

# **Social Circle Primary School**



# **Library Media Center Handbook**

## **Rationale**

The library media center at Social Circle Primary School is the hub of the educational program. It is a resource center, a teaching center, a service center and a center for recreational reading.

The resource and service center functions of the library media center provide a place for teachers and students to gather information which can assist them in meeting goals and accomplishing objectives. Library media center materials and resources are available for teachers to use as an integral part of their curriculum. The wide variety of materials available in the library media center will provide information to students, as their full potential is reached in completing assignments.

The library media center is a teaching center. The library media specialist and classroom teacher will collaboratively plan lessons and activities that support the integration of information access skills into the curriculum. As students develop information access skills and independence with research, lesson plans will be developed to extend these skills and to encourage the use of critical thinking skills. Critical thinking skills are developed when students are provided with opportunities to locate, analyze, evaluate, interpret and communicate information and ideas. The development of these skills will help to ensure that the students have a commitment to lifelong learning.

The library media center staff and volunteers at Social Circle Primary School are committed to fostering a love of reading and learning. A center for recreational reading is essential and provides an inviting place for rest and relaxation as students pursue reading, literature and learning.

## **Library Media Center Program Goals**

1. The library media center staff will maintain a climate conducive to the students' growth in factual knowledge, technological knowledge, library appreciation, aesthetic values and ethical standards.
2. The library media center staff will assist students in development of attitudes and skills that will enable them to become independent, lifelong learners.
3. The library media center staff will assist teachers in the development of the curriculum and instructional program of the school and will support students in the achievement of curricular and instructional goals.
4. The library media center staff will provide access to materials that support a wide range of student needs, abilities and interests.
5. The library media center staff will provide a framework for collaboratively planned, instructionally related and unified media services developed at our primary school.

## **Library Media Center Objectives**

The library media center staff will . . .

Provide instruction in information access skills

Assist teachers with materials and lesson development for curriculum

Integration

Provide reading guidance

Promote positive attitudes and behavior in students

Maintain up-to-date reference materials

Plan with teachers to meet the needs of students

Maintain a flexible schedule for more efficient and effective use of the center

Select materials to support the curriculum

Select literature conducive to leisure reading

Encourage the use of critical thinking skills

Encourage a love of learning for life

Provide technical assistance

Provide and/or promote staff development for new technologies

## **Library Media Center Plan for 2019-2022**

1. To update the Library Media Center Handbook with policy and/or procedural changes as recommended by the library media committee.
2. To continue the ongoing process of weeding and updating the collection.
3. To continue flexible scheduling and collaborative planning with an emphasis on curriculum integration.
4. To publish or provide a library media center newsletter and send via e-mail, if possible.
5. To maintain a high standard of book selection and purchases by making the purchase of books and print material our number one priority.
6. To maintain and update the school website on the internet.
7. To promote and/or provide staff development opportunities for the Primary School staff to meet our needs with technology with emphasis on information access and curriculum integration.
8. To continue the process of aligning the curricular materials and resources of the library media center with the Common Core Georgia Performance Standards.

### **Book Fair**

A book fair will be scheduled during the fall and spring. If we earn the privilege, then an additional book fair will be held in May with all books being sold for half price. Proceeds from the book fair will be used to support the library media center activities and projects as determined by the library media committee.

### **Computers in the Media Center**

The computers in the library media center are primarily used for word processing and access to the Destiny on-line catalog by the all stakeholders. The library media center staff will assist students as they learn to use word processing programs and the Destiny on-line catalog. Other uses should be planned with the library media specialist in cooperation with the classroom teachers.

## **Collaborative Planning**

Instructional plans for curricular integration of information access skills should be collaboratively planned with the library media specialist. Members of a grade level team or individual teachers and the library media specialist should meet to discuss curricular integration, information access skills development and/or literature objectives to best meet the needs of students. Teaching requirements and sufficient time will be scheduled in the library media center to meet these needs. Instructional activities can be planned for an entire class, a small group of students or for an individual student.

## **Copyright Law Adherence**

Copyrighted materials may be reproduced only under the provision of the copyright laws currently in force and according to the guidelines for classroom copying. Reproduction of copyrighted materials not within the bounds of these guidelines requires written permission of the copyright holder. (See copyright clearance form.) In no instance shall media and/or equipment be used in such a manner as to violate board policy or the law. Additional information regarding the copyright law is available in the library media center. For guidelines, see photocopying guidelines, multimedia production guidelines and videotape guidelines in the handbook.

## **Damaged Books**

Books which are damaged and can no longer be circulated are treated the same as lost books. These books are withdrawn from the library media center collection. The student who damaged the book so badly that it cannot be circulated will be required to pay the replacement cost of the book.

## **Discarded Materials**

Print and nonprint materials that contain out-of-date information, which are damaged beyond repair, or which no longer support the curriculum are withdrawn from the library media center collection. If appropriate, parts of these materials may be used by teachers in development of learning centers or classroom supplemental activities. These materials may not be given to students.

Equipment which cannot be repaired and must be discarded becomes surplus equipment. This equipment will be withdrawn from circulation and LMC records and will be disposed of according to board policy. This action will be recorded on the inventory.

## **Equipment**

A variety of equipment is available from the library media center for use in the classroom. Equipment, such as, CD/radio/tape combination units, listening centers, VCR's, media carts, overhead projectors, equipment specific and/or universal remote controls can be checked out from the library media center. These types of equipment will be inventoried on the library media center inventory and permanently housed in the classroom.

Other types of equipment, such as VHS video cameras, digital video cameras, large and small screens, digital cameras, VCR or DVD players and TV on a media cart, document cameras, and Wii game system should be checked out for use during the school day and returned to the library media center before 3:30 of the same day. These items should be checked out using the library's automated check-out system.

## **Evaluation**

The library media center program, policies and procedures shall be continually evaluated so that the best possible services can be provided to our students and teachers. The library media committee maintains responsibility for both program evaluation and advisement. Suggestions are always welcome and can be made to any member of the library media committee for discussion at the next meeting.

## **Georgia Children's' Picture Storybook Awards**

We participate in the reading and selection of the Georgia Children's' Picture Storybook Award books each year. The winning book is selected by all Kindergarten through second grade children in Georgia who have either read the book or had the book read to them. At the primary level, the children must have read or had read to them at least ten (10) of the books from those nominated for the Georgia Picture Storybook Award. The winning books are announced each spring by the University of Georgia.

## **Gifts**

The acceptance of instructional materials as gifts to the library media center shall be subject to the review and decisions of the library media committee. Gifts must contribute to the furtherance of the objectives of the instructional program and shall be subject to the same evaluation criteria as those used for purchasing materials. Donated materials addressing controversial issues must give balanced treatment of the issues if they are to be accepted for the school library media center. The library media specialist shall keep records of the disposition of gifts within the database of the Destiny automation system.

## **Hours of Operation**

The library media center is open each weekday from 7:30 a.m. until 3:30 p.m. Students are allowed to come to the library media center as frequently as the need arises. Students should request a library media center pass from their teacher and should come individually or in groups of no more than five (5) unless accompanied by the teacher. Each student or group should have a specific purpose decided upon by the classroom teacher and should be able to relate that purpose to the library media center staff upon request.

## **Internet Access Policy**

Internet access guidelines set forth in the Board Policy Manual of the Social Circle City School District (EXHIBIT Descriptor Code: IFBG~E) will be followed by all users of the internet and on-line services. In accordance with this statement, acceptable use is defined:

1. Use which supports the goals and educational objectives of the school,
2. Student and staff compliance with guidelines for proper use of the equipment, the internet and on-line etiquette, and
3. Specific written parental permission on the required forms for student use.

Access to the internet will allow students to research a variety of resources while communicating with people around the world. Teachers making assignments requiring internet use will review and recommend home pages and menus of materials which meet the criteria for selection of instructional materials. Through this evaluative process, teachers will provide guidance to students as they use electronic information resources.

All students will have on file an Internet access agreement signed by their parents at the beginning of the school year.

## **Inventory**

All library media center instructional materials, books and equipment shall be inventoried annually. The library media specialist shall maintain a copy of this inventory. This report includes the total number of books and instructional materials in the collection, the number added and removed during the school year and the number missing. It shall include all new, withdrawn and missing equipment.

## **Lost Books**

Students are responsible for books checked out. Lost book notices will be sent out and/or parents will be contacted by phone or mail. If a book is lost, the student must pay the replacement cost of the book. If the book is later found, the money will be refunded. If there are outstanding lost materials at the end of the year, a report card hold will be initiated for that student.

## **Library Media Committee**

The library media committee serves as the advisory board for library media center functions. It is composed of representatives from the administration, each grade level, a parent representative and the library media specialist. The library media committee will meet semi-annually to evaluate library media center policies, procedures and programs. This evaluation will be used to determine program goals, expand and/or delete services and revise procedures as necessary.

Other functions of the library media committee may include goal development for the upcoming school year, equipment (including new technologies) and materials selection, activities selection, and reading challenged material.

## **Multimedia Production Guidelines**

These guidelines apply to the production of computer-generated multimedia works, which include text, audio or video from copyrighted sources. These guidelines do not apply to video production.

**Students** may produce a multimedia work using material from copyrighted sources if:

- The work is produced for a specific course, or
- The work is performed or displayed in the course for which it was created.

The student may include the multimedia work in a portfolio:

- As evidence of academic work.
- To support an application for a professional position
- For graduate school.

**Educators** may use multimedia works that incorporate copyrighted material:

- For instruction in multimedia development.

- In curriculum-based instruction which involves face to face instruction, directed self-study by students, or remote instruction on a secured network in which a password is needed to access the network.
- In peer conferences such as workshops and professional conferences.
- As part of a professional portfolio.

**Time limitations** for multimedia works:

- Students may use only during the time period of the class for which the work was produced or retain the work for portfolio use.
- Educators may use the work for teaching for up to two (2) years after the first instructional use with a class or retain the work for portfolio use.

**Portion Limitations**

The following portions of copyrighted materials may be included in a computer-generated multimedia work:

- **Motion media** – up to 10% or three (3) minutes, whichever is less, from the entire presentation
- **Text** – up to 10% or 1,000 words, whichever is less
- **Poems of 250 words or less** – the entire poem may be included but no more than three (3) poems per poet
- **Poems longer than 250 words** –copyright limits use to only 250 words of any poem, including the poem in a multimedia work, use only three (3) excerpts by a poet and no more than five (5) excerpts by different poets
- **Music, lyrics and music videos** – up to 10% but not more than thirty (30) seconds; alterations to music may not change the basic character of the melody
- **Illustrations and photographs** – not more than 10% or fifteen (15) images, whichever is less, and no more than five (5) images from a single artist or photographer
- **Numerical data sets** – up to 10% or two thousand five hundred (2,500) field or cell entries, whichever is less

**Copying and Distribution Limits**

- No more than two (2) copies for use may be produced of the multimedia work, only one (1) copy of which may be placed on reserve
- One preservation copy may be made for use or to be copied as a replacement for a lost, stolen or damaged working copy

**Copyright permission for each source used must be acquired when:**

- Producing for commercial reproduction or distribution
- Replacing beyond copy limits
- Distributing or producing beyond your institution
- Placing the work on the internet

**Downloading material from the internet**

- Assume that all material on the internet is copyright protected
- Properly cite net resources used in a multimedia work (for proper citation information, see <http://webliminal.com/search/search-web13.html>)
- Request permission when in doubt or when use will extend beyond the classroom
- Obtain permission from the webmaster to link to a website

For more information on copyright guidelines for multimedia productions see <http://www.halldavidson.net/chartshort.html>

Source:

Gary H. Becker, author of *The Copyright Game Resource Guide*

## **New Materials**

As new materials arrive they will be cataloged and prepared for circulation by the Media Center staff. As soon as they are cataloged the items will show up in the "New Materials" section of Destiny Quest. Teachers may periodically check this resource to find new materials. If a particular teacher requested an item, they will be notified individually when it is ready for circulation.

## **Photocopying Guidelines**

Care must be taken to follow the copyright laws when photocopying materials for use in the classroom.

For research, teaching, or teacher preparations; single copies may be reproduced as follows:

- One book chapter
- Periodical or newspaper article
- Short story, short essay or short poem, and
- Chart, graph, diagram, cartoon or picture from books, periodicals or newspapers

Multiple copies of the following may be reproduced:

- Poems of less than 250 words, if the reproduction will fit on 1 or 2 pages
- Complete articles, stories or essays if the writing is less than 2,500 words
- Excerpts or articles, stories or essays may be reproduced if the excerpt is no more than 1,000 words, and
- From any book or periodical, only 1 chart graph, diagram, cartoon or picture may be reproduced in multiple copies

Consumable materials may not be copied. This includes workbooks, exercise, standardized tests and test booklets. Some magazines and books of exercises give copyrights to the person who has purchased the materials. If this is true, a statement in the front of the publication will indicate that copies may be made.

NOTE: Cartoon characters, which are copyrighted and/or syndicated, may not be copied for any purpose.

Source:

Becker, Gary H. *The Copyright Game Resource Guide*. (Gary H. Becker, 164 Lake Breeze Circle, Lake Mary, Florida 32746)

## **Reference Materials**

All reference materials are housed in the library media center and must be used in the library media center unless a very unusual circumstance arises. Please check with the library media specialist before removing a reference material from the library media center.

### **Reserve Books**

Many times a class project or activity will require a specific collection of books. At the teacher's request, these books may be removed from circulation for the duration of the project and placed on reserve. These books will be treated as reference books and may be used only in the library media center for ease of accessibility by students.

### **Room Collections**

An important part of the learning environment is the materials to which students have access. Classroom collections of books and/or audiovisual materials should be changed every three to four weeks. This will make more materials available for other teachers and students to use when developing thematic units and making plans for curricular integration.

### **Scheduling**

Many needs and objectives can best be met through the library media center. To ensure that these needs are met at the appropriate time for teachers and students, scheduling for the use of the center, when assistance or instruction is necessary, must be planned collaboratively with the library media specialist. Time may be scheduled for small groups of students or an entire class to use the library media center.

### **Selection Policy**

The Social Circle City School District philosophy of materials selection supports the premise that the primary objective of the school library media center is to implement, enrich and support the educational program of the school. To achieve this objective, the principles set forth by the American Association of School Librarians (AASL) in the School Library Bill of Rights must be implemented. There is a copy of the entire selection policy in the library media center. A form for reconsideration of instructional media is also available in this handbook.

Suggestions for all types of materials are encouraged! You may give suggestions to the library media specialist at any time.

### **Special Events**

Planning and scheduling for special events or programs in the library media center should involve the teacher and the library media specialist. If possible, these should relate to information access skill or to literature appreciation.

### **Special Requests**

Special requests may be made to the library media specialist at any time. If possible, special requests should be made at least a week in advance. Requests are filled as quickly as possible and in the order in which they are given.

### **Student Teachers and/or Interns**

Student teachers and/or interns are given an orientation session explaining services and materials available through the library media center. They have access to all services available to teachers. Student teachers and/or interns should be certain that all materials

have been returned by checking with the library media specialist prior to completing their assignment at our school.

## **Video Lessons**

Video lessons are available in our library media center. These tapes are cataloged and available for selection through the library's Destiny online catalog. They are available for viewing through the video distribution system housed in the library media center or for check out to an individual teacher. Teachers may come to the library media center and sign-up for a specific VHS video or DVD on the appropriate form located in the library media center's workroom. Sign-up should be at least one day prior to the requested viewing time. Individual or multiple classes may view the same lesson simultaneously at the teacher's discretion. The library media center staff request that teachers call the library media center when viewing time is near in order to alert the staff.

The library media center maintains a movie site license for video tape viewing which allows the teachers to use outside videos in their classroom. The procedure for using these tapes is as follows:

- Secure the desired VHS video or DVD
- Allow sufficient time before desired viewing for a school administrator to sign the Video Request Form (included in the handbook)
- Bring the video to the library media center and sign-up for a time on the sign-up sheet.
- The Media Specialist should retain the Video Request Form for their records

Special copyright protections concern the public performance and use of "Home Use Only" videotapes in the classroom. Videotapes purchased by the school that carry the "Home Use Only" label may be used in face-to-face instruction that is part of the school curriculum. Rented videotapes may also be used in this way for instruction. However, it would be advisable to follow the above mentioned procedures.

Copyright law also protects videotapes from being used for entertainment purposes or any other planned, direct, instructional activities in the educational setting. Duplicating or transferring from one format to another is also not permitted.

## **Check-Out Procedures**

### **Teacher Check-Out Procedures:**

- All books, magazines, and other materials are checked out using the barcode for the book and teacher's name
- Books and materials may be kept as long as necessary
- Classroom collections should be changed frequently to keep all books and materials available for everyone to use
- Magazines, especially current issues, should be returned as soon as possible so other teachers can read them.

### **Student Check-Out Procedures:**

- Students may check out one book at a time for a period of two weeks. Teachers in PreK and Kindergarten will determine if the books should go home with the student or not.
- All books are to be checked out using the library automation software
- All books are to be returned two weeks prior to the end of the school year
- Books are to be checked out for a period of two weeks. Over-due notices will be printed monthly. Teacher's help is requested in encouraging students to return books in a timely manner.
- Students may not check out additional books if they have over-dues.
- Students will be charged lost book fees if the book is significantly overdue.

### **Equipment:**

- All equipment should be checked out before it is taken from the library media center
- Equipment that is kept in the classroom should be kept in a "secure" area of the classroom and kept as free of dust as possible.
- Many pieces of equipment are kept in the equipment room of the library media center and may be checked out each day for use. This equipment may be checked out using the library automation software and should be returned to the equipment room each day by 3:30 p.m.

- **Students are never allowed to move equipment on carts.**

## **The Dewey Decimal System**

000 – 099	General Works	Books about books and things in encyclopedias, almanacs, etc.
100 – 199	Philosophy	Opinions – especially about behavior and conduct
200 – 299	Religion	Bible and mythology
300 – 399	Social Science	Community, trade, travel, costumes, holidays, tales, social studies
400 – 499	Language	Grammar, dictionaries
500 – 599	Science	Earth, plants, animals, biology, weather, birds, math, etc.
600 – 699	Useful Arts	Radio, space flight, cooking
700 – 799	Fine Arts	Paintings, music, recreation
800 – 899	Literature	Poetry, plays
900 – 999	History	Geography, travel, biography, history of events

## **Appendix**

1. List of websites for copyright information
2. Procedure for reconsideration of materials
3. Reasons to collaborate with the Media Specialist

### **Copyright Websites**

<http://home.earthlink.net/~cnew/research.htm>

A Teacher's Guide to Fair Use and Copyright: modeling Honesty and Resourcefulness, by Cathy Newsome

<http://www.pbs.org/teachersource/copyright/copyright.shtm>

PBS Teacher's Source copyright guidelines

<http://www.edu-cyberpg.com/Teachers/copyrightlaw.html>

Educational Cyber Playground website - K12 Primer about Copyright Law

<http://www.halldavidson.net/chartshort.html>

Hall Davidson website with a chart organizing all of the copyright information

**Social Circle Primary School**  
**Procedures for Handling Challenged Materials**

1. The person receiving the complaint will be courteous but make no commitments. The person should explain that there are procedures in place for reviewing materials. If the complainant wishes to pursue the matter further, they will need to go to the Media Center or the office and obtain a *Request for Reconsideration of Instructional Materials* packet.
2. The *Request for Reconsideration of Instructional Materials* packet contains a letter explaining the procedures to follow, a summary of the Social Circle City School's selection policy and a copy of the *Request for Reconsideration of Instructional Materials* form. The school personnel giving the complainant the packet should inform the Media specialist of the complaint but no further action will be taken until the completed *Request for Reconsideration of Instructional Materials* form is returned.
3. Once the completed *Request for Reconsideration of Instructional Materials* form is received, the Media specialist will remove the challenged material from circulation until the School Media committee has reviewed the materials and made a recommendation to the principal. The Committee needs to complete the review and make a recommendation within ten working days from the date the Request is received.
4. The Media Specialist will call a meeting of the School Media Committee. A sub-committee of 4-5 people will be chosen to review the material and make a recommendation to the School Media Committee. The Media Specialist will be responsible for obtaining a copy of the challenged material and the appropriate *Worksheet for Re-evaluation* for each sub-committee member. The Media Specialist will also collect additional information for the sub-committee's review. This information could include copies of reviews in professional journals, copies of articles

in popular journals or newspapers, inclusion of the material in a selection aid, list of awards or accommodations or any other information that might be helpful to the sub-committee.

5. Each member of the sub-committee will:
  - a. Read and examine the challenged material. It is the committee members' responsibility to read the entire material not just the sections cited in the *Request for Reconsideration of Instructional Materials* form.
  - b. Check the general acceptance of the material by reading reviews.
  - c. Complete the appropriate *Worksheets for Review of Challenged Material* form. There is one for fiction material and another one for non-fiction material.
  - d. Meet to discuss their findings and make a recommendation to the School Media Committee and the Principal.
6. The sub-committee will prepare a final report of their recommendation on the appropriate *Report on Challenged Material* form. The recommendation will be sent to the school's principal.
7. Once the principal has received the School Media Committee's recommendation, he/she will inform the complainant of the Committee's recommendation.
8. If the School Media Committee's recommendation does not satisfy the Complainant, the Complainant may request the Board of Education to review the action of the committee.

## **Reasons to Collaborate with the Media Specialist**

- Alphabetical Order
- Dewey Decimal System
- Information access skills
- Research Skills (KWL chart, note taking, citing references)
- Dictionary skills
- Atlas skills
- Newspaper usage
- Telephone Directory use
- Encyclopedia use
- World Records
- Use of the internet for research
- OPAC (Online Public Access Catalog) use
- Magazines (recreation or research)
- Media manners
- Fiction vs. Non-fiction
- Word Processing
- Video
- Multi-media (Digital camera, Scanner, Power Point)
- Use of resources
- Team Teaching
- Writing Workshop
- Reader's Theater
- Story Time

### **Forms (may be duplicated)**

1. Student Photo Release Form
2. Media (Network Resources) Consent and Release Form
3. Media Center Reservation Request
4. Media Center Collaborative Planning Sheet
5. Request for Materials
6. Materials Evaluation Form (materials not owned by SCCS)
7. Reconsideration of Materials Forms

## **Social Circle City Schools Student Photo Release Form**

The Social Circle City School System continually shares its successes with the community. In order to make our information as attractive and interesting as possible, we often include pictures of people involved in school functions along with textual information. Various types of student work (e.g., creative writing, artwork, slide presentations, multimedia projects) and student photographs (groups or individuals) are used in the following types of media:

- School/System-based website(s)
- Local/School radio, television or cable broadcast
- Local/School newspapers or newsletters
- Local/National educational periodicals

The use of text information about a person or the use of a picture of a person generally will be restricted to just the minimum information needed to tell the story of the program to make it interesting and attractive. We will not publish home addresses, telephone numbers, personal e-mail addresses, or materials protected by federal regulations.

Although our school generally has the right to produce news information such as this and publish it at its discretion, this form is an effort on our part to make sure the persons shown in pictures and mentioned in articles agree to having this information displayed. By filling out the form below, you agree to have your names mentioned or picture shown.

**Please return this form to your child's teacher.**

School: Social Circle Primary School

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Legal Guardian Signature \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Appropriate Use of Social Circle City Schools Computers and Network Resources

It is the belief of the Social Circle City Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing children to live in the 21<sup>st</sup> century. The Board further believes that a “technology rich” classroom can significantly enhance both the teaching and learning process. This 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 Social Circle City Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Social Circle City Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

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provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- //////////////////////////////////// P  
promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- //////////////////////////////////// P  
prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
- //////////////////////////////////// P  
prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- //////////////////////////////////// R  
restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Social Circle City School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district’s acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community,

school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Social Circle City Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Social Circle City Board of Education's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

## Student Acceptable Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to go into the operating system to look around, run programs, or attempt to do anything they are not specifically authorized to do.

Students bringing diskettes from outside the school must have them scanned for viruses by an authorized staff member prior to their use on a computer or the network.

### **Safety Issues:**

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.

Examples of prohibited conduct include but are not limited to the following:

- Accessing, sending, creating or posting materials or communications that are:
  - a. Damaging to another person's reputation,
  - b. Abusive,
  - c. Obscene,
  - d. Sexually oriented,
  - e. Threatening or demeaning to another person's gender or race,
  - f. Contrary to the school's policy on harassment,
  - g. Harassing, or
  - h. Illegal
- Using the network for financial gain or advertising.

- Posting or plagiarizing work created by another person without their consent.
- Posting anonymous or forging electronic mail messages.
- Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software or violation of copyright laws.
- Loading or using games, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- Purposely infecting any school computer or network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- Using the school's computers or network while access privileges have been suspended.
- Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- Altering or attempting to alter the configuration of a computer, the operating system, or any of the software.
- Attempting to vandalize, disconnect or disassemble any network or computer component.
- Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher.
- Providing another student with user account information or passwords.
- Connecting to or installing any computer hardware, components, or software which is not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.

I understand and will abide by the Social Circle School District Acceptable Use Regulations governing student access to the Internet. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I engage in unacceptable activities as outlined below, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
 Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 \_\_\_\_\_

Parental Agreement:

As the parent or guardian of this student, I have read and discussed with my child the Social Circle School District Acceptable Use Regulations governing student access to the Internet. I understand that this access is designed for educational purposes and that student access will be monitored; however, I also realize it is impossible for the agencies involved to restrict all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the Internet is extended beyond the school day and/or school building. I hereby give permission for my child to have Internet access.

Parent(s)/Guardian(s) Name \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) Signature \_\_\_\_\_

## Media Center Reservation Request

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

Date Media Center is needed: \_\_\_\_\_ Time: \_\_\_\_\_

Area of the Media Center needed: (Circle One)

Story Pit

Area for grade level assembly

Small Group Tables

Large Group Tables

Reason for requesting the Media Center: (meeting, research, story, etc...)

\_\_\_\_\_

Do you need the Media Center Staff's assistance with this activity?

\_\_\_\_\_ No

\_\_\_\_\_ Yes, for check-out only

\_\_\_\_\_ Yes, Story or CCGPS or Topic: \_\_\_\_\_

\_\_\_\_\_ Yes, Lesson or CCGPS or Topic: \_\_\_\_\_

\*\*If, you would like help with a lesson, when can the Media Specialist meet with you to plan?

\_\_\_\_\_

For Media Center use:

A Collaborative Lesson Plan Sheet has been completed and is on file.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

## Media Center Collaborative Planning Sheet

Teacher(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s) for use of the Media Center: \_\_\_\_\_

Topic and CCGPS Objectives: \_\_\_\_\_

Essential Questions:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

We are coming to the Media Center to:

Responsibilities:

<u>Classroom Teacher:</u>	<u>Media Specialist:</u>

Grading Responsibilities:

**Social Circle Primary School  
Library Media Center**

**Request for Materials**

Date: \_\_\_\_\_

Our class will be working on the following topic:

\_\_\_\_\_.

Can you please?

\_\_\_\_\_gather the following materials for us to use in our  
classroom

\_\_\_\_\_Books

\_\_\_\_\_Videos

\_\_\_\_\_Manipulatives

\_\_\_\_\_Other: \_\_\_\_\_

\_\_\_\_\_create a bibliography of available materials on this  
topic

\_\_\_\_\_reserve books on this topic for my students to use in  
the Media Center

\_\_\_\_\_reserve books on this topic for my students to check  
out

I will need these materials by \_\_\_\_\_ (date) and  
plan to finish the unit and return them by \_\_\_\_\_ (date).

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

**Social Circle City Schools**  
**Materials Evaluation Form**  
**Material Not Owned by Social Circle City Schools**

Subject/Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

I. Name of Book/Series/Video (etc.) \_\_\_\_\_

II. Rating: \_\_\_\_\_

A. Curriculum Correlation:

1. Is this material supportive of our curriculum expectations?

\_\_\_\_\_

List specific objectives and courses with which it correlates.

\_\_\_\_\_

\_\_\_\_\_

2. How will the material be used to address CCGPS?

\_\_\_\_\_

\_\_\_\_\_

B. Curriculum Interface:

1. Appropriateness of information:

\_\_\_ Excellent

\_\_\_ Good

\_\_\_ Fair

\_\_\_ Poor \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

---

2. Appropriateness of illustrations:

\_\_\_ Excellent

\_\_\_ Good

\_\_\_ Fair

\_\_\_ Poor \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

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Principal's Signature \_\_\_\_\_

**Packet for  
Reconsideration of Instructional Materials  
For concerned citizens**

To school staff:

This packet is to be given to a person requesting information on how to challenge materials in our Media Center.

Instructions:

1. Give the person the following 3 pages:
  - a. Letter explaining the reconsideration process
  - b. Summary of the selection policy
  - c. *Request for the Reconsideration of Instructional Materials* form
2. Fill in the following information and return to the Media Center

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Date: \_\_\_\_\_

Dear Media Staff:

Today I gave someone a packet for Reconsideration of Instructional Materials. The material they voiced concern over was:

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Signature of School Personnel giving out the packet: \_\_\_\_\_

Dear Sir or Madam,

Thank you for your concern over the appropriateness of the materials in the Social Circle Primary School Library Media Center.

The Social Circle City Schools has a policy for the selection of materials. We have attached a summary of this policy to help you understand the selection process. If you still have concerns about the material in question, please complete the attached *Request for the Reconsideration of Instructional Materials* form and return it to the school media center staff or the office staff. If the form is not returned within two weeks, we will assume that you no longer wish to file a formal complaint.

If you decide to return the form please be assured that we will give this matter our prompt attention. The School Media Committee will meet to discuss your concerns and re-evaluate the material in question. The re-evaluation usually takes several weeks. After the committee has met, the principal will notify you of their recommendation. If you are not satisfied with the committee's decision, you may ask the Social Circle City School Board to review the decision.

Thank you again for your concern about our media center selections. We appreciate your interest in our school and in our students.

Sincerely,

Ms. Janet Swanson  
Media Specialist  
Social Circle Primary School

## **Criteria for Selection of Instructional Materials**

The selection of textbooks and consumable instructional materials will be carried out by a representative group composed of teachers and administrators. The selection of media center resources will be carried out by the System Media Committee, the School Media Committees, and the Media Specialists. The Social Circle Board of Education is legally responsible for all material relating to the operation of the Social Circle City Schools.

### Criteria For Selection

- I. Textbooks: Textbooks will be selected in accordance with the 7-year rotation plan of adoption of titles by the State Board of Education. Selection will be in accordance with the approved Georgia Textbook List. However, some courses have been identified by the local Board of Education as not requiring a textbook.
- II. Consumable Instructional Materials: Materials will be chosen to support the instructional program
- III. Library Media Center Resources: Selection will be made on the basis of the following:
  - a. Educational significance
  - b. Overall purpose of material
  - c. Importance of subject matter
  - d. Authoritativeness
  - e. Reputation of the author/composer/publisher/etc.
  - f. Accuracy, objectivity and currency
  - g. Readability and popular appeal
  - h. Quality format
  - i. Value commensurate with cost

Gift material will be judged by the basic selection standards and will be accepted or rejected by these standards. Worn or missing standard items will be replaced periodically.

Out-of-date or no longer useful materials will be withdrawn from the collection.

Selection of the type of material – printed, pictured or recorded – is made on the basis of the medium available that most effectively conveys or interprets the content or concept; in

many instances, material in one format is useful in supplementing that in another. A wide range of materials on all levels of difficulty, with a diversity of appeal and the presentation of different points of view, is included in the collection. There is the fullest practical provision of material presenting all points of view concerning the problems and issues of our times, international, national and local. Books or other materials of sound factual authority are not proscribed or removed from media center shelves because of particular words, sentences or ideas. Media is not excluded because of the race, nationality, or the political or religious views of the author.

**REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

(Attachment III – Revised for Social Circle Primary School)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Complainant Represents:

Himself/Herself \_\_\_\_\_

A Group or Organization \_\_\_\_\_

(Name of Group or Organization \_\_\_\_\_)

Type of Material: (Circle One) Book    Video    Other \_\_\_\_\_

Title: \_\_\_\_\_

Author/Editor: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

I.    What do you object to in this material? (Please list specific paragraphs, pages, chapters and examples.)

\_\_\_\_\_

II.    Why do you feel this material is objectionable?

\_\_\_\_\_

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III. Would this material be appropriate for another age group? If so, which age group?

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IV. Have you read, seen or heard the material in its entirety?

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V. Do you find anything of value in the material? If so, what?

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VI. In your opinion, what is the main idea or purpose of this material?

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VII. In your opinion, what action should be taken by the school in regard to this matter?

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VIII. Do you have any recommendations of other materials that could replace this item if it were to be removed from the school's media center? If so, what?

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-----Signature

Date

Once you have completed this form, return it to the school's principal or media center. The School Media Committee will then review your concerns and re-evaluate the material. After the School Media Committee has met, the Principal will inform you of the Committee's decision. If you are not satisfied with the School Media Committee's decision, you have the right to ask the Social Circle City School Board to review the decision.

