER INFORMATION			
MAKE	MODEL	SERVICE TAG	OP SYSTEM
___DELL ___HP	OPTIPLEX_____		___WIN 7
			___OTHER _____

INTERACTIVE WHITEBOARD INFORMATION
------------------------------------

MAKE	MODEL	SERIAL NUMBER	

PROJECTOR INFORMATION			
MAKE	MODEL	SERIAL NUMBER	

PRINTER INFORMATION			
MAKE	MODEL	SERIAL NUMBER	RICOH TAG NUMBER

MOBILE CART			
CART #	WORKSTATION #	SERIAL #	ASSIGNED TO



## **FACULTY/STAFF COMPUTER LAB AGREEMENT**

WHEN USING THE SCHOOL'S COMPUTER LABS, I UNDERSTAND THAT I AM REQUIRED TO DO THE FOLLOWING:

- \*SCHEDULE THE DATE(S)/TIME(S) YOU NEED TO USE THE COMPUTER LAB (SEE ADMINISTRATION)
- \*COMPLETE A STUDENT ACCOUNTABILITY FORM (SEE LIBRARY MEDIA CENTER HANDBOOK) FOR EACH OF YOUR CLASSES THAT WILL BE USING THE COMPUTER LAB. KEEP THIS ON FILE IN YOUR CLASSROOM, AS THE ADMINISTRATION MAY ASK TO SEE IT FROM TIME TO TIME.
- \*COUNT AND INSPECT FOR DAMAGES EACH TIME YOUR CLASS LEAVES THE COMPUTER LAB. TURN IN ANY ISSUES TO THE LIBRARY MEDIA SPECIALIST.
- \*SUBMIT A WORK ORDER IN SCHOOL DUDE FOR ANY TECHNOLOGY ISSUES.
  
- \*FOLLOW ALL COMPUTER LAB POLICIES AND PROCEDURES (SEE LIBRARY MEDIA CENTER HANDBOOK)

FACULTY/STAFF (PRINT)	FACULTY/STAFF (SIGNATURE)	DATE



**COMPUTER LAB STUDENT ACCOUNTABILITY FORM**

**STUDENTS MUST BE SUPERVISED IN THE LABS AT ALL TIMES!**  
**PLEASE DO NOT SEND STUDENTS TO LABS WITHOUT AN ADULT BEING PRESENT.**  
 DISCUSS COMPUTER LAB POLICIES WITH THE STUDENTS. FILL OUT A STUDENT ACCOUNTABILITY FORM FOR EACH CLASS. MAKE SURE STUDENTS SIT AT THE SAME WORKSTATION EACH TIME THEY VISIT THE COMPUTER LAB. CHECK WORKSTATIONS BEFORE AND AFTER USE. REPORT DAMAGES TO MS. NEW AND AN ADIMINISTRATOR IMMEDIATELY.

NO FOOD, SUNFLOWER SEEDS, DRINKS, OR GUM!!

TEACHER	
CLASS	
PERIOD	

WORKSTATION	STUDENT	WORKSTATION	STUDENT
WORKSTATION 1		WORKSTATION 16	
WORKSTATION 2		WORKSTATION 17	
WORKSTATION 3		WORKSTATION 18	
WORKSTATION 4		WORKSTATION 19	
WORKSTATION 5		WORKSTATION 20	
WORKSTATION 6		WORKSTATION 21	
WORKSTATION 7		WORKSTATION 22	
WORKSTATION 8		WORKSTATION 23	
WORKSTATION 9		WORKSTATION 24	
WORKSTATION 10		WORKSTATION 25	
WORKSTATION 11		WORKSTATION 26	
WORKSTATION 12		WORKSTATION 27	
WORKSTATION 13		WORKSTATION 28	
WORKSTATION 14		WORKSTATION 29	
WORKSTATION 15		WORKSTATION 30	






LOCATING A BOOK'S LEXILE

\_\_\_\_\_

LEVEL: [WWW.LEXILE.COM](http://WWW.LEXILE.COM)





TEACHER	GRADE	ROOM #

	FIRST NAME	LAST NAME	LEXILE MEASURE (BOTY)**	LEXILE MEASURE (EOTY)**	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

23					
24					
25					
26					
27					
28					
29					
30					



MEDIA CENTER PASS A  
PLEASE SEND NO MORE THAN 8 STUDENTS AT  
TIME.

STUDENT'S NAME \_\_\_\_\_

TEACHER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

TIME EXPECTED TO RETURN TO  
CLASS \_\_\_\_\_

**TEACHERS,  
PLEASE INITIAL BESIDE EACH PURPOSE THAT  
APPLIES.**

PURPOSE:

CHECK OUT/RETURN LIBRARY BOOK(S)	
RESEARCH	
RESEARCH TOPIC	
**INTERNET RESEARCH	
RESEARCH TOPIC	
**MICROSOFT WORD	
**POWERPOINT	
**PRINT	
**READ ALOUDS	
**IREADY	
RECREATIONAL READING	
CLASS PROJECT	

MEDIA CENTER PASS  
PLEASE SEND NO MORE THAN 8 STUDENTS AT A  
TIME.

STUDENT'S NAME \_\_\_\_\_

TEACHER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

TIME EXPECTED TO RETURN TO  
CLASS \_\_\_\_\_

**TEACHERS,  
PLEASE INITIAL BESIDE EACH PURPOSE THAT  
APPLIES.**

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RESEARCH TOPIC	
**INTERNET RESEARCH	
RESEARCH TOPIC	
**MICROSOFT WORD	
**POWERPOINT	
**PRINT	
**READ ALOUDS	
**IREADY	
RECREATIONAL READING	
CLASS PROJECT	