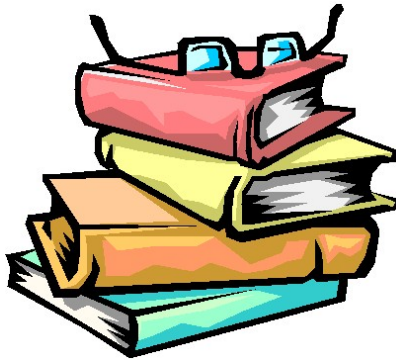


# **WINSTON COUNTY SCHOOLS**



## **LIBRARY MEDIA CENTER District Policies and Procedures Manual**

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## **Mission**

The mission of the media centers in the Winston County School system is to support the school's instructional program to improve student learning and student achievement. Though programs may vary based on school characteristics, all schools will strive to:

- Ensure learners will be able to independently inquire, think critically, and to gain, create and share knowledge ;
- Provide faculty and students a collection of materials and mode of technologies that will enrich and support the curriculum and meet the needs of the students and faculty served;
- Integrate information skills into classroom lessons;
- Engage in collaborative planning and learning opportunities;
- Facilitate in professional development for the learning community.

## **Vision**

In collaboration with the school's learning community. Winston County School library media programs will be the center of teaching and learning in each school by providing access to quality collections, resources and technologies.

## **Philosophy /Beliefs**

School library media centers embody the school's philosophy of implementing, developing, learning, enhancing, promoting critical thinking skills, lifetime learning, and the basics of information literacy, writing, and computation in all formats, including print, multimedia, and technological resources.

An effective library information skills program is an integral part of the total educational program, teaching students the basic processing skills necessary to connect them with information and ideas in all subject and interest areas. Development of these skills involves the collaborative efforts of certified library media specialists, administrators, classroom teachers, technology coordinators, computer teachers, and students as active partners in the educational process, thus reinforcing the value of literacy and life-long learning.

## Goals and Objectives

The following objectives have been selected to work toward the overall goals of the Winston County Schools Library Media Program:

- Students will demonstrate the ability to locate information and materials in the library using common library practices such as the Dewey Decimal System and the online catalog.
- Students will demonstrate the ability to effectively use online resources such as Alabama Virtual Library, knowledge of the internet, including digital citizenship and online safety.
- Students will effectively use resources when conducting research and choose materials that best meet their research needs.
- Students will read for recreation as well as for learning at appropriate text complexity levels.

The above goals will be achieved through lessons developed to address specific information skills as well as collaborative lessons designed with teachers to integrate curriculum standards and information literacy skills. The media specialist will collaborate with teachers on student research lessons.

## **Library Bill of Rights-Intellectual Freedom**

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/advocacy/intfreedom>

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

### **AASL Standards for the 21st Century Learner**

*The American Association of School Librarians (AASL) Standards for the 21st Century Learner* offers a vision for teaching and learning to guide our profession Winston County Schools, adopts the following standards:

- Reading is a window to the world.
- Inquiry provides a framework for learning
- Ethical behavior in the use of information must be taught.
- Technology skills are crucial for future employment needs.
- Equitable access is a key component for education
- The definition of information literacy has become more complex as resources and technologies have changed.
- The continuing expansion of information demands that all individuals acquire the thinking skills that will enable them to learn on their own.
- Learning has a social context.
- School libraries are essential to the development of learning skills.

The Standards describe how learners use skills, resources, and tools to:

- Inquire, think critically, and gain knowledge.
- Draw conclusions, make informed decisions, apply knowledge to new situations, and
- To create new knowledge
- Share knowledge and participate ethically and productively as members of our
- democratic society
- Pursue personal and aesthetic growth.

<http://www.ala.org/ala/aasl/aaslproftools/learningstandards/standards.cfm>

## Challenged Materials

### PROCEDURES

Occasional objections to the instructional materials in a library media center may occur despite the quality of the selection process. The Winston County Board of Education endorses the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. Objections to materials may be expressed through the process outlined below by a member of the school's faculty or the parent or guardian of a child in the schools.

1. The library media specialist will explain the selection process and reconsideration the person expressing the concern.
2. The library media specialist will give the person expressing the concern a copy of the system Selection Policy and request that the person submit the form, "Request for Reconsideration of Library Materials."
3. The library media specialist will inform the principal, superintendent, and other appropriate personnel of the concern.
4. Upon receipt of the completed form the principal will acknowledge the concern with a letter and will request review of the challenged material by the school Library Advisory Committee within twenty working days.
5. The challenged material will continue to be available during the reconsideration process.
6. The committee will take the following steps to review the challenged material:
  - a. read, review, or listen to the material in its entirety
  - b. check general acceptance of the material by reading reviews and consulting lists
  - c. determine the extent to which the material supports the curriculum
7. The recommendation of the review committee will be determined majority vote of the committee. If the committee recommends the removal of the material, the decision should include the levels from which the material is to be removed (elementary, middle, high).
8. The review committee will present a written recommendation to the principal who will communicate the committee's decision to the person expressing concern, the library media specialist, and to the superintendent.

9. If the person expressing the concern wishes to appeal the decision of the committee, a written request should be submitted to the superintendent within 10 working days of notification of the decision by the review committee.
10. The Winston County Board of Education will convene to address the appeal. The Board will review the material, the "Request for Review of Library Material", and the recommendation of the review committee.
11. The superintendent will communicate the Board's final decision in writing to the person expressing the concern, the library media specialist, the principal and the school Library Advisory Committee.
12. The library media specialist will retain or withdraw the challenged material as recommended by the Library Advisory Committee or in the case of an appeal, as decided by the Board of Education.

### **Copyright Information/Fair Use Policy**

The Winston County Schools will make every effort to adhere to the provisions of the copyright law as it relates to the making of photocopies and the use of non-print resources.

The library media specialist will provide copyright information for all faculty members. The school library media program and all school staff members have a moral and legal obligation to obey the copyright law

### **Library Advisory Committee**

A library media advisory committee is an essential component of the library media center program. This committee should be formed and used as an advisory committee in all aspects of the library media program.

The committee is headed by the library media specialist and is comprised of at least one of each of the following:

- Administrative representative
- Department/Grade representative
- Student
- Parent
- Community member



## **Library Media Program**

### **Characteristics of a 21st Century Library Media Program**

Winston County Schools strive to ensure that all of our students can be successful. To this end, the Winston County Board of Education promotes library media programs that demonstrate as many of the characteristics of a 21<sup>st</sup> Century Library Media Program as possible. All school personnel need to work together to make the library the center of learning in the school. Administrators, teachers, and library media specialist each have responsibilities.

#### *The Program*

- The library media center is a place where individuals and groups of students use information to extend classroom studies and to further personal interests.
- Students have open, flexible access to library media resources and services.
- Library media resources are available to support the curriculum, encourage research, engage students in pleasure reading, and address individual needs and interest.
- Resources are organized by a recognized method and are available in an automated format.
- 21<sup>st</sup> Century skills are integrated with all subjects and developed in a curriculum context to provide a foundation for life-long learning.
- Library media services are implemented according to a written plan bases on data analysis, needs assessment, and annual evaluation, consistent with the goals of the school and school system.
- A comprehensive program is provided that includes skills instruction, information access, program management, and media center management.
- Learners are taught to seek diverse perspectives, gather and use information ethically, and make use of social tools, i.e. personal space, responsibly and safely.

#### *The Professional*

- The library media specialist (LMS) is certifies, evaluated by appropriate criteria and has a plan for professional development.
- The library media specialist collaborates with the learning community to determine collections needs and implements local board-approved policies for collection development, use of resources, adheres to copyright law, protection of intellectual freedom, and reconsideration of challenged materials in the collection.

#### *The Facility*

- The library media center is physically accessible to all students.
- The library media center is adequately lighted and contains furnishings appropriate in size to the student population.
- The library media center has the infrastructure needed to sustain existing emerging technologies.

## **Collection Development Policy**

The policy of the Winston County Schools library media specialist is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of students and teachers. While selection of materials for use in the library media centers involves many people, the responsibility for coordinating and recommending the selection and purchases of all materials used in the library media centers rests with the certified library media specialists.

Librarians must ultimately depend upon their experience, knowledge of users, professional judgment, and common sense to maintain a collection that best serves their users' needs. The media specialist may use circulation and collection reports, including collection development software tools, to provide a collection development report indicating strengths, weaknesses, and ages of the various collections.

### ***Selection Criteria***

Resources will support and be consistent with the general educational goals of the state and school district and the goals and objectives of individual schools and courses of study.

The following criteria is used to aid in the selection of library media material:

- Specific topic or title requests by faculty /students
- Curriculum/reference needs of collection
- Replacements for discarded or damaged materials
- Professional materials
- Recommended titles from reputable sources
- Input from teachers
- Input from students
- Community and parent input

Because the media centers strive to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases are always welcome.

In addition to supporting the Library Bill of Rights, the school library media program should reflect the following when purchases are being considered:

1. Media shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
2. Media shall be evaluated for its strengths rather than rejected for its weaknesses.
3. Specific curriculum objectives may be achieved by providing biased or slanted media.

4. Special consideration is given to treatment of the following elements: religion, ideologies, sex education, sex, profanity, and science.

5. Acceptance of gifts of media shall meet the same selection criteria and procedures as purchased media. Their acceptance, along with the understanding of their use or disposition, will be determined by the same persons having the responsibility for acquisitions (the media specialist).

## **Processing**

Processing includes all the steps necessary to prepare media for use. The process used should follow standard library practices, be an easily followed routine, and be performed in a routine manner. Processing policy is determined by each local school Library Media Specialist.

## **Weeding Policy**

In order to maintain the quality of the collection, obsolete and unused materials are removed from the working collection on a continual basis. The advice of individual faculty, academic departments, or other uniquely qualified individuals is sought when appropriate. No materials will be withdrawn or discarded only because they contain controversial or unpopular opinions, the final decision rests with the media center director.

Infrequently used books are retained if they contribute to the excellence of the collection as a whole and are cited in at least one standard subject bibliography. Multiple copies will be retained if circulation statistics validate the need to retain multiple copies for patron use. As a general guideline, last copies and out-of-print materials are retained if they are of value when viewed in the perspective of the total collection.

The process of weeding the collection involves time, skill in collection development, expertise in collection maintenance, and a thorough knowledge of materials and their potential reference or research value for patrons. Weeding is best served when the media specialist uses a weeding cycle that ultimately incorporates the entire collection.

## **Cataloging**

Cataloging practices shall be consistent and uniform in all libraries in Winston County School System. All bibliographic records for on-line catalogs must be certified as US MARC by the Library of Congress. Subject Headings shall be assigned from Sears List of Subject Headings.

## **Circulation**

New technologies have taken information delivery to new levels in the classroom and in the media center. The emerging standard of electronic bibliographic records via library management software greatly enhances the accessibility of all facets of the library media center's collection. OPAC (Online Patron Access Catalog) stations have magnified the ability of students to locate all needed materials within the collection.

In order to facilitate the circulation process, the library media specialist should accomplish the following:

- Provide materials to patrons
- Maintain records of transactions
- Notify patrons of overdue materials
- Collect fines (if applicable)
- Reserve materials for patrons
- Ensure equitable access to media center materials to all patrons

## **Internet Acceptable Use Policy**

The library media specialist educates the learning community about the acceptable use policy adopted by the school/district system which outlines the terms and conditions of Internet use, rules of online behavior, and access privileges.

## **Scheduling**

### **Promoting Flexible, Open Access/Guidelines for Library Media Scheduling:**

In order for the library media center to be the core of the educational setting, the library media specialist, with the assistance of the administrator, must be allowed to schedule the library media center for its most effective use. Weekly schedules that list whole-class and small-group instruction, administrative periods, special programs, planning times, and other planned library activities are collected for documentation of library use through the year. Scheduling varies for each school addressing the needs of different age groups.

## **Budgets and Funding**

The school library media specialist will collaborate with the school administrator to ensure that funds are budgeted to maintain the library media program.

- The library media program must have adequate, consistent, and sustained funding for professional staff, new materials, technologies, professional development, and facilities to meet the 21st Century learning needs of the students in the school community.
- The budget process of the library media center includes operating funds for new resources such as: books, reference materials equipment, and emerging technologies.
- The library media specialist must maintain accurate budget records in order to monitor and document use of available funds.
- Data collected from the assessment of the media center's collection, school curriculum/instructional changes as well as the increases cost of materials should be used in planning the budget for the year.
- Budgeting procedures for library enhancement funds as stated by the Alabama Department of Education must be followed.

- The Alabama Code must be followed in the expenditure of state funds.

### Library Enhancement Funds/Acquisition Process Guidelines

Alabama Code 16-1-8.1 states that classroom instructional support includes all components as provided in the Foundation Program with the exception of textbook funds. These funds include but are not limited to library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.

All funds allocated in the Foundation Program for library enhancement, technology, and professional development shall be spent only for the purposes for which they were allocated. Media Specialist shall be consulted in the budgeting of all library enhancement funds.

The procedures for ordering and the regulations applied to library enhancement support shall be as follows:

- Each school selects a budget committee
- The committee selects a chairperson and a secretary. Secretary keeps minutes of meeting and actions taken to approve budget by secret ballot.
- Librarian submits proposed budget to committee for approval
- Teachers vote secretly for budget approval
- Budget is submitted to Financial Officer for approval and ordering

### *Local Funds*

Local funds include monies received from sources such as book fairs, lost/damaged book fees, overdue fines, donations, fundraisers, etc. These funds may be budgeted and spent as the librarian deems appropriate. No budget committee is required; plus the restrictions on spending that exist for the library enhancement funds do not apply. The processes for placing using local funds are as follows:

- Submit a purchase order request to principal of school for approval.
- Submit signed purchase order to bookkeeper for purchase order number.
- Submit order to company.

## **Library Media Specialist's Responsibilities**

- A library media specialist has a unique role in the school setting. Responsibilities of the library media specialist include:
- Collaborating with teachers to plan and implement instructional units integrating the resources of the library media center with the classroom circulation.
- Participating in school curriculum planning meetings.
- Providing instruction and resources to reach diverse student needs
- Providing access to available appropriate resources such as digital, visual print, and technological materials.
- Implementing the use of technology, both in library media program management and instruction.
- Ensuring students have access to the library center at the point of need for class-related research, individual investigation, independent reading, and personal inquiry.
- Collaborating with teachers to integrate inquiry, 21<sup>st</sup> Century Learning Standards, and technology skills into school curriculum and to support their instruction
- Providing a welcoming and respectful climate in the library media center
- Developing and implementing reading initiatives to motivate and engage student in independent learning
- Providing professional development for teachers and administrators to demonstrate how technology and information skills can be used to support the curriculum and instruction
- Developing a scheduling policy which provides open and flexible access for all students and teachers.
- Establishing, maintaining, and updating an automated catalog and organizing collections using a system such as the Dewey Decimal System
- Maintaining fair and consistent circulation and use policies
- Developing a policies and procedure manual, approved by the local board of education for the library media center
- Documenting, reporting, and maintaining records of use of library media resources
- Establishing budget priorities bases on assessment of needs, status of library collection, and technology needed.
- Ensuring that library enhancement funding is allocated and spent each year according to Alabama Department of Education procedures and policies
- Maintaining budget and expenditure records
- Developing a vision, mission, and goals for the library media center
- Attending local, state or national professional development workshops and meetings
- Developing on ongoing advocacy program for the library program
- Arranging the library media center for a variety of uses by large groups, small groups, and individuals

- Promoting the use of the library media center to teachers, students, and parents to ensure that the library is a vital and active center of learning for the entire school

## **Equipment**

All equipment under the control of the library media program will be securely stored in a designated area within each local school. Fixed asset accountability is maintained at the district level.

## **Record Keeping and Reports**

All statistical reports required by administration are available through the circulation software system and can be prepared upon request.

The local library media center will cease operations and close in an appropriate amount of time to allow for proper accounting of all materials and resources at the end of each year. It is the responsibility of the media specialist to collect all appropriate fees/fines accrued at that site. Every effort should be made to resolve library book fines so as to make a smooth transition of student records.

## **Donations and Gifts**

Acceptance and disposition of gift materials will be based on the criteria for selection. Once received, all gifts become the property of the Winston County Schools and may not be reclaimed. Disposal, retention, and use of gifts will be left to the discretion of the school officials.

## **Public Relations**

The public relations goals of the Winston County Schools Library Media Program are:

- To promote stakeholders awareness and active participation in library service programs
- To develop understanding and support of the library and its role in the learning community

## **Advocacy**

Leadership and advocacy require stepping out of comfortable behind-the-scene roles and becoming a proactive leader. The professional library media specialist needs to provide leadership and advocacy in information fluency, technology initiatives, policy creation, instructional design and professional development.

Techniques for promotion include a regularly updated website, poster and displays. Promotional events and programs that encourage media center usage and literacy will be held such as Read Across America, book fairs, open houses, etc.

## **Services Offered**

The library media program consistently provides flexible access to archived, current, and new resources to meet the learning needs of the school community:

The library media program uses a district/system-approved automated management system to enable location of desired resources.

The library media program provides flexible and equitable access to information, ideas, and resources for learning.

The library media program provides services as well as opportunities to access text, media, and current and new technologies to meet the 21<sup>st</sup> Century learning needs of the school community.

## **Disaster Preparedness**

All precautions will be made to avoid disasters. However, in the rare occurrence of a disaster the local school's disaster plan will be adhered to. In the event of damage to the library media center, materials will be salvaged according to the judgement of the library media specialist and stored in an appropriate location until recovery efforts have been completed.

## **Evaluation and Assessment**

Library media services are evaluated annually by the district/system according to a written program based on assessed needs consistent with the goals of the school and the school system.

The library media specialist is certified, has a plan for professional development, and is evaluated periodically by appropriate, predetermined criteria as determined by the district.

The library media center uses an approved electronic management system to promote ease of assessment for circulation, resources and to provide accuracy of required bookkeeping.

Pertinent policies (Circulation, AUP, Copyright, and Challenged Materials) are readily accessible for public information, assessment and viewing.

The school library media center collection is exemplary in content, quantity, age and grade-appropriateness, curricular support, usable condition, diversity in format and subject matter, and adequacy to meet the multifarious information needs of the entire school community.

An online access catalog of the Library Media Center collection is made readily available, with multiple stations based on the assessed needs of the population served.



The Library Media Center insures that all library records are kept confidential.

**Winston County School System**  
**Library Media**  
**Request for Reconsideration of Instructional Materials**

Note: No materials in question will be reviewed until the following form is completed fully by the person concerned.

Request Initiated by \_\_\_\_\_  
Home Phone \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Work Phone \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Address \_\_\_\_\_  
Title \_\_\_\_\_  
Author/Producer \_\_\_\_\_ Type of Material \_\_\_\_\_  
Complainant represents \_\_\_\_\_ himself/herself  
\_\_\_\_\_ (name organization) \_\_\_\_\_  
\_\_\_\_\_ (identify other group) \_\_\_\_\_

1. Have you read or viewed the entire material in question? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If not, what parts? \_\_\_\_\_
2. Describe your objections to the material. (Please be specific; cite pages or examples) \_\_\_\_\_  
\_\_\_\_\_
3. What do you feel might be the result of reading or viewing this material? \_\_\_\_\_  
\_\_\_\_\_
4. For what age group would you recommend this material? \_\_\_\_\_
5. Describe any value you see in this material? \_\_\_\_\_  
\_\_\_\_\_
6. What reviews of this material have you read? \_\_\_\_\_
7. What do you believe to be the basic theme of this material? \_\_\_\_\_  
\_\_\_\_\_
8. What would you like school personnel to do about this material? Please check one of the following:  
\_\_\_\_\_ Do not assign it to my child  
\_\_\_\_\_ Withdraw it from all students as well as my child  
\_\_\_\_\_ Send it to the Review Committee for evaluation and recommendation

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

## **STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY**

The Winston County Board of Education strives to provide an educational environment rich in resources that will enable all students to reach his/her full potential. The Board is offering to those students who agree to act in a considerate and responsible manner, monitored Internet services. You should understand that even the very best Internet filtering software might not block all unacceptable sites, but most educators believe that the benefits to students from access to the Internet far exceed the disadvantages. Access is a privilege, not a right, and requires parental permission.

Misuse and vandalism of equipment, misuse of programs, and/or services will result in restricted or prohibited Internet use and will be punished as defined in the school conduct policies. Further, the system may not be used for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying or any type of personal financial gain.

The Winston County Board of Education endorses the following student Internet guidelines:

### **1. PERSONAL SAFETY**

- a. You will not post contact information or credit information (e.g., address, social security number, driver's license number, date of birth), or any other pertinent personal information.
- b. Any contact or receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to the network administrator or the sponsoring teacher.
- c. Use of unapproved e-mail and chat rooms is not permitted.
- d. Use of any unapproved instant messaging service such as Yahoo Pager, or MSN messenger is not permitted.

### **2. ILLEGAL ACTIVITIES**

- a. You will not attempt to gain unauthorized access to any computer system or go beyond your authorized access by entering another person's ID and password for accession of data files or network resources.
- b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. You will not post contact information (e.g., address, social security number, driver's license number, date of birth), or any other pertinent personal information that violates the privacy of an individual.

- d. You will not attempt to access, modify or delete any data files, folders or system configurations beyond your authorized access.
- e. You will not use any network, server or password monitoring equipment or software.
- f. No computers/handheld devices should be connected to the network without approval from the Technology Department.

### **3. TECHNOLOGY SECURITY**

- a. You are responsible for the security of your password, and should take all reasonable precautions to prevent others from being able to use your password. ***Under no circumstances*** should you give your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be constructed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses and spyware caused by downloading files.
- d. Personal software may not be installed or used at the school site.

### **4. INAPPROPRIATE LANGUAGE**

- a. On any and all uses of the Internet, whether in application to public or private messages, or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

### **5. RESPECTING RESOURCE LIMITS**

- a. You will use the system only for educational activities.
- b. You will not download, save or print files without permission from a sponsoring teacher.

### **6. PLAGIARISM AND COPYRIGHT INFRINGEMENT**

- a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will not download, copy or install unlicensed software.

**7. INAPPROPRIATE ACCESS TO MATERIAL**

- a. You will not use the internet to access material that is profane or obscene or that advocates illegal acts of violence or discrimination toward other people.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or adult who is designated by the school. This will protect you against a claim of intentional violation of this policy.
- c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school system fully expects that you will follow your parents' instruction in this manner.

**8. FOR YOUR INFORMATION**

- a. Free Speech. Free speech as set forth in the school disciplinary code, applies also to your communication on the Internet.
- b. Search and Seizure. You should expect no privacy of the contents of your personal files on the Winston County School's system, or the local school network or PCs. Routine maintenance and monitoring of the system can lead to discovery that you have violated this policy, the school code, or the law.
- c. Due Process. This school system will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Winston County School system. In the event of a claim that you have violated this policy, the school Disciplinary code, or the law in your use of the Internet, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of the internet.

The school system makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. The school system will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school system is not responsible for any accuracy or quality of the information attained through or stored in the system. The school system will not be responsible for financial obligations arising from unauthorized use of the system.

When you are using the school network or Internet, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: July 7, 1998; REVISED: March 14, 2006

LEGAL REF: The Code of Alabama, 16-8-9, 16-21-1 to 3

STUDENT TECHNOLOGY USE AGREEMENT COMPLIANCE FORM  
Winston County Board of Education

Student Name (please print)\_\_\_\_\_

Student Signature\_\_\_\_\_Date\_\_\_\_\_

Parent or Guardian

As the parent or guardian of this student, I have read the Technology Use Agreement. I understand that this access is designed for educational purposes. The Winston County School System has taken precautions to eliminate controversial material: however, I also recognize it is impossible for the Winston County Schools System to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to use the school network and the system Internet and certify that the information contained on this form is correct.

Parent/Guardian Name (please print)\_\_\_\_\_

Parent Signature\_\_\_\_\_Date\_\_\_\_\_

Sponsoring Teacher

I have read the Technology Use Agreement and agree to promote this agreement with the student. Because the student may use the Internet for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet and proper Internet etiquette.

Teacher's Name (please print)\_\_\_\_\_

Teacher's Signature\_\_\_\_\_Date\_\_\_\_\_

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Please indicate with a check mark whether or not your child may use the internet.

My child may use the Internet\_\_\_\_\_ My child may not use the Internet\_\_\_\_\_

TECHNOLOGY USE PRIVILEGES WILL NOT BE GRANTED UNLESS THIS FORM IS RETURNED  
WITHIN FIVE (5) SCHOOL DAYS.



# **COPYRIGHT**

## **Summary of the Law Concerning Public Schools**

### **BACKGROUND**

Copyright is the legal protection that gives to the owner of the copyright the ability to control the public distribution of a creative product. Copyright does not protect ideas, but rather it protects the expression of ideas embodied in creative products, such as literary works, music, artwork, and motion pictures.

Copyright law gives to the owner of the copyright the right to control:

- 1) the reproduction and distribution of the creative product;
- 2) all works based on or derived from the creative product;
- 3) public performances and displays of the creative product; and
- 4) the sale of the creative product.

Copyright law recognizes certain education-related exceptions which protect a teacher's ability to use copyrighted materials in the classroom to benefit students. The two most important education-related exceptions are "fair use" and face-to-face teaching.

### **FAIR USE**

The use of copyrighted materials for a public purpose may be considered "fair use" and not a copyright violation. Among those settings where the use may be considered fair use is the classroom setting, serving the public purpose of instructing students. In order to determine whether a particular school use is fair use, four factors should be considered:

- 1) how the work is being used (consider: is it being used to teach students?);
- 2) the kind of work being used (consider: is the work informational or creative? – creative works may receive greater protections);
- 3) how much of the work is being used (consider: how much of the work is being copied, and how much of the substance?); and
- 4) the economic impact on the owner of the copyright (consider: is the creator of the work losing out on profits, or losing the ability to publish or present the work in his or her own way?).

Federal guidelines on fair use prohibit teachers from:

- 1) copying materials to substitute for the purchase of individual materials;
- 2) copying "consumables" (e.g., workbooks);
- 3) charging students more than the cost of the copy;
- 4) copying without notice of copyright; and
- 5) excessive copying (e.g., copying whole books).

### **FACE-TO-FACE TEACHING**

Use of copyrighted works is not an infringement of the copyright when used during face-to-face instruction if:

- 1) it is conducted by a teacher or student
- 2) in a classroom or similar place
- 3) during class instruction that is not transmitted
- 4) and is of lawfully made works.



## **COPYRIGHT**

### **Use of Videos in Public Schools**

**Question--** Can a school show a video either rented or purchased or a program that has been taped from TV and brought in for a group of students to view (assuming proper permission was not obtained by the copyright holder)?

**Answer--** Yes, if certain rules are followed. Congress has passed laws concerning the use of copyrighted materials, and the laws include specific rules for schools which cover the purchasing or renting of videos for use in the school setting. Such use is thus controlled by federal law. In addition, in 1979 Congress appointed a committee made up of educators, copyright proprietors, and others to develop guidelines for the school use of copyrighted shows taped from TV and used in schools. The guidelines developed by this committee do not have the force of law and are intended to guide, not control, the use of taped programs for school use.

#### **FEDERAL LAW**

A bought or rented video –

- 1) Can be used by a teacher/instructor in public schools for actual face-to-face classroom instruction
- 2) Cannot be used in a lesson broadcast to others not physically in the classroom
- 3) Cannot be used in schools if the teacher/instructor knows that the video was illegally made or obtained
- 4) Cannot be used simply to entertain or reward a class or group of students or for other non-instructional reasons
- 5) Cannot be used by the school or teacher for profit

#### **FEDERAL GUIDELINES**

Taping a TV program for use in a classroom –

- 1) May be done by a school at the specific request of a teacher, or by the teacher himself or herself
- 2) Should be used by individual teachers for “relevant teaching activities”
- 3) Should be used by the teacher only once (or, if necessary, repeated one additional time to reinforce the lesson)
- 4) Should not be done of the same program by the same teacher more than once, even if the show is rebroadcast
- 5) Should be of a broadcast program, i.e. a program broadcast to the general public free of charge (including simultaneous cable retransmissions)
- 6) Should be used by the teacher within 10 school days of taping
- 7) Should be erased or destroyed within 45 calendar days of taping