Sue Reynolds Elementary

Media Center

Handbook



2019-2020

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**MISSION**

Sue Reynolds Elementary Media Center’s Mission is to provide activities and resources that will support students and staff in becoming effective and discriminating users of information, developing a pattern of lifelong learning and cultivating a community of readers.

**PURPOSE**

The Media Center contains materials on subjects of interest to students for pleasure reading and research which can be located by accessing **Destiny**, the school’s circulation system. Media Center staff provide assistance to students and faculty/staff in the selection of materials and equipment. The Media Specialist serves as a technical specialist in providing on site troubleshooting for any minor problems with technology, and ensuring work orders are completed for any unresolved technological issues.

**ACCESSIBILITY**

**706-855-2540 ext. 5**

<https://www.rcboe.org/Domain/2181>

[masonel@boe.richmond.k12.ga.us](mailto:masonel@boe.richmond.k12.ga.us)

**Hours:** For Teachers: 7:45am – 4:15pm

For Students: 8:30am – 2:45pm

**(with pass and specific assignment)**

**Flex Scheduling:** The Media Center must always be open for small groups and individuals at point of need; therefore, only one class may reserve a particular time slot and **the teacher must remain with the class.**

**Cooperative Planning:** The Media Specialist is available to meet with teams/individuals to discuss needs which the Media Center can fulfill.

**MEDIA CENTER RULES FOR STUDENTS**

**When students arrive…**

* Sign in at circulation desk
* Show the teacher’s pass (time, purpose, teacher’s signature) to the Media Center staff.

**While students are here…**

* Students may check out up to four books for two weeks; students may renew books twice. *Reference books must remain in the Media Center.*
* Students will provide Media Staff with their last name when checking out, and may stamp the books with the due date on the due date card.



* Students are expected to stay on task by following the teacher’s purpose written on the pass. NO HORSEPLAY, NO FOOD, DRINKS, GUM, or CANDY. FAILURE TO FOLLOW THE RULES WILL RESULT IN BEING SENT BACK TO CLASS.
* Students must enter the Media Center quietly as other people are reading, testing, or doing research.
* Students must sign out and have their pass signed before leaving.

**Group Projects…**

* No more than five students from one class at the same time; all others and those who are not working will be sent back to class.

**Use of Equipment…**

* Students may use the computers to do research on the Internet (with permission forms signed and on file), take iReady tests, work on myOn and type assigned reports. If you need help, ask the Media staff.

**ON SCHOOL COMPUTERS, YOU MAY NOT:**

* **Surf the Web**
* **Play games**
* **Check your personal email**
* **Change settings**
* **Download programs/files**

**If students break the rules…**

* Students will be given **ONE WARNING.** If students ignore the warning, **THEY WILL BE SENT BACK TO CLASS AND THE BEHAVIOR WILL BE REPORTED.**
* Extreme violation will result in loss of media privileges and discipline referral. **DISRESPECTFUL BEHAVIOR WILL NOT BE TOLERATED.**

**Fines…**

Any student with fines and/or overdue books will not be allowed to check out any library materials until the record is cleared.

**Internet Use…**

Students must have a current, signed Internet Permission Form (see Appendix) on file.

**Richmond County’s Internet Policy states that**

**Only Educational Sites May Be Accessed.**

Violation of this policy will result in loss of privileges.

**Destiny…**

The Media Center uses Destiny as its circulation program and students can access the program from any computer by going to: [**https://rcboe.follettdestiny.com/common/welcome.jsp?context=saas60\_1014545**](https://rcboe.follettdestiny.com/common/welcome.jsp?context=saas60_1014545)then click on Sue Reynolds, then type in the title, author, or subject and click on the appropriate icon. *Example: If you are looking for mystery books, type mystery, then click on subject.*

**Lexile Levels…**

* Books in the Media Center have been leveled by Lexile using color coded dots. Charts that explain the levels are located throughout the Media Center for students to access.
* Students are expected to check out books on their Lexile level per teacher instruction.

**Accelerated Reader is not available at Sue Reynolds**

**Book Fairs…**

* The Media Center hosts a Fall and a Spring Book Fair as well as a Buy One, Get One Free book fair during the school year.

**Helen Ruffin Reading Bowl…**

* Sue Reynolds Elementary participates in the District annual Helen Ruffin Reading Bowl which is held in late January of each year. Students who are interested in participating will meet with the Media Specialist after school one to two days a week to practice. Please visit <https://www.rcboe.org/Page/10738> for more information.

**Use of Media Center Before and After School…**

* Written permission from the media staff or a teacher is required prior to visiting the Media Center before or after school. Media staff is not available before 8:00am or after 4:15pm.

**TEACHER USE OF MEDIA CENTER AND MATERIALS**

**Checkout of Materials…**

* Teachers are not restricted in the amount of materials and/or types of equipment that they may check out. Teachers may keep materials and equipment for as long as needed but are asked to consider availability to others. When checking out library materials for a unit (such as a collection of books on a particular topic), a 24 hour notice is greatly appreciated in order to collect a valid amount of useable resources for student use. **Do not give materials and/or equipment to another teacher. Items checked out to any teacher are that teacher’s responsibility.**

**Reference Books and Sets of Reference Books…**

* Reference materials may be checked out by a teacher and taken to the classroom for use **one-day-at-a-time**. Advance notice for checkout is appreciated.

**Class Sets of Novels…**

* Class sets of novels which accompany the literature curriculum are available for check out. The sets are arranged and labeled by Lexile, then author. Advance notice for checkout is greatly appreciated.

**Audiovisual Equipment…**

* (Study Buddies, cassette players, portable overhead projectors, digital cameras, LCD projectors, and audio readers)

Audiovisual equipment is also available for teachers. **It should be returned at the end of the day unless prior arrangements have been made.**

**Software and videos…**

* These materials are organized according to the Dewey Decimal System in the Media Center workroom. **Teachers must follow copyright laws when using media. See the section on Copyright for specific information regarding Fair Use Guidelines pertaining to videos, software and photocopying.**

**Sending students to the Media Center…**

* Up to five students may be sent at one time. Students must have a signed and dated pass with them, with the purpose written on the pass. Passes are checked when students enter and exit the Media Center. **There must be a specific purpose for all media center visits** (checkout, research, free reading, test taking, etc.).

**Richmond County Board of Education policy states that each student is to have at least two opportunities per week to visit the Media Center.**

**Entire Classes in the Media Center…**

* Only one class at a time is permitted. Teachers should use the sign up calendar to schedule a class visit. Any lessons other than library lessons should be a collaborative effort between the teacher and the media specialist which involves a planning meeting prior to the visit.

**Richmond County Board of Education policy requires that teachers stay with their classes.**

**Conference Room Usage…**

* The Media Center’s conference room may be reserved for use by signing the calendar located outside the conference room door.

**Professional Book Collection…**

* Professional books available for teachers/staff are organized using the Dewey Decimal System located in the Media Center’s back room across from the Lexiled class literature sets.
* Kits and hands-on materials for student instruction are located in the back section of the Media Center’s back room, past the Lexiled Readers.

**Network Information & Software…**

* Each computer should be networked so **Destiny (Online public access catalog)**, **Galileo**, **myON**, and the Internet can be accessed.

**Please shut down your computer before leaving each day. The server indicates which computers are still on. A good data backup is not possible if even one computer is left on overnight.**

**myON…**

* myON is an online digital library designed for students to access books based on their teacher’s assignments. Students may choose to either read the book on their own or have it read to them, then take an assessment. The teacher can monitor the student’s progress and make future reading assignments based on this data, thus creating a more personalized literacy program for each student.

**Galileo…**

* Galileo stands for **G**eorgi**a** **Li**brary **Le**arning **O**nline, sponsored by the Board of Regents of the University System of Georgia to provide access to almost 200 databases containing articles from periodicals, scholarly journals, encyclopedias, books, and government publications for research purposes.

**Laminating…**

* Lamination is done on Wednesdays from 10:00am to 12noon. Teachers should label their items to be laminated and place them in the appropriate basket next to the laminating machine. Very small items are discouraged as those items can easily get stuck in the machine destroying the items and requiring machine repair.

**Ellison Die Cutter…**

* With this machine, die cuts and construction paper create 3” and 4” letters. Many shapes are available as well. Paper can be laminated before cutting, which sometimes makes for a cleaner and easier cut. Please ask for assistance if needed.

**Electronic Distribution System…**

* Teachers wishing to show any video must make advance requests for videos to be shown, and record them on the video sign-up sheet. If a video is not owned by the school, a **Request to Show Non-School Videos Form** (see Appendix) must be submitted **at least two weeks in advance.** The Media Specialist and at least two members of the Building Media Committee must preview and approve the movie in writing before it can be shown.

**It is a Richmond County policy that only personally**

**owned movies may be shown—NO RENTED VIDEOS.**

See the Copyright section for more information.

**Video Streaming…**

* Thousands of videos in all subject areas can be shown on the teacher’s computer to his/her class/s. Go to <http://www.discoveryeducation.com/> and log in to download videos for viewing in the classroom. This does not require prior approval, but must still be documented in lesson plans along with the state standard used/taught.

**POLICIES**

**Copyright**

All forms of expression recorded in some concrete form are protected by the Copyright Law protecting materials created on or after January 1, 1978. The law gives five rights to the creator of the work: 1) reproduction, 2) adaptation, 3) distribution of copies or phono records by sale, gift, rental, lease, or lending, 4) public performance, and 5) public display. The creator of the work owns these rights and may sell or license these rights on any terms with which he and the requestor agree.

The law, *Title 17, United States Code, Public Law 94-553, 90 Stat. 2541*, as amended, gives schools and certain users special exemptions, which are called “Fair Use”. Basically, school employees can use or reproduce certain copyrighted materials as long as the employee meets defined guidelines. ***All fair use guidelines must be met*.**

According to the Richmond County Board of Education, Department of Media Programs, the Media Specialist is to act as a “copyright advisor” for reproduction and use of copyrighted print, non-print, and electronic information. A copy of Copyright: A guide to information and resources, 2nd Edition by Gary H. Becker is located in the Media Center. It covers all areas of school use and misuse of copyrighted materials.

For audiovisual materials, these fair use guidelines must be met:

* Instructors or students must present it.
* It must occur in face-to-face teaching, *i.e. it must match lesson plan objectives.*
* It must take place in a classroom or similar place of instruction in a nonprofit educational institution.
* It must be a legally acquired copy of the work.

Only educational videos are to be shown in the classroom. Videos deemed educational and purchased by the school are to be made a part of the Media Center collection and may be used at the teacher’s discretion. Teachers should prudently preview all videos to be shown in their classrooms.

**It is Richmond County School System policy that the following stipulations be completed for videos shown in the classroom:**

* **An instructional reason for the program should be stated in the lesson plans.**
* **The program should be scheduled at least one week in advance and the “Request to Show School Videos” form should be completed and filed in the Media Center (see Appendix).**
* **There should be a follow-up lesson after the viewing to reinforce the content of the video.**

Videos brought from home must be previewed by at least two members of the Building Media Committee and approved prior to the viewing. The form “Request to Show Non-School Videos” should be completed (see Appendix). Allow two weeks for the preview process.

**Richmond County Board Policy states that videos rented from a rental facility may not be shown in a school. The policy also states that videos rated other than “G” may not be shown in a school.**

Programs recorded on video from any other source must also follow copyright guidelines and be erased by the Rights Information Date. The Media Specialist is required to erase recorded programs by the specified date. Rights must be purchased each year.

**Persons who violate copyright can be charged up to $250,000 in a court of law and can be sent to prison for up to five years. The Media Specialist can also be held responsible for violations if she checked out equipment/material that was used illegally.**

**Software**

All copies of software within the school must have a license filed in the Media Center. Typically, the license entitles the holder to use the program and make **one** backup copy. This allows the use of the program on **ONE** and only one computer. Licenses are purchased for a specific number of multiple copies of a program, usually at a reduced price. Site licenses are purchased for programs the entire school uses.

Operating systems (for example, Microsoft Windows 10) are governed by license. Each computer must have a license for the operating system installed on it. It is not permissible to upgrade an older model with a newer operating system without first purchasing an upgrade or another copy of the newer system. All licenses are kept on file in the Media Center.

Network software is governed by user license; these are usually 10 users, 25 users, 50 users, etc. It is not possible to connect more computers to a network than the number of users allowed by the license. Upgrades to the license must be purchased as the building’s capacity to add users increases. When user licenses are upgraded, backup software must be upgraded to a compatible user number.

Educational institutions do not have the right to install a single program on multiple machines without holding valid licenses. **This is a violation of copyright law.**

**Software con’t.**

CD ROM programs requiring installation must stay with the computer on which they are installed. Only those CD ROM programs which operate without installation may be circulated.

The Department of Media Programs requires Media Specialists to conduct periodic license audits; illegal copies are to be deleted from the computer and the principal notified of any violations.

**Equipment**

Computers, printers, overheads, document cameras, and any other available technology are checked out to teachers, usually during pre-planning, for the entire year. Media staff will change the fragile, expensive projector lamps.

The Media Specialist, as well as school faculty and staff can submit technology requests for repair to the Informational Technology department at <https://login.myschoolbuilding.com/msb?acctNum=710169824&productID=ITD> as needed.

**Selection of Materials**

The following basic provisions are used when selecting materials for the Media Center:

* Materials which enrich and support the curriculum, while taking into consideration the varied interests, abilities, and maturity levels of the students.
* Materials to stimulate growth in factual knowledge, literary appreciation, aesthetics values, and ethical standards.
* Materials which will enable students to make intelligent judgements in their daily lives.
* Materials on opposing sides of controversial issues so students may develop, under guidance, the practice of critical reading and thinking.
* Materials which reflect many religious, ethnic, and cultural groups and their contributions to our heritage.
* Principle above personal opinion and reason above prejudice will be used in the selection of materials of the highest quality to assure a comprehensive collection appropriate for all users of the Media Center.

The Media Specialist will also use a Consideration file, industry standards, and the recognized reviewing instruments to assist in the selection of all materials for the Media Center.

**Selection of Instructional Equipment**

The following criteria shall be considered when purchasing instructional equipment:

* Needs assessment
* Portability
* Cost
* Ease of operation
* Ease and availability of maintenance and repairs
* Manufacturer/Dealer support
* Warranty and Guarantee
* Does it meet standards recommended on the national, state, or local level

**Weeding**

The Media Center staff periodically removes (weeds) badly worn or outdated books, materials, and equipment. Weeded books are removed from the circulation database and offered to the faculty or students free of charge when appropriate. A record of equipment discards is given to the system’s Purchasing Department. They are responsible for taking the equipment for disposal or auction.

**Gifts**

Donated books or materials are added to the collection only if they are appropriate for the curriculum and meet the needs of students and faculty.

**Reconsideration of Materials**

In a democracy, opinions differ, and occasionally there may be criticism of the most carefully selected materials. In the event of a complaint, the following procedure shall be followed:

1. The complaint will be filed, in writing and on the approved form, with the school administrator (see Appendix for form).
2. The school administrator will refer the complaint to the Building Media Committee to consider its validity.
3. After reviewing the complaint, the committee will read, watch, or listen to the material in question and write an answer to the complaint, detailing their opinion of the item in question in a timely manner.
4. The Building Media Committee will meet with the complainant to discuss the item and try to reach an amicable and acceptable decision of the issue.
5. A written report of all actions taken by the Committee will be sent to the school’s Principal.
6. If the complainant does not accept the decision of the Committee at the local school level, the complaint shall be referred to the County Committee. The County Committee shall follow the same procedure and make recommendations.
7. If the complainant does not accept the decision of the Richmond County Media Committee, the ultimate decision will be the responsibility of the Board of Education.
8. The appropriate form shall be the Form for Reconsideration of Materials found in the Appendix. Copies of this form shall be kept on hand to give to anyone approaching the principal, teacher, or media specialist with a complaint.

**Acceptable Use of the Internet**

1. Internet access is authorized in support of the instructional program and the curriculum as outlined in the Richmond County Curriculum Guide.
2. Transmission of any material in violation of any U.S. or state regulation is prohibited – including copyrighted material, threatening, or obscene material or material protected by trade secret.
3. Commercial activities, product advertising, and political lobbying are prohibited.
4. **Netiquette** – Generally accepted rules of the network etiquette shall include but not limited to the following: politeness, appropriate language, no swearing or vulgarities. Email is not necessarily private; therefore care should be taken in what is said: no disruptive use of the network such as “spam” email or other non-educational traffic.
5. **Inappropriate use will result in cancellation of privileges and may result in disciplinary action**. *Internet usage is a privilege, not a right.*
6. Personal security information (home address, telephone number, social security number, etc.) must not be given out on the Internet.
7. Vandalism – defined as any attempt to harm or destroy hardware, software, or data belonging to another user agency or network connected to the Internet – includes but is not limited to the uploading or creation of computer viruses. **Vandalism will result in immediate cancellation of privileges and disciplinary action.**
8. No software or any kind may be brought from any location outside this school for use on any computer.
9. To use the Internet, each student must have a parent-signed copy of the Internet permission form on file with the classroom teacher and in the Media Center.

**Volunteers**

The Media Center welcomes volunteers for shelving books, checking books in and out, creating inviting displays featuring books, helping with book fairs, and any other activities. All volunteers must first complete Richmond County’s Parent Volunteer Training, usually held once a month. *For more details on this training, check the school’s webpage or contact the Richmond County Board of Education District Office.*

**Accessibility for Disabled Patrons**

The Media Center staff will accommodate students, staff, and other patrons with disabilities according to need.

**Privacy of Library Records**

Sue Reynolds Media Center supports the ALA statement on Confidentiality of Library Records, which states:

“The members of the American Library Association, recognizing the right to privacy of library users, believe that records held in libraries which connect specific individuals with specific resources, programs of services, are confidential and not to be used for purposes other than routine record keeping: i.e., to maintain access to resources, to assure that resources are available to users who need them , to arrange facilities, to provide resources for the comfort and safety of patrons, or to accomplish the purposes of the program of service. The library community recognizes that children and youth have the same rights to privacy as adults.” (Information Power, 1998)

**Building Media Committee**

This committee will be composed of administrative, instructional and media personnel, parents, students, and community representatives. The Building Media Committee will 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
2. program
3. Budget priorities
4. Reconsideration of materials
5. Operational procedures
6. Copyright adherence policies, including appointing an individual responsible for providing copyright information and obtaining copyright clearance where necessary
7. Program evaluation, including expansion and deletion of services
8. Policies for disposition of gifts
9. Policies for the use of non-school owned materials in the classroom
10. Mechanism for the use of information sources outside the school.
11. Assist the media specialist in evaluating and prioritizing requests from the faculty and students for additional materials in the media collection

The Media Specialist shall be responsible for organizing and working with the Building Media Committee.

The Media Specialist shall be guided by, but not limited to, the suggestions of the Building Media Committee. It is, and shall remain, the 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.

**Duties and Responsibilities of a Media Specialist**

The Media Specialist is expected to meet professional standards and certification. Within the school setting he/she will be expected to be responsible for the following:

* Implementing media policies and standards in line with state and local policies and procedures
* Creating and fostering a climate that motivates effective utilization of media facilities, resources and services
* Maintain a neat and orderly media center and materials collection
* Ordering materials for the collection in a timely and approved manner
* Processing materials in a timely and recognized manner
* Understands and is responsible for the automated media system used by the county
* Maintaining accurate records of media center as requested
* Completing and turning in reports as required
* Setting policies and procedures for the operation of the media center
* Preparing a Media Center Handbook detailing the policies and procedures to be followed by students and faculty and presenting it to them
* Cataloging all materials and equipment by assigning Dewey Decimal call numbers and supervising their data entry into the automated system
* Teaching library and reference skills to students
* Teaching information literacy skills
* Acting as the “copyright adviser” for the school and obtains copyright clearances

when appropriate

* Acting as “reconsideration of materials” contact person for the school
* Coordinating the Building Media Committee
* Meeting with faculty, individually and as a group, to discuss the instructional needs of the students to aid in the identification of materials to support the curricular needs of the school
* Cooperative planning with individual teachers to meet their needs and those of their students
* Supervising Internet use and access within the school
* Maintaining awareness of new developments in instructional technology and providing this information to the administrators, faculty and students
* Seeking opportunities to increase professional skills through reading, study and staff development

**APPENDIX**

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I request the Building Media 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 Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stolen or Missing Equipment

Richmond County Board of Education

MEMORANDUM

**TO: ALL MEDIA SPECIALISTS FROM: TRACIE LIVINGSTON**

**Stolen or Missing Equipment**

Please fill out the information below any time there is equipment missing or stolen from your media center.

School Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loan of Equipment Form

**Richmond County Board of Education Loan of Equipment**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Return date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the borrower’s responsibility to:

* Make sure the equipment is in working order when it is checked out.
* Return the material by the due date.
* Return the material in the same condition in which it was received.
* Provide Police Report should the equipment be stolen or destroyed by fire.
* **Please** include current replacement cost (CRC) and list each piece of equipment separately.

**Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Make\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Serial # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Replacement Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Computer $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monitor $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other equipment $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature of Borrower

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please print) (signature)

School authorized signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal/Assistant Principal or Media Specialist)

Internet Acceptable Use Policy

It is the policy of the Richmond County Board of Education that employees and students

should be furnished educational opportunities and resources to have access to Internet-based instructional programs and administrative services. The primary purpose and mission of the Richmond County Board of Education is to educate students to become lifelong learners and

productive citizens in the 21st Century. Technology plays a role in this mission by providing quality programs, information and learning activities along with support and services to improve student learning and enhance instructional and administrative effectiveness. The instructional use of interactive computer and web-based technology will prepare students for the future. Technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Richmond County Board of Education has adopted procedures regarding acceptable use to ensure that the technology users share in the technology resources in an effective, efficient, ethical and lawful manner. Particular attention should be given to ensuring that students are not granted access to anything other than educational and instructional materials and resources.

The Richmond County Board of Education is committed to: (a) preventing user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) preventing unauthorized access and other unlawful online activity; (c) preventing unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) complying with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Each user must follow the Richmond County School System Internet Acceptable Use Procedures found in the Richmond County Board of Education Code of Student Conduct and Discipline.

Procedures have been adopted to address Internet safety, which include:

(a) Access by minors to inappropriate matter on the Internet and World Wide Web

(b) Safety and security of minors when using electronic mail, instant messaging, chat rooms and other forms of direct electronic communications

(c) Unauthorized access, including so-called “hacking,” and other unlawful activities by

minors online

(d) Unauthorized disclosure, use and dissemination of personal information of minors

(e) Restricting minors’ access to materials harmful to them

The Superintendent is authorized to designate certain persons in the School System who will be allowed to disable the blocking or filtering measure placed on the computer system during the use by an adult to enable access for bona fide research or other lawful purposes.

**Procedures - Internet Acceptable Use**

The Acceptable Use Procedures apply to all students, faculty, staff, employees and visitors (both adults and minors) of the Richmond County School System. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The school system reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications.

***Availability of Access:***

The Internet will be available to users for instructional and administrative purposes. The electronic information available to users does not imply endorsement by the Richmond County Board of Education. The use of the network is a privilege, not a right, and misuse will result in disciplinary actions, including cancellation of those privileges.

***Security:***

Users must maintain appropriate passwords to obtain access to the network. Login information, user names, and passwords are confidential and it is the responsibility of the user to safeguard that information. Passwords should be at least 8 characters and should contain a number and a capital letter. No user should login with another user’s information. While the Internet is an extremely valuable tool for educational research, information is accessible that may not be appropriate according to community, school, or family standards. The Richmond County Board of Education provides an Internet filtering system which blocks access to a large percentage of inappropriate sites. Specifically, as required by the Children’s Internet Protection Act, visual depictions of material deemed obscene or child pornography, or any material deemed to be harmful to minors will be blocked by the web filtering system. Even though most objectionable sites are blocked, various entities create new inappropriate sites daily. If a questionable site or information is encountered, the same should be reported to the school’s Media Specialist or to the Media and Instructional Technology Department. Staff members in Media and Instructional Technology will make every effort to block the site as quickly as possible.

***Internet Safety:***

Internet safety is a great concern of the Richmond County Board of Education. It shall be the responsibility of all educators of the Richmond County School System, 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 (CIPA), as much as is practical. A series of age appropriate Internet Safety courses will be taught to all students in the Richmond County School System to provide education on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, safety and privacy, as well as cyberbullying awareness and response. School personnel have the discretion to provide such other training or to implement such other curricula, provided that such training or curricula meet the requirements of CIPA, as may be amended from time to time. Any suggested topics or proposed curricula are intended as a guideline and in no way replace or diminish the professional judgment and discretion of the administrators or school personnel implementing this policy.

***The following will be considered inappropriate uses of the Richmond County School System Technology Network, which list is not exhaustive and includes but is not limited to:***

A. Posting, publishing, sending or creating materials or communications that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Student Conduct and Discipline, State law or federal law NOTE: Students who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Code of Student Conduct and Discipline as well as criminal charges, if applicable.

B. Accessing, sending, creating or posting materials or communications that could be

inconsistent with the district’s educational needs and goals

C. Using the network for financial gain, advertising or commercial activity

D. Transmitting any material in violation of any United States or State law or regulation

E. Posting anonymous or forging electronic mail messages or altering, deleting or

coping another user’s email

F. Using the school’s computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws

G. Downloading, installing, or playing any unauthorized program or content (even that

created at home) on any school’s computer or network

H. Purposely bringing any hardware on the premises or loading any software that is designed to damage, alter, destroy or provide access to unauthorized data

I. Attempting to vandalize or disassemble any network or computer component including the attempt to alter network or computer configuration

J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person

K. Sending spam through email

L. Using the network while access privileges have been suspended

M. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies

***Employee Responsibilities:***

* Employees must use good judgment and keep all passwords protected. Do not post a list of user names and passwords where they may be seen by students or others.
* Never email user names and passwords to unknown sources. The Richmond County
* School System Information Technology Department will never ask for passwords by email.
* When leaving a computer, always log off so to prevent unauthorized access to files or email.
* Students should always be supervised while using the Internet, computers, handheld devices or electronic resources.
* Email accounts are provided for professional use only. Email should not be used for personal gain or business related activities. Broadcasting of unsolicited messages is prohibited. All employees must request permission from the building administrator before sending any messages to an entire building’s staff. Permission has to be granted from the Superintendent or designee to send messages to “All Users” in the system.
* If an employee brings a personal computer or handheld device, he/she must fill out a form to put the device on the network. The computer or device must have updated antivirus software. The device must be virus free and must not contain any unauthorized or inappropriate files.
* Employees may not download any unauthorized software onto Richmond County

School System computers.

* Employees will use system-supported technology, included but not limited to, Web 2.0

or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.

* Employees must follow the Code of Ethics for Educators, as well as any other applicable laws or regulations.
* Employees shall act in good faith to enforce the operation of technology protection measures while school computers with Internet access are being used.

**Parent Responsibilities:**

* Parents should read through the entire Internet Acceptable Use Policy and Procedures and discuss Internet safety with their child.
* Parents not wishing for their child’s picture, video clip or name to be featured on Richmond County School System websites should see the school’s Media Specialist to fill out an online Opt Out form.

***Student Responsibilities:***

* Students should not use the Internet for purposes other than instructional assignments related to the curriculum.
* Students will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.
* Students must follow teacher directions for Internet related assignments.
* Students must heed prohibitions and Internet Safety rules.
* Students should participate in any and all training as instructed by school personnel.
* Students will follow all applicable rules related to Internet, computer or digital device use contained within the Student Code of Conduct and Discipline and sign that they have read the policy and procedures of the Richmond County School System and

agree to abide by the same.

* Students should take precautions when using the network.

***For Internet Safety, Students Are Reminded They Should:***

* Never provide last name, address, telephone number, or school name online to someone they do not know.
* Never respond to and always report any messages that make the student feel uncomfortable or that are from an unknown origin.
* Never send a photo of themselves or anyone else without the permission of a parent.
* Never arrange a face-to-face meeting with someone they met online.
* Never open attachments or files from unknown senders.
* Always report any inappropriate sites observed.

***Usage of Mobile Devices and/or Personal Computers***

The use of mobile devices or personal computers on campus is a privilege that the school grants to students who are willing to assume the responsibilities outlined in the Richmond County Acceptable Use Policy and Procedures. This usage policy also applies to the mobile devices checked out by the school and the RCSS Mobile Device/BYOT Agreement must be signed by the student and parent. All guidelines in the Richmond County Board of Education Acceptable Use Policy and Procedures continue to apply when a student brings a personal laptop computer or other mobile device for use on campus.

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

a. Taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;

b. 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

c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Minor:** Under Federal law, the term “minor” is defined as “an individual who has not attained the age of 17 years” (pursuant to 47 U.S.C. § 254(h)) and “any person under the age of eighteen years” (pursuant to 18 U.S.C. § 2256). For purposes of this policy, however, the term “minor” shall apply to any student properly attending a school within the Richmond County School System.

**Sexual Act; Sexual Contact.** The terms "sexual act" and "sexual contact" have the meanings given such terms in 18 U.S.C.§ 2246.

*Failure to follow the Acceptable Use Policy violates the requirements as set forth by the*

*Official Code of Georgia and the Children’s Internet Protection Act (CIPA)*