

# **Warren Road Elementary Media Handbook 2017-2018**



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## **Purpose of the Media Handbook**

The purpose of the Warren Road Elementary Media Handbook is to provide the users of the library media center with a guide for the operation of the school library media program. The WRES media policies will adhere to the Richmond County School System (RCSS) Media Specialist's Handbook policies and will be updated as changes are made in the WRES library media program.

## **Mission Statement**

Warren Road Elementary Media Center's Mission is to support academic standards by fostering information literacy skills that develop lifelong learners who have access to an environment of print and electronic resources, computers, and other technology while instilling a love of reading.

## **Vision Statement**

The vision of Warren Road Elementary School Library Media Center is the "information action center" of the school. The media center is a place where students, parents, teachers, and staff can access information, build new literacy skills, and investigate new technologies. This energetic environment fosters a love of reading while reading skills are continually developed.

## **Goals and Objectives**

- To provide services to students, faculty, and staff that will enhance the instructional program within the school.
- 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 religious, 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 Standards of Excellence and the AASL Standards for the 21<sup>st</sup> Century Learner.

## **Media Center Operations/Scheduling**

Warren Road Elementary media center operates on an open and fixed/flexible schedule. The open schedule is mandated by the Richmond County Board of Education and Georgia State law.

Small groups (4 students) or individuals may come to the media center anytime during the school day. The media center is open each school day from 8:15 A.M. until 2:30 P.M. and by appointment for after hours for students and staff. Students wishing to use the Internet for research purposes must have a note from the classroom teacher indicating their topic for research.

Teachers may schedule story-time by signing up with the media specialist. It is Richmond County Board policy that the teacher remains with his/her class during the whole class visits. An open class format is provided for teachers to have an entire class come to the library for a definite purpose such as research, technology and or story-time. Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities. Planning for whole class instructional visits should be arranged a week in advance.

Flexible Scheduling is addressed in the GADOE 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 is not having a sign up sheet available but it is a schedule that works in partnership with collaboration.

- Teachers are responsible for signing up their classes for media center time.
- The teacher must remain with the class.
- Classes will not have an assigned library time and day.
- Small groups of 4 students (grades 2-5) may come to the media center.
- Students' visits to the library should be limited to one visit per day. Students are required to receive an allotted instructional time for each subject area.

## **Building Media and Technology Committee:**

Each school unit shall have a Building Media and Technology Committee. This committee shall be composed of administrative, instructional and media personnel, parents, students, and community representatives.

The Building 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 media specialist in evaluating and prioritizing requests from the faculty and students for additions to materials in the media collection.

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 Media Program Specialist at the beginning of each academic year.

The media specialist shall be guided by, but not limited to, the suggestions of the Building Media and Technology 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.

### **Selection of Media Materials**

Materials are obtained yearly for media center check-out. All suggestions for materials may be made to the media specialist, in writing. Requests and suggestions are sought from staff, parents, students, and other members of the school. These suggestions will be filed if they are submitted after the annual media order has been placed (approximately mid-October). All suggestions will be considered based on county selection criteria. Reviews will all be gathered from the literature of professional organizations and other reviewing sources recognized for their expertise. The removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value is part of the selection process.

Selection of instructional materials is a cooperative, ongoing process in which administrators, teachers, media specialist, and students will participate.

The media specialist will make the final decision based on recommendations of the aforementioned.

#### **Criteria for Selection**

In general, learning resources shall be selected for their strengths, rather than rejected for their weaknesses. The following criteria will be used as a guide in selection process.

- Relevance to curriculum.
- Interest, abilities, background of students and teachers.
- Local board of education policies.
- Authority, scope, coverage, and accuracy of work.
- Format, features, and price of the work.
- Recommendations of teachers, students, parents, and school administrators.
- Literary and artistic excellence.
- Lasting importance or significance to a field of knowledge
- Relevance to the interest of individual gifted, talented, and remedial student.
- Higher degree of potential user appeal.

### **Reconsideration of Materials**

When an objection is made to a media selection, the principles of the freedom to read and professional responsibility of the staff would be defended.

In the case of a complaint, the following procedures shall be followed:

- The complainant shall file the complaint, in writing and on the approved form, with the school administrator. (See Appendix , Reconsideration of Materials)
- The school administrator shall refer the complaint to the Building Media and Technology Committee to consider the validity of the complaint. After reviewing the complaint, the committee shall 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.
- The Building Media and Technology Committee shall meet with the complainant to discuss the item and try to reach an amicable and acceptable decision of the issue.
- A written report of all actions taken by the Committee shall be sent to the Assistant Superintendent for Instruction and the Director of Educational Media and Technology.
- 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.
- If the complainant does not accept the County Committee’s decision, the County Committee shall make recommendations to the Superintendent and the Board of Education. Then the ultimate decision will be the responsibility of the Board of Education.
- The appropriate form shall be the Form of Reconsideration of Materials found in the Appendix. Copies of this form should be kept on hand to give to anyone approaching the principal, teacher, or media specialist with a complaint.

### **Copyright Policy and Procedures**

The media specialist is expected to act as a “copyright advisor” for reproduction and use of copyrighted print, non-print, and electronic information.

The Copyright Law allows library photocopying under Section 107 Fair Use when meeting the following criteria:

1. Purpose and character of use.
2. Nature of work.
3. Amount and substantiality of the portion used.
4. Effect upon the potential market for the work.

All copy machines are labeled with notices for staff members regarding copyright awareness. It is the responsibility of each staff member to adhere to copyright policies, and keep an updated folder of materials provided by the media specialist.

All videos shown must be for instructional purposes only and must be documented in your lesson plans.

Use approval form (See Appendix, Request to Show School Videos) for classroom use of videotapes and/or other media when seeking permission to use a category of media.

The school has to have closed circuit rights to show all videos it owns on the distribution system. If the catalog they were ordered from does not specify closed circuit rights, then they can only be shown in the classroom and not through the distribution system.

## Circulation Policy

All library materials must be checked out from the circulation desk. All equipment is assigned and checked out to the teachers for the school year.

### Teachers

Fiction and Nonfiction	2 weeks
Periodicals	Current issues – 2 days; Back issues - 2 Weeks
Kits, Games, Resource Materials	2 weeks
Equipment	Annually (all equipment not being used should be returned to the media center for other teachers to use.)
Poster Markers	Returned daily
Digital Camera	Returned daily
Videos	Returned daily

\*Teachers are responsible for lost or damage media materials and will be charged a media fine.

### Student Check-Out Procedure:

- All student library books are due back 2 weeks from the day they are checked out.
- Students may not check out audio/visual equipment, or videos.
- Students in Pre-K – K will not pull books from the shelf for check-out.
- Students in Pre-K will check out 1 book.
- Students in K- 5th grade may check out 2 books.
- Students must return all library books that are overdue before new books can be checked out.
- Every 2 weeks, an Overdue List will be printed and distributed to students.
- Overdue books will result in a loss of check out privileges.
- Overdue fines are not charged to students.
- Lost or damaged library books will result in the loss of check out privileges and fines will be assigned.
- Damaged Barcode labels or Spine Labels will also result in a media fine of \$2.00 to cover the cost to replace the labels.
- Students are encouraged to renew library books for an additional two weeks period if more time is needed.

### Parent/Volunteer Check-Out Procedure:

- All library books are due back 2 weeks from the day they are checked out.
- Parents may check out 4 books per child.
- Parents must return all library books that are overdue before new books can be checked out.
- Every 2 weeks, an Overdue List will be printed and distributed to students to give to their parents.
- Overdue books will result in a loss of check out privileges.
- Overdue fines are not charged to parents.
- Lost or damaged library books will result in the loss of check out privileges and fines will be assigned.
- Parents are encouraged to renew library books for an additional two weeks period if more time is needed.

### Reference Materials

Reference materials will be used in the media center and in some situations, materials can be checked out by the teacher, student, and parents for daily use.

### **Lost and Damaged Library Books, Materials, and Equipment**

The Media Specialists will determine the amount charged for lost or damaged library books, materials and equipment using the Instructional Materials guidelines:

- A minimum of \$1.00 shall be charged for damages. Damaged barcodes should be charged as damage to the book.
- Lost books should be charged according to cost.
- If a student owes money for lost or damaged books, materials or equipment, the student's parents are to be notified by overdue slip, lost book notice and or bill for damages.
- Students withdrawing owing money for lost or damaged books, materials or equipment should have the amount owed and the item written on the withdrawal slip. If the student transfers within Richmond County, the administrator is to accept the student and attempt to collect the amount owed.
- Richmond County Board of Education policy states that all money collected from a student shall be receipted. A receipt record shall be kept of all money collected for lost and damaged items. The money shall be turned into the school bookkeeper and an office receipt given. The office receipt should be kept with the receipt record. The office receipt and media center receipt books should balance.

### **Videotape Policy**

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. It is recommended that the school follow a policy of prudent viewing:

1. An instructional reason for the program should be stated in the lesson plans.
2. The program should be scheduled at least one week in advance.
3. There should be a follow-up lesson after the viewing to reinforce the content of the video.
4. The movie rating must be appropriate to the grade level where the movie is being shown. For any movie with a PG-13, approval of the principal and a parental permission note must be sent home. Students must not be penalized for not being able to watch a movie in which they did not receive parental permission to watch. No R rating movies are to be shown to HES students.

Videos brought from home or by a student must be previewed by at least two members of the Building Media and Technology Committee and approved prior to viewing. (See Appendix, Request to Show Non-school Media) It is recommended that a two (2) week period be allowed for the preview process.

**Under no circumstances shall a video rented from a rental facility be allowed to be shown in a school. This is in violation of Board Policy and copyright laws.**

### **Instructional Programming**

#### **Georgia Public Broadcasting**

Georgia Public Broadcasting (GPB) goal is to serve the educational needs of Georgia schools, and their portfolio features many video-based instructional resources that are used in classrooms. They also produce and distribute professional development training for Georgia educators (<http://www.gpb.org/public/education>).



## **Discovery Education**

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

## **Software**

Warren Road Elementary adheres to the Richmond County School System Software Purchasing Procedures for:

1. Alignment with the Georgia Standards of Excellence (Instructional Software)
2. The learning styles of students (Instructional Software)
3. Evidence of effectiveness
4. Total cost of ownership
5. Manufacturer support
6. Compatibility with the RCSS network (including bandwidth and hardware requirements)

### **Instructional Software Guidelines**

Approval must be met for use of software by the teacher and/or school. Schools, Departments or employees requesting specific software must submit a Software Evaluation Form. This form will be reviewed by the appropriate subject area Coordinator or Director. After the Director or Coordinator approves the form, it will be submitted to the Technology Department to determine network compatibility. After receiving approval from both Curriculum and Technology, the school, department or employee can proceed with ordering.

### **Support Software Guidelines**

Departments, Schools or Individuals requesting support software must have the approval of the Information Technology Director. This type of software must not duplicate services of other software and must meet network specifications.

### **Software Management**

Licensed software must only be added to the machine for which it is purchased. All software is copyrighted and RCSS/WRES complies with the Federal Copyright Laws so software may not be duplicated except for backup and archival purposes.

Only properly licensed and/or registered software will be loaded on RCSS-owned computers. Software acquired at RCSS expense shall not be copied onto any non-County computer unless specifically authorized by the license agreement.

Schools and Departments shall establish a permanent file that documents the right to use each copy of software loaded on a RCSS computer.

Every computer purchased must purchase licenses for software – this includes antivirus and office productivity software.

There are different types of licenses:

a) *Site License* - under a site license, usually a designated quantity of individual computers are allowed to use a copy of the software.

b) *Network License* - a network license is based on a maximum number of concurrent users. c) *CPU License* - a CPU license is generally for just one specific computer. A copy is usually allowed to be made for back-up purposes.

## Equipment and Password Information

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, the media specialist will submit the request to Information Technology Department.

## Repair of Instructional Technology Equipment

Requests for instructional technology equipment (computers, printers, activboards, and projectors) repairs shall be submitted to the media specialist by completing the online technical request form at <http://goo.gl/wO1jyv>.

Requests will be handled by the media specialist, technology specialist and technical repair staff:

- In the order of their importance to the functioning of the instructional program
- In the order received.
- Warranty computers

## Loan of Computers and Other Electronic Equipment

Computers and other electronic equipment are often loaned to teachers and students during the year and over the summer. Suitable policies for accountability and care of the equipment should be in place at the school level.

The Media and Instructional Department **strongly** discourages lending computers that are attached to the school's LAN (local area network). This is due to the problem encountered when trying to reattach them to the network. Therefore, it is suggested **ONLY** stand-alone computers be considered for circulation.

Checks out procedures listed below are recommended:

- Borrowers must sign for all equipment checked out. (See Appendix )
- Any materials damaged or not returned will be repaired and/or replaced at cost to the borrower.
  1. 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
  2. It is the lender's responsibility to:
    - Make sure the materials are returned on time
    - Insure the equipment is in working order within 1-2 working days of its return by inspecting it. This ensures the equipment has not been damaged, remains virus free and is in proper working order.
    - If materials were previously networked, reattach to the network and restore all network settings

## **Gifts and Non-School Owned Materials**

Gifts are accepted based on the same criteria used to purchase materials. The media specialist reserves the right to keep only those items appropriate to the collection, and dispose of any items not suitable for the collection. All gifts made to the media center are non-returnable, regardless of approval or denial.

## **Student Media Festival**

The media center and the faculty encourage students to explore technology for consideration of the Media Festival. Students are encouraged to participate and are given access to computers in the classroom and media center. The purpose of the festival is to stimulate student interest and involvement in all types of media productions. Students can show their work and be judged at local, system and state levels. For more information, visit the Georgia State Media Festival website at: <http://www.gait-inc.org/GSMF/index.htm>.

# APPENDIX

## **Duties and Responsibilities of the 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

## **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 copying 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, 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.
- 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)*

**WRES 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/herself

\_\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WRES Form for Reconsideration of Media – Page 2**

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

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

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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?

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

Name \_\_\_\_\_ Title/Occupation \_\_\_\_\_

Address \_\_\_\_\_

13. What were their reactions and/or opinions? \_\_\_\_\_

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

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

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Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

## 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
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Computer	_____	_____	\$ _____
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Monitor	_____	_____	\$ _____
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Other equipment	_____	_____	\$ _____
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**\*\* Deep Freeze should be installed on all instructional computers. Deep Freeze is set up to go into a maintenance mode from 11:00 pm to 5:00 am. Please understand that you will not be able to use your computer during this time.**

Name and signature of Borrower \_\_\_\_\_  
(please print) (signature)

School authorized signature \_\_\_\_\_  
(Principal/Assistant Principal or Media Specialist)

**Warren Road Elementary  
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 \_\_\_\_\_

**Warren Road Elementary  
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 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 \_\_\_\_\_

**Warren Road Elementary**  
**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 \_\_\_\_\_

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Media Specialist Signature \_\_\_\_\_



## 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.

**RICHMOND COUNTY SCHOOL DISTRICT PHOTO AND VIDEO RELEASE FORM  
FOR INTERNAL AND EXTERNAL USE**

I do hereby grant the Richmond County School System the unlimited right to use and/or produce photographs, videos, movies, recordings, likenesses and/or the voice of any student 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 System Internet website, RCBOE publications and on television, radio and media outlets. I further understand that by 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_