

# Warren Road Media Center Handbook



## Media Specialist

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### Warren Road Mission and Philosophy

The mission of Warren Road Elementary School is to lay the foundation for our students' lifelong learning by providing opportunities for them to grow academically, physically, artistically, socially, and emotionally in a nurturing, yet challenging environment.

#### **We believe...**

Every student deserves an opportunity for a quality education.

All children can learn and achieve personal goals.

Each student is a valued individual with unique physical, social, emotional and intellectual needs.

Awareness and understanding of individual and cultural differences contribute to a positive learning environment.

High expectations encourage our students to reach high levels of achievement in physical, emotional, social, and academic development.

A variety of teaching methods is needed to meet diverse learning styles. Teamwork among school personnel, home, and community enhances learning. It is the responsibility of the home, school, and community to model and encourage good character.

The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

### **Media Center Philosophy**

The Media Center is an integral part of the school providing materials and services that support and enrich instruction. Media Center personnel are ready at all times to assist and support teaching and learning. Our goal is to provide students with the materials and services that will make teaching and learning challenging, interesting, exciting, and successful.

### **Media Center Behavior**

Along with the student activities, selecting books, teachers may send students to do work and take AR tests on the computers.

Other behavior rules include:

1. Walk to and from the classroom and the Media Center.
2. MUST have Media Center Ticket (media center pass), or note from teacher to come in the Media Center.
3. Select titles that match the Media Center Ticket.
4. Playing around is not acceptable.
5. DO not lean in chairs.
6. Work nicely with partners/group members.
7. Gum, candy, drinks, etc. are NOT allowed.

Any student who does not follow the rules will be removed from the Media Center. Students who repeatedly fail to follow the rules will not be allowed to come to the Media Center except with their teachers.

## **Book Care**

Any damaged book must be paid for at book replacement cost.

### **Book Care Guidelines:**

1. NO writing in the books.
2. Do not leave books in places where they can get damaged or lost such as the floor, outside, on the bus, in the bathroom, etc.
3. Keep books in book bag or desk when they are not being read. (Keep away from little brothers or sisters.)
4. Books should NEVER be allowed to get WET.
5. Do not damage the book by cutting it, ripping it, coloring in it, letting it get dirty, bending the book backwards, tearing out pages, etc.

## **Media Center FAQ's**

### **What hours are the media center open?**

The media center is open for students from 8:00am until 4:00pm.

### **How many books may a student check out at one time?**

Students in Pre-K through first may check out one book at a time.

Students in grades two through five may check out up to two books. (one non-fiction and one that is based on their Media Center Ticket Lexile)

### **How long may we keep the books?**

Items checked out from the media center may be kept up to two weeks.

### **What if a book gets damaged or lost?**

Damaged, lost materials, or overdue material must be paid for before the students will be allowed to check out any further items.

## **State Standards for Media**

A brief synopsis of the Georgia Department of Education standards is as follows:

- Each school will have a media center.
- Media centers built after January 1, 1982 must contain the nine functional areas as required in A Guide for Planning and Construction of School Facilities in Georgia: Media Center Facilities.
- Media specialists are assigned to schools based on FTE counts.
- Schools with 250 or fewer FTEs must have as a minimum of one half-time media specialist; the media center must be opened with adult supervision during the entire instructional day. •

Schools with more than 250 FTEs will have at least one full-time media specialist. • Media assistants will be assigned when the FTE count for a school reaches one third over base size, as determined by staff standards.

A second media specialist shall be assigned according to a formula as school's FTE reaches a proscribed level over base size. The Georgia

Department of Education, the Georgia Accrediting Commission and the Southern Association of Colleges and Schools standards will be followed for collection requirements. These standards include:

- An elementary/middle school media center must have a constantly growing collection with a **minimum** of 10 books per student and other materials suitable for use in a sound instructional program.
- A high school media center must have a consistently growing collection with a **minimum** of 10 books per student and other materials suitable for use in sound instructional programs. • Non-print materials shall be provided as indicated by the needs of the instructional program and in accordance with expenditures.
- All materials shall be cataloged using the standard Dewey Decimal System and using the MARC format.
- Circulation records shall be kept for the purposes of evaluating student use of the media center.
- Each student shall have regular and frequent access to the media center on both an individual and class group basis.
- The media collection shall be weeded annually to remove materials that are badly worn or out of date.
- There shall be evidence that students have continual access to use books and other learning materials.
- There must be accessibility of the media center for both individual students and groups simultaneously throughout the instructional day during each day of the year. To this end, the center should be available for students and teachers to use according to instructional need rather than to a predetermined schedule.
- To insure maximum use of school media resources, the center must be open every day that school is in session. The center should not be closed to facilitate meetings or testing programs. It is recommended the center accommodate students before and/or after the school day.
- Insuring accessibility during the inventory process may require some temporary alteration in the hours of operation, or in the availability of materials for circulation, or the level of services provided to students and staff. Such modifications should be approved by the school administrator and announced in advance, but should not include closing the facility.

## **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
- Coordinating the Building Media and Technology 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
- Seeking opportunities to increase professional skills through reading, study and staff development

## **Reconsideration of Materials**

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

The complainant will file the complaint, in writing and on the approved form, with the school administrator. (See Appendix B) • The school administrator will refer the complaint to the Building Media and Technology Committee to consider the validity of the complaint. 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.

- The Building Media and Technology Committee will 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 will be sent to the school's Principal. • 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 decision of the Richmond County Media Committee, the ultimate decision will be the responsibility of the Board of Education. • The appropriate form shall be the Form for 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 Law of US (Title 17)** <http://www.copyright.gov/title17> • The media specialist is expected to act as a “copyright advisor” for reproduction and use of copyrighted print, non-print and electronic information.

- Two good resources are **Copyright: A Guide to Information and Resources, 3<sup>rd</sup> Edition** by Gary H. Becker and/or [www.copyright.gov](http://www.copyright.gov) . • The media specialist should include common copyright issues in the media handbook and should ask for time to address the faculty on this issue at least once a year.
- The Copyright Law allows Library photocopying under Section 107 Fair Use when meeting the follow criteria: 20 Purpose and character of use o Nature of the work Amount and substantiality of the portion used o Effect upon the potential market of the work
- Reference Hall Davidson Site, (<http://www.halldavidson.net>) • Reference Becker, Copyright: A Guide to Information and Resources, Chapters 2 and 3 for complete use interpretations.

# RCSS Student Technology Loan Agreement

The Richmond County School System's (RCSS) vision is providing an equitable education for all students to prepare them for life beyond the classroom. Students are provided the opportunity to checkout laptops/tablets that are the property of RCSS so that they may continue using the device away from school facilities for educational purposes.

All students, parents and/or (guardians) will be required to sign this form acknowledging that they have read and agree with the school system's device checkout procedures before a laptop/tablet can be taken to a location other than a school system facility.

**Please read each statement below and by signing, you are agreeing to the RCSS Expectations of Responsible Device Use:**

- I understand that all use of the school system's laptops/tablets must be for educational purposes and students are not to use the device for personal, commercial or business use.
- I understand that I am accountable for and assume full responsibility for the care of my device.
- I understand that I assume full responsibility for security of the device on and off school premises. • I understand that I assume full responsibility for reporting device problems, breakage or damage immediately.

The use of a county-issued device is a privilege. Students will be offered an optional insurance plan to cover the replacement cost of the device should it be damaged, lost or stolen. This plan will cover one device per year. If the student loses or damages the second device, the student will become a "day-user" and will be provided a device at school, but cannot take a device off-campus.

Please review the entirety of the One-to-One Handbook and sign below stating that you have read and support the expectations stated therein.

Student's Name (print first and last name): \_\_\_\_\_ School: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

\_\_\_\_\_ Student Signature Parent/Guardian Signature

Please sign that you are receiving a device from the Richmond County School System and that you will follow the procedures in the Student Technology Loan Agreement. Also, you understand that if insurance is not purchased, the replacement cost of the device will be charged.

## Device Information

Date of Issue: \_\_\_\_\_ Device Type: \_\_\_\_\_ Serial #: \_\_\_\_\_ Asset Tag

#: \_\_\_\_\_

## Student Information

SID#\_300: \_\_\_\_\_ Student Signature: \_\_\_\_\_

\_\_\_\_\_ Parent/Guardian Printed

Name Parent/Guardian Signature

Home Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_

## **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 anonymously 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 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.

### ***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.