

Media Specialist's Handbook



Richmond County Board of Education
Dr. Angela Pringle, Superintendent
Revised June 2015

TABLE OF CONTENTS

Goals	3
State Standards for Media	3
Media Programs	5
Building Media and Technology Committee	6
Long-range Goals	6
Budget Priorities	7
Selection of Materials for the Media Center	7
Selection of Instructional Equipment	8
Duties and Responsibilities of a Media Specialist	9
Accessible Media Centers	10
Organization and Processing of Materials	10
Equipment Cataloging Procedures	11
Suggested Materials Call Numbers	13
Weeding	13
Lost and Damaged Library Books, Materials and Equipment	14
Fines – Library Materials	15
Gifts	15
Record Keeping and Reports	15
Exit Requirements	16
Previewing Materials	17
Reconsideration of Materials	17
Instructional Programming	17
Music	18
Videos/Movies	18
Software	18
Computer, Software, Equipment Documentation and Passwords	19
Copyright issues	19
Copyright Law of US (Title 17) http://www.copyright.gov/title17	20
Loan of Computers and Other Electronic Equipment	20
Repair of Computers	21
Repair of Educational Equipment	21
Surplus Equipment Procedure	21
 APPENDIX A:	 23
Information Sheet	24
Building Media and Technology Committee	25
Annual Media Program Plan	26
Media Center Monthly Report to Principal	27
How to Run a Titlewise Analysis	28
 APPENDIX B:	 33
Web Filtering Request Form	34
Request to Show Non-school Videos	34
Form for Reconsideration of Media	35
Form for Reconsideration of Media – Page 2	36
Stolen or Missing Equipment	37
Loan of Equipment	38
Internet Safety Curriculum Form	39
Student Technology Contract	40
RCBOE Internet Acceptable Use Policy	41
Sample form that can be used by Media Center.....	46
Copyright Notice Samples	47
Evaluation Forms	48

Mission and Philosophy

The Mission of the Richmond County Public School System is to build a world class school system through education, collaboration and innovation.

This philosophy extends to each school's individual media center, with each center's purpose being service to its students, faculty, staff and administration, based on the school's stated instructional needs and objectives as enumerated in their school improvement plan.

Goals

- To provide those services to students, faculty and staff that will enhance the international 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.

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 a 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 program.
- For schools over 800 students the following formula will apply:

<u>Students</u>	<u>Collections</u>
801 – 1,000	8,000 volumes + 6 volumes per student in excess to 800 students
1,001 – 1,500	9,200 volumes + 5 volumes per student in excess to 1,000 students
1,501 – 2,000	11,700 volumes + 4 volumes per student in excess to 1,500 students
2,001 – And above	13,700 volumes + 3 volumes per student in excess of 2,000 students

- The materials collection shall include periodicals appropriate for and related to the interest of the students. Periodicals may be electronic.
- 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.

Media Programs

160-4-4-.01 MEDIA PROGRAMS

(1) REQUIREMENTS

- (a) Each local board of education shall adopt a media policy that
 - 1. Provides for the establishment of a media committee at the system level and each school.
 - 2. Requires development of procedures for the school system and for
 - (i) Selecting materials locally,
 - (ii) Handling requests for reconsideration of materials,
 - (iii) Considering gifts of instructional resources
 - (iv) Using non-school owned materials,
 - (v) Complying with copyright law,
- (b) The local school superintendent shall appoint a system media contact person to serve as a liaison to the department.
- (c) Each school shall have a media center staffed by media personnel in accordance with Rule 160-5-1-22 Personnel Required and shall develop processes to implement system media policy and procedures. The following shall be included in school media program implementation.
 - 1. A plan for flexibly scheduled media center access for students and teachers in groups or as individuals simultaneously throughout each instructional day. Accessibility shall refer to the facility, the staff, and the resources and shall be based on instructional need.
 - 2. A media committee that makes recommendations and decisions related to planning, operation, evaluation and improvement of the media program. This committee shall annually evaluate media services and develop a multi-year media plan for budget and services priorities.
 - 3. Collaborative planning that includes joint determination by media specialist and teachers to ensure use of media center resources and services that support on-going classroom instruction and implementation of the state-adopted curriculum.

Authority O.C.G.A. &20-2-167; 20-2-168(B); 20-2-182(F); 20-2-184.

Adopted: May 14, 1998

Effective: June 15, 1998

Building Media and Technology Committee

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

The Building Media and Technology 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 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.

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.

Long-range Goals

The long-range goals for instruction and technology will be consolidated with the Five year Technology Plan. Each school is expected to have a five-year plan, which is updated yearly. The Five-year Technology Plan shall be reviewed and updated yearly by the Building Media and Technology Committee. This includes:

1. Listing the goals that have been met during the previous year.
2. Listing any new goals that have been identified.
3. Removing any goals that are no longer useful and/or needed to meet the overall plan objectives.
4. Writing an addendum to the plan and/or rewriting the plan to fit the changing needs of the instructional goals of the school.

Budget Priorities

The school level media priorities are contingent on allocation of funds.

Funds for print and non-print materials are allocated according to FTE counts. It is the responsibility of the Media Specialist to use these funds to enhance the instructional program of the school based on sound library principles with input from the Building Media and Technology Committee, the faculty and staff and the students. To this end, these funds may be spent on books, videos and computer software. Books must take priority over forms of media. Each media center is expected to have a minimum of 10 books per student based on the school's FTE count. Weeding of the collection must be a part of budget priorities so out of date, worn and damaged materials are replaced in a timely manner. Analysis of the collection should be done yearly to assure the significance of the collection relative to the instructional program needs of the school. These State funds may not be spent for supplies.

Funds for equipment, supplies and repairs are based on the FTE count and the amounts will be given to the school administrator at the beginning of each school year. The school administrator should consult with the Media Specialist and the Building Media and Technology Committee as to the selection of equipment for purchase based on established priorities and the identified needs of the school. Repair of equipment should be judged in relation to the usefulness of the equipment and the cost of replacement versus repairs. The Media Specialist is expected to order for the school based on recommendations from the Building Media and Technology Committee and with the approval of the school administrator. The order should be turned into the Media and Instructional Technology Department by the date requested.

Selection of Materials for the Media Center

The volume of materials available; **print, non-print, audio-visual and software**; makes a wise selection of appropriate materials increasingly important. Changes in curriculum and teaching strategies make it especially important that good selection policies be followed by the Media Specialist to ensure a balanced collection.

Selection policies shall include:

1. Providing materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students.
2. Providing materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Providing material, which will enable students to make intelligent judgments in their daily lives.
4. Providing materials on opposing sides of controversial issues so students may develop, under guidance, the practice of critical reading and thinking.
5. Providing materials on many religious, ethnic and cultural groups and their contribution to our heritage.

6. Placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the media center.

All Media Specialists shall use industry standards and recognized reviewing instruments to assist in the selection of all materials for the media center. The following is a partial list of recognized standard resources:

Senior High Core Collection
Middle and Junior High Core Collection
Children's Core Collection
Basic Book Collection for Elementary Schools
School Library Journal
Booklist
Media and Methods
Horn Book
Bulletin of the Center for Children's Books

Selection of Instructional Equipment

The following criteria should be considered when purchasing instructional equipment:

- Needs assessment – Does the school need the item being evaluated?
- Portability – Is the equipment easy to handle?
- Cost – Does the item compare favorably with similar brand items? Is the price reasonable?
- Operation – Is the machine easy to operate or does it take extensive training?
- Maintenance and repairs – Is it easy to clean? Can minor adjustments be made easily? Are replacement parts readily available at reasonable cost?
- Manufacturer/Dealer – Does the manufacturer make the item primarily for school use? Is the manufacturer reputable and is the dealer reliable? Will the manufacturer or dealer extend warranty service?
- Warranty and guarantee – What is the warranty for this item? Is an extended warranty available? Is it on-site or must the item be sent off for repairs? If so who is responsible for shipping and handling?
- Service – Are repairs and emergency services readily available?
- Standards – Are there any standards recommended on the national, state or local levels?

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 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
- Supervising Internet use and access within the school
- Maintaining an accurate accounting of all Grant items as a part of the automated media system
- 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

Accessible Media Centers

State Standards requires school media centers to operate on an open schedule.

Open concept includes:

- The media center is **open** to individual students, small groups of students and faculty **at all times.**
- Cooperative planning between the Media Specialist and teachers shall help optimize utilization of the available resources.
- Large group activities shall be planned and scheduled by the teacher for varying times, and lengths of time, to fit a particular curricular need. **Teachers are not to schedule the same block of time week in and week out.**
- It is Richmond County policy that the teacher remains with his/her class.
- Richmond County schools shall operate using the open concept, with the media center existing to serve the learning needs of the students and the staff of the school.
- Hours of operation before and after school **ARE** necessary to fulfill an open concept mandate.
- Yearly closing of the media center for periods of time at the beginning and end of the school year **IS NOT** permitted. While checkouts may be limited for the purpose of inventory, the center must stay open for student and faculty use.
- Conducting meetings in the media center at any time during the school day is permissible **only** so long as the center is not closed to student use.
- Rigid scheduling of classes **IS NOT** considered consistent with this policy and is not to be used in Richmond County schools.

Organization and Processing of Materials

Cataloging and processing of print, non-print media and instructional equipment shall follow the USMARC format and the Dewey Decimal System.

The media specialist shall permanently mark all items with the school identification and a barcode.

All materials must be ordered barcoded and with full MARC records whenever possible. Any materials not purchased this way must be barcoded and manually entered into the automated system. It is the media specialist's responsibility to order and keep on hand barcodes for this purpose.

Richmond County School System Equipment Procedures

- All equipment purchased by the Richmond County School System is the property of the Richmond County School System.
- The Richmond County School System will follow the specific purchasing and inventory guidelines required by various grants, programs and funding sources.
- It is the responsibility of those using the equipment to safeguard it and (if applicable) to back up all information stored on it.

Processing

- All equipment delivered to the school must be processed into an inventory system.
- The record in the inventory system must include the serial number, purchase order number, description, and other important information about the equipment.
- Expendable equipment will not be barcoded (i.e. USB drives, mice, etc.).
- Equipment will be cataloged at the location for which it was purchased and will remain in that location unless transferred with the appropriate approval.

Circulating

- Individuals using equipment must have it checked out to them through the inventory system.
- Equipment must be returned to the location from where it was checked out for it to be checked back into the inventory.
- Any individual transferring to a new location or leaving the Richmond County School System should “check out” with the Media Specialist to return all equipment and materials in order to clear his/her record in Destiny.

Inventorying

- Collections must be inventoried annually.
- Individuals not returning equipment or materials will be subject to paying replacement costs for the missing items.
- In the event of theft of equipment, a police report must be filed.

Equipment Cataloging Procedures

Title Format and Information

The bulk of information in the bibliographic records for equipment will be carried in the title field. The format for the title is as follows:

Descriptor: Manufacturer, Model

For example: Computer: Dell, OptiPlex 780

In some cases, a sub-descriptor may be added.

For example: Calculator, graphing: Texas Instruments, TI-82

Descriptor List

Please see the approved 3 letter descriptor list for equipment

Call Numbers

The format for equipment call numbers is as follows:

EQ XXX (where XXX is the three letter equipment descriptor)

Other Information

All other information regarding the specific piece of equipment will be recorded in the copy record. This information includes serial numbers, Dell service tag numbers, funding source information, price, and any local notes.

Categories (Copy Records)

Copy records must include AT LEAST the category “Equipment.”

Each part of any whole is identified with the school identification, equipment call number and a barcode number.

Example 1: a computer – monitor, CPU, keyboard and mouse will be marked with ONE (the same) barcode number and circulated as one unit.

Example 2: a kit – contains books, big books, charts and tapes will have each piece marked with ONE (the same) barcode number and be circulated as a whole unit.

Equipment Call Numbers

Equipment Descriptors

Calculator	CAL
CD Player	CDP
Computer	COM
Digital Camera	CAM
Digital Video Camera	DVC
Document Camera	DOC
DVD Player	DVP
Interactive Whiteboard	IWB
LCD Projector	LCD
Listening Center	LIS
Microphone	MIC
MP3 Player	MP3
P.A. System/Sound Equipment	PPA
Printer	PRN
Scanner	SCA
Student Response Device (Activotes)	SRD
Television	TVN
Tripod	TRI
Video Microscope	VMC
Web Camera	WCM

Categories are to be used to designate specific purchases such as Reading First as a whole and for each year. Multiple categories can be attached to a record to enable a bibliography of all Erate/Grant items for Erate/Grant items for a specific year.

Suggested Categories

CTAE
ESOL
Georgia Book Awards
Gifted
Grant
Movies
Network Printer

Reading First
Reference
Special Education
Stand-Alone Printer
Televisions
Title 1

Suggested Materials Call Numbers

In an attempt to unify the variety of call numbers used, it is suggested that the following format be followed:

Fiction Books	F or FIC	Magazines	MAG
Easy Books	E	Book Bags	BB
Story Collection	SC	Big Books	BIG
Biography	B, 92, or 921	Paperbacks	PB
Video Tapes	VHS	Maps	MAP
Cassettes	CAS	Kits	KIT
Music CD's	CDM	Professional	PRO
Computer Disks	CDR or COM	Textbooks	TXT
Reference	REF		

The call number tag needs to be in **front** of the Dewey number where applicable.

Weeding

Materials shall be weeded when they become dated, worn out, marked unattractively or unusable. An analysis of collection use and needs should be done in conjunction with weeding to ensure that materials are replaced when still necessary and not replaced if they are of no real value to the instructional program.

The Media Specialist is responsible for weeding materials and unusable equipment from the media center. Building and maintaining a collection calls for careful planning of which weeding is a large part. Continuous reassessment and analysis, of both program priorities and the appropriateness of the collection, insures an adequate response to changing programs, populations and opportunities.

When considering items for weeding, particular attention should be given to any materials dealing with the sciences and geography due to the rapid changes in these fields. If a book has an historic value, even though the information is no longer applicable, then the book can be retained but should be kept in a separate area so the students will recognize its historic nature.

The media specialist shall go through the collection at least once a year with an eye to weeding materials that meet the above criteria. Any item not circulated **from three (3) to five (5) years** should be considered for weeding.

If the item in question cannot be repaired, if it has become brittle and discolored or its content is no longer useful, it should be discarded.

All discarded materials shall be properly disposed of:

- Withdraw the item from the collection by deleting it from the system.
- Remove all barcodes and markings identifying the school.
- Keep some type of record of the item; its disposition and the reason for removal.
- Dispose of the materials(s) in an appropriate manner.
 - Textbooks – After removing all school identifiers, request pickup for disposal by textbook warehouse.
 - Library Books – After removing all school identifiers, request pickup for disposal by the Maintenance Department.
 - Audio-visual materials (damaged, scratched, or broken) – throw out.
 - Equipment – fill out the appropriate paper work and have the principal notify the Maintenance Department that the school has items for discard and arrange for a pickup. (See office personnel at your school, i.e. bookkeeper, secretary)

Lost and Damaged Library Books, Materials and Equipment

The following guidelines for charging student fees, fines and charges should be considered:

- 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.

Fines – Library Materials

It is up to each individual media specialist and school to decide whether fines will be charged for overdue materials. If fines are charged, they should not be punitive but be used as a means of recovering media center materials in a timely manner.

Gifts

A policy for the acceptance of gifts and their ultimate disposition should be a part of the Media Center's Handbook.

The Building Media and Technology Committee should develop policies consistent with system policies which clearly define what types of gifts are desirable and make decision concerning their disposition.

While gifts are generous, they must be judged in light of their benefit to the school's instructional program. Gifts should be accepted only if they add to the strength of the media center's collection.

Record Keeping and Reports

It is important that there be consistency in record keeping and that there be clearly designated file in each media center. To this end, the following procedures should be followed by all media specialists:

1. There should be Book Order folders, clearly marked for each school year, containing the following:
 - Copies of all book orders for the year
 - **Attached**, signed and dated copies of invoices and/or packing slips for each order.
2. There should be a media center report folder, clearly marked for each school year, containing the following:
 - A final, computer generated "Dewey Report" for the year, taken the last week for school, before counters are cleared for the year. On the bottom, all non-book call numbers and their amounts should be listed, added and the total subtracted from the Total Collection count. This figure should then be divided by the FTE count from the first 20 day attendance period of the school year to obtain your "books per student" count.
 - All other notes, receipts or memos pertaining to the school year.
3. If school is/has been awarded grant money (such as Title IID), there should be:
 - Award letter with ordering stipulations
 - Actual order form with any amendments made
 - All copies of receiving slips, purchase order's and packing slips

Exit Requirements

Prior to retirement, leaving the school system or moving from one school to another within the system, the media specialist shall:

1. Make an appointment with the system Media contact for the express purpose of verifying that his/her records.
2. Verify that the above-mentioned items are in place, clearly marked and readily accessible to the new person

Exit Checklist of Record Keeping and Reports

It is important that there be consistency in record keeping and clearly designated files in each media center. The following procedures should be followed:

1. **Book Order Folders:**
 - a. An allotment letter
 - b. Copies of all book orders for the year
 - c. Attached, signed and dated copies of invoices and/or packing slips for each order.
2. **Media Center Report Folder:**
 - a. A password list of the following:
 - Deepfreeze Console Machine
 - Deepfreeze unlock password for school
 - Follett Titlewave (if you are new you will need to call Follett to get your own password)
 - Destiny
 - b. General Schedule
 - c. Daily Duties and Responsibilities
 - d. Technical notes for this school
 - e. What has been ordered
 - f. What needs to be considered for reorder
 - g. Goals for the next School year
 - h. Where things are
3. **Lists of next-in –series barcode numbers for vendors**
4. **SUMMER PROCEDURES:**
 - a. Deep Freeze Console are to be left on.
 - b. Computers must be disconnected from wall and each piece must be labeled
 - c. Any computer that has an open work order sent into the IT Department must remain in the room and clearly marked (Need Repair) and what the problem is

Previewing Materials

Media specialists are discouraged from agreeing to preview materials.

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.

Instructional Programming

The following guidelines shall be considered for the use of instructional programming in the classroom:

The Media Specialist, in conjunction with the Building Media and Technology Committee, shall have a written Instructional Programming policy as part of the school's Media Center Handbook.

Georgia Public Broadcasting

<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.

The Media Specialist is responsible for troubleshooting the distribution system in the school. Amplification of the signal throughout the school is the school's responsibility. Repairs and replacement of modulators for electronic distribution are the school's responsibility.

Music

All music contained in the Media Center's collection should be free of explicit lyrics and subject matter. Music should not contain violent or gang related lyrics or subject matter.

Videos/Movies

All videos or movies contained in the Media Center's collection should be directly related to the curriculum. The movie rating must be appropriate to the grade level where the movie is being shown. For any movie with a PG-13 or R rating, 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. For example, *Shindler's List* is rated "R" but is sometimes shown when the Holocaust is taught. This movie should only be shown in a high school setting and when it directly relates to the curriculum. Most movies in the Media Collection should be rated "G."

Software

Software is different from other purchases because it can require licensing and support. Often, it is intangible and web-based. It is extremely important that all software purchases be approved by the Richmond County School System for:

1. Alignment with the Georgia Performance Standards (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

Individual schools or teachers should not use software unless it has met approval. 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 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.

Computer, Software, Equipment Documentation and Passwords

A file of all information regarding each computer in the school should be kept in the media center. The media specialist should also keep an accurate record of all passwords needed to access any computer or piece of software in the school. Technical assistance can be more easily rendered if the user manual for the piece of equipment, computer or software is available. Technical assistance cannot be rendered if passwords to networks or pieces of software are not available to the technology specialist and technicians.

Copyright issues

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, 3rd Edition** by Gary H. Becker and/or 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:

- Purpose and character of use
 - Nature of the work
 - Amount and substantiality of the portion used
 - 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.

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 Technology 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 C)
- 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

Repair of Computers

Requests for computer repairs shall be faxed or emailed, on the proper form, to the Informational Technology Department.

1. Requests for repairs shall be faxed or emailed on the proper form to Informational Technology Department
2. Repair requests will be handled by the technology specialist and technical repair staff:
 - flag warranty part machines
 - in order of their importance to the functioning of the instructional program
 - in order received

Requests will be handled by the 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

Repair of Educational Equipment

Repair of educational equipment, other than computers, is the responsibility of the school. There is no provision for repairs through Media and Instructional Technology. Local repair should be contracted by the Principal or the Media Specialist with the Principal's approval.

Surplus Equipment Procedure

Definition of a Surplus Computer – A surplus computer is not modern by State standards and does not meet Richmond County School System repair or [donation requirements](#).

Summary– Computers or other equipment that are deemed as surplus in the school will be written up on a Surplus Property form and picked up by Maintenance. The serial number and condition of equipment must be recorded on this form. This equipment should be removed from Destiny.

Surplus computers that fall into a category where they have just been removed from the modern computer list will be taken to a participating CTAE Computer Technology teacher. CTAE Teachers will be taught how to reformat all hard drives. CTAE classes will learn how to use parts from surplus machines to create machines that work. Students will reload Windows and Open Office (free suite of programs equivalent to Microsoft Office). Once students have restored a computer to working order, it will be tagged for the Surplus Computer program. The computers will be given to parents at the 100% poverty level schools after the parents have participated in a training program.

APPENDIX A:

MEDIA CENTER

BEGINNING OF YEAR REPORTS

1. Information Sheet
2. Building Media and Technology Committee
3. Annual Media Program Plan
4. Titlewise Analysis

Due by September 30

Information Sheet

School Year: _____

School

Principal

Please complete the following information and return it to my office. **It is important that we have this information in order to contact you in case of an emergency. The information will not be given to the public.**

Name_____

Home Address_____

City_____State_____Zip Code_____

Home Telephone_____Cell Phone #_____

Media Center Phone_____Media Center Fax_____

Name and telephone number of relative or someone to contact in case of an emergency:

Name_____Telephone_____

Please list the following information pertaining to your Media Assistant:

Name_____

Full Time _____Part Time _____Hours worked in media center_____

Home Telephone_____Cell Phone #_____

Building Media and Technology Committee

School Name
20____ - 20____ School Year

Principal _____
Teachers _____

Parent _____

Student _____

Community
Representative _____

Technology Needs Priority 1:

Technology Needs Priority 2:

Technology Needs Priority 3:-

Principal's Signature: _____

Media Specialist Signature: _____

DUE SEPTEMBER 30TH

Annual Media Program Plan

School:	School year:
Media Specialist(s):	Principal's signature:

Month	Main Focus/Programming
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	

Due **September 30th** each year

_____ **Media Center – Monthly Report to
Principal**

For the Month of _____ Year _____

Media Specialist: _____

Statistical Highlights:

Total number of books circulated this month: _____

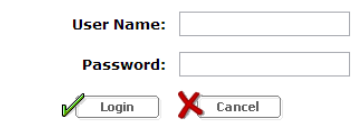
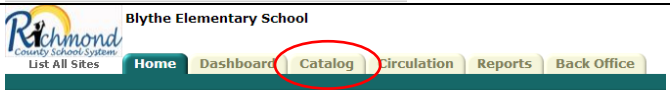
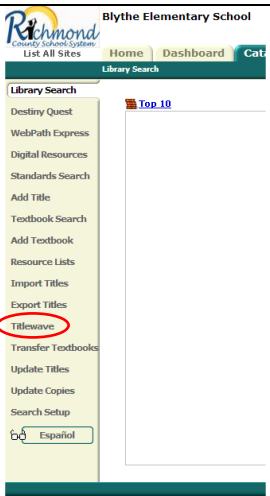
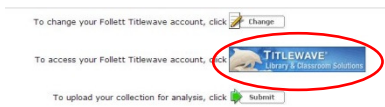
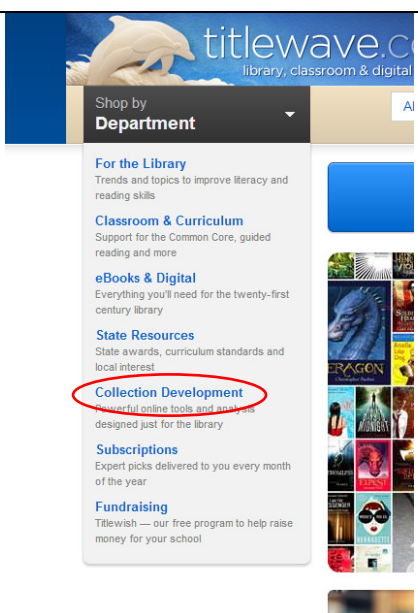
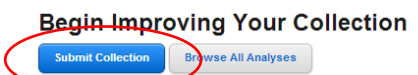
Call number of most circulated items: _____

General Program Information:

Webpage updates:
Class/Teacher Collaboration – Information Literacy Skills Taught:
Programming techniques:
Future plans:
Additional Comments:

Preparing for your Titlewise Collection Analysis Report

Before submitting your collection for analysis you must make sure all the settings are up-to-date in Titlewise.

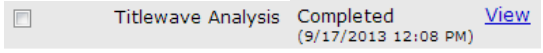
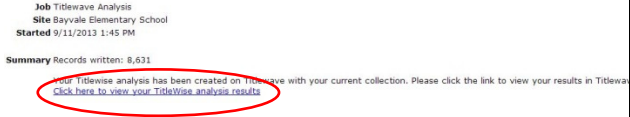
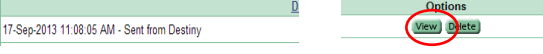
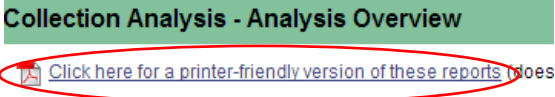

1. Log into Destiny.	 <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> <input type="button" value="Cancel"/></p>
2. Click on the Catalog Tab.	 <p>Blythe Elementary School</p> <p>Home Dashboard Catalog Circulation Reports Back Office</p>
3. Click on Titlewave.	 <p>Blythe Elementary School</p> <p>Home Dashboard Cat</p> <p>Library Search</p> <p>Library Search</p> <p>Top 10</p> <p>Destiny Quest</p> <p>WebPath Express</p> <p>Digital Resources</p> <p>Standards Search</p> <p>Add Title</p> <p>Textbook Search</p> <p>Add Textbook</p> <p>Resource Lists</p> <p>Import Titles</p> <p>Export Titles</p> <p>Titlewave</p> <p>Transfer Textbooks</p> <p>Update Titles</p> <p>Update Copies</p> <p>Search Setup</p> <p>Español</p>
4. Click the Titlewave icon.	 <p>To change your Follett Titlewave account, click Change</p> <p>To access your Follett Titlewave account, click TITLEWAVE! Library & Classroom Solutions</p> <p>To upload your collection for analysis, click Submit</p>
5. Click on Collection Development.	 <p>titlewave.c</p> <p>library, classroom & digital</p> <p>Shop by Department</p> <p>For the Library</p> <p>Trends and topics to improve literacy and reading skills</p> <p>Classroom & Curriculum</p> <p>Support for the Common Core, guided reading and more</p> <p>eBooks & Digital</p> <p>Everything you'll need for the twenty-first century library</p> <p>State Resources</p> <p>State awards, curriculum standards and local interest</p> <p>Collection Development</p> <p>Powerful online tools and analysis designed just for the library</p> <p>Subscriptions</p> <p>Expert picks delivered to you every month of the year</p> <p>Fundraising</p> <p>Titlewish — our free program to help raise money for your school</p>
6. Click Submit Collection.	 <p>Begin Improving Your Collection</p> <p>Submit Collection Browse All Analyses</p>

<p>7. Adjust enrollment if necessary.</p> <p>8. Recommended items per student=10.</p> <p>9. Update contact information if necessary.</p> <p>10. Click Next (this saves your changes).</p>	<p>School Information</p> <p>Customer #: 1602658 School Name: MORGAN RD MIDDLE SCHOOL Address: 3635 HERS BLVD City, State, ZIP/Postal Code: HEPHIZBAH, GA 30815 Country US District: RICHMOND CO BD OF EDUC Enrollment: 549 Recommended Items per Student: 10 Enter a custom description</p> <p>Contact Information</p> <p>Contact Name: LeQuiana Ross Washington Contact Title: Media specialist Phone: 706-796-4992 #112 Phone (alternate): Fax: e-mail: rossw@rchoe.org Additional e-Mail (e.g. School Contact):</p> <p>Analysis Information (optional)</p> <p>Analysis Name: Analysis Notes:</p> <p>Next>></p>
<p>11. Circulation System Information. Record Format=MARC21/USMARC</p> <p>Circulation System= Follett Destiny</p> <p>12. Click Next.</p>	<p>Record Format: <input checked="" type="radio"/> MARC 21 / USMARC <input type="radio"/> MicroLIF</p> <p>Circulation System: Follett Destiny Instructions</p> <p>Next>></p>
<p>13. Update Book Categories if necessary.</p> <p>14. Click Next.</p>	<p>Book Categories</p> <p>General Fiction: Starts With: F and/or FIC and/or <input type="checkbox"/> Author's surname</p> <p>Reference: Starts With: R and/or REF and/or 97</p> <p>Biography: Starts With: B and/or 92 and/or</p> <p>Professional: Starts With: PRO and/or P and/or</p> <p>Story Collection: Starts With: SC and/or and/or</p> <p>Paperback: Starts With: N/A and/or and/or</p> <p>Easy: Starts With: n and/or and/or</p> <p>Next>></p>
<p>15. Enter prefixes you would like the analysis to ignore. You should ignore professional development, equipment, paperbacks, etc.</p> <p>16. Click Next.</p>	<p>Ignore Prefix</p> <p>Ignore items in my collection whose call numbers begin with:</p> <p>EQ or PB or COM or V PAR or STU or TR or Video or or or or or or or or or</p> <p>Next>></p>
<p>17. File Upload. You may close your browser now. Complete the analysis by submitting your collection through Destiny.</p>	<p>To change your Follett Titlwave account, click Change</p> <p>To access your Follett Titlwave account, click </p> <p>To upload your collection for analysis, click Submit</p>

Titlewise Collection Analysis Instructions

Each year you are required to run a Titlewise Report. Titlewise makes it easy to identify strengths and weaknesses of your collection; view and/or print reports, graphs, and charts that help you key in on the areas that need improvement.

1. Log into Destiny. http://destiny.richmond.k12.ga.us	<div>User Name: <input type="text"/></div> <div>Password: <input type="password"/></div> <div><input checked="" type="checkbox"/> Login <input checked="" type="checkbox"/> Cancel</div>	
2. Click the Catalog tab.	<div><div><div>Richmond</div><div>County School Systems</div><div>List All Sites</div></div><div>Blythe Elementary School</div><div><div>Home</div><div>Dashboard</div><div>Catalog</div><div>Circulation</div><div>Reports</div><div>Back Office</div></div></div>	
3. Click Titlewave.	<div><div><div>Richmond</div><div>County School Systems</div><div>List All Sites</div></div><div>Blythe Elementary School</div><div><div>Home</div><div>Dashboard</div><div>Cat</div></div><div>Library Search</div><div><div>Library Search</div><div>Destiny Quest</div><div>WebPath Express</div><div>Digital Resources</div><div>Standards Search</div><div>Add Title</div><div>Textbook Search</div><div>Add Textbook</div><div>Resource Lists</div><div>Import Titles</div><div>Export Titles</div><div>Titlewave</div><div>Transfer Textbooks</div><div>Update Titles</div><div>Update Copies</div><div>Search Setup</div><div><div>Spanish</div></div></div><div><div>Top 10</div></div></div>	
4. Click the Use Titlewave tab.	<div><div>Use Titlewave</div><div>Order History</div></div>	
You will see one of the following screens.		
<div>You have not configured Destiny to communicate with Follett Titlewave. To continue, please enter your username and password and click "Save".</div> <div><div>Titlewave Username</div><div>Titlewave Password</div><div>Save</div></div> <div>A. You have never logged into Titlewave through Destiny. Enter your Titlewave username and Password.</div>	<div><div>To change your Follett Titlewave account, click <div>Change</div></div><div>To access your Follett Titlewave account, click <div>TITLEWAVE Library & Classroom Solutions</div></div><div>B. Someone has at some point logged into Titlewave through Destiny, however, you are required to verify your account. Click the Change button and provide your Titlewave username and password.</div></div>	<div><div>To change your Follett Titlewave account, click <div>Change</div></div><div>To access your Follett Titlewave account, click <div>TITLEWAVE Library & Classroom Solutions</div></div><div>To upload your collection for analysis, click <div>Submit</div></div><div>C. Your Destiny account and Titlewise account are properly synchronized.</div></div>
5. Click on the submit button.	<div><div>To change your Follett Titlewave account, click <div>Change</div></div><div>To access your Follett Titlewave account, click <div>TITLEWAVE Library & Classroom Solutions</div></div><div>To upload your collection for analysis, click <div>Submit</div></div></div>	

<p>6. You will be directed to your Job Manager. Once the Titlewave Analysis job status reads completed click on View.</p>	
<p>7. Click the link provided to access your TitleWise analysis results.</p>	
<p>8. You will be directed to titlewave.com. Click on View to see your report.</p>	
<p>9. Click the link for a printer-friendly version of the reports.</p>	
<p>10. Send the FIRST PAGE ONLY to Joni Long. You may print it and pony it OR save it and email it to her.</p>	

APPENDIX B:

MEDIA CENTER

FORMS

Web Filtering Request Form

The Richmond County School System has a web filter in place to protect our students from any website that is obscene or harmful to minors. This compliance with the Children's Internet Protection Act and our own Internet Acceptable Use policy allows us to filter a variety of categories such as pornography, hate groups, cults, etc. Sometimes, inadvertently, a site is categorized incorrectly. If a website should be blocked because of inappropriate content or if a website needs to be unblocked, please fill out the following request form.

*** Required**

School Name *

Name of Person Submitting the Form (should be a Principal or Media Specialist) *

Select one of the following: *

☐ Urgent Block

☐ Block

☐ Unblock

Website that needs to be blocked or unblocked - please include entire address or URL: *

Short explanation for the need to block or unblock this site. *

Powered by [Google Docs](#)

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 _____

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 _____

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

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

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

If yes, please list them: _____

Form for Reconsideration of Media – Page 2

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

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

8. Did you locate reviews of this item Yes_____No_____

If yes, please cite them: _____

If no why not?_____

9. Did the review(s) substantiate your feelings? Yes _____No_____

10. Is there any educational merit to the item? Yes _____No_____

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

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

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

Name_____Title/Occupation_____

Address_____

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

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

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

Signature of Complainant _____Date_____

Richmond County Board of Education

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 _____

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.

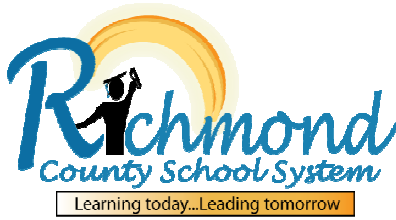
Please include current replacement cost (CRC) and list each piece of equipment separately.

Model	Make	Serial #	Current Replacement Cost
Computer	_____	_____	\$ _____
Monitor	_____	_____	\$ _____
Other equipment	_____	_____	\$ _____

**** 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)

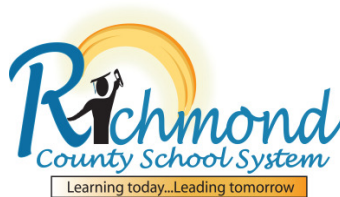


INTERNET SAFETY CURRICULUM

In compliance with CIPA, each school is required to address the following topics with students:

- Access by minors to inappropriate material or sexting
- Safety and security of minors when using email, blogs, other direct communications, or social networks
- Unauthorized access, including “hacking” and other unlawful activities by minors online
- Unauthorized disclosure, use and dissemination of personal information regarding minors also defined as personal safety
- Measures designed to restrict minors’ access to materials harmful to minors
- Cyberbullying

The Media Specialist will teach Internet Safety skills to all students in conjunction with Information Literacy skills.



TECHNOLOGY CONTRACT

The Richmond County School System believes in using technology in conjunction with teacher-directed activities. The use of technology is a privilege – not a right. The failure of any user to follow these procedures will result in the loss of privileges or other appropriate disciplinary actions.

- Students will be responsible and will follow all rules set forth in the Richmond County Acceptable Use Policy.
- Students will not damage hardware or download unauthorized software.
- Students will not disable or attempt to bypass filtering or monitoring software.
- Students will use technology for instructional purposes only.
- Students will be responsible for saving and maintaining the privacy of their own account or work.
- Students who intentionally damage or take technology equipment must pay full repair or replacement cost.

School Name _____ Teacher Name _____

I agree to follow the Acceptable Use Policy and the rules of this contract. I agree to use technology in a responsible way to further my education.

Student Signature

Printed Student Name

Date

I have read and understand the Student Acceptable Use Policy and this contract. I give my consent for my child to use technology in the Richmond County School System.

Parent Signature

Printed Parent Name

Date

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)

Sample form that can be used by Media Center

Media Pass

Student's Name _____

has permission to be in the media center for the following reason(s):

☐

Checking out books

☐

Reference/research

Topic _____

☐

Internet

Topic _____

Teacher's Signature _____ Date _____

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 copiers

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.

GEORGIA MEDIA SPECIALIST EVALUATION PROGRAM ANNUAL EVALUATION SUMMARY REPORT

(Please print or type)

Media Specialist's Name: _____

Evaluator's Name: _____

School: _____

System: _____

System Code _____	Evaluation Summary		
School Code _____			
Date _____			
Last 4 digits SSN: Media Specialist	GMSEI	GMSDRI	Overall Evaluation Summary
Evaluator	S U	S U	S U

GEORGIA MEDIA SPECIALIST EVALUATION INSTRUMENT

Summary Comments	Interim NI	Mark any NIs noted during the year in the interim NI column. Then mark any end-of-year NIs in the annual column.	Annual NI
TASK I: <i>Manages/Assists in Managing Media Program</i>	<input type="radio"/>	IA1. Participates in formation and ensures convening of media committee	<input type="radio"/>
	<input type="radio"/>	IA2. Seeks input from media committee	<input type="radio"/>
	<input type="radio"/>	IA3. Informs media committee of needs and progress toward goals	<input type="radio"/>
	<input type="radio"/>	IA4. Recommends media plan, policies and procedures	<input type="radio"/>
	<input type="radio"/>	IB1. Informs users of policies and procedures	<input type="radio"/>
	<input type="radio"/>	IB2. Conducts media plan activities	<input type="radio"/>
	<input type="radio"/>	IB3. Evaluates and revises media plan activities	<input type="radio"/>
	<input type="radio"/>	IC1. Supervises staff	<input type="radio"/>
	<input type="radio"/>	IC2. Maintains scheduling system	<input type="radio"/>
	<input type="radio"/>	IC3. Maintains circulation and retrieval system	<input type="radio"/>
	<input type="radio"/>	IC4. Promotes accessibility	<input type="radio"/>
	<input type="radio"/>	IC5. Maintains functional facility	<input type="radio"/>
	<input type="radio"/>	IC6. Works toward, maintains, or improves automation	<input type="radio"/>
	<input type="radio"/>	ID1. Maintains accurate catalog and shelf list	<input type="radio"/>
	<input type="radio"/>	ID2. Maintains accurate equipment inventory	<input type="radio"/>
	<input type="radio"/>	ID3. Maintains accurate financial records	<input type="radio"/>
	<input type="radio"/>	IE1. Informs users of resources and services	<input type="radio"/>
	<input type="radio"/>	IE2. Informs faculty of media plan	<input type="radio"/>
TASK II: <i>Develops and Maintains Media Collection</i>	<input type="radio"/>	IIA1. Analyzes collection based on curriculum objectives	<input type="radio"/>
	<input type="radio"/>	IIA2. Selects media consistent with policy and needs	<input type="radio"/>
	<input type="radio"/>	IIA3. Utilizes variety of selection aids	<input type="radio"/>
	<input type="radio"/>	IIA4. Seeks staff input about needs	<input type="radio"/>
	<input type="radio"/>	IIB1. Orders consistent with policy and procedures	<input type="radio"/>
	<input type="radio"/>	IIB2. Ensures processing	<input type="radio"/>
	<input type="radio"/>	IIB3. Catalogs and arranges media	<input type="radio"/>
	<input type="radio"/>	IIC1. Ensures shelving	<input type="radio"/>
	<input type="radio"/>	IIC2. Inspects, maintains, and weeds	<input type="radio"/>

SIPD (REV 9/2001)

[illegible]

(Signature acknowledges receipt of form, not necessarily concurrence. Written comments may be provided and/or attached. If comments are attached, initial and date here.

49