

Morgan County Schools

Local School Media Centers

Procedures and Policies

Morgan County Library Media Specialists

Board Approved: November 8, 2011



2011-2012

Vision Statement

In collaboration with all stakeholders in the school's learning community, the Morgan County 21st Century library media programs will be the center of teaching and learning by providing access to quality collections and technologies and by extending services beyond the library media center's four walls and the school day.

Mission Statement

The library media programs in each Morgan County School will support the school's instructional program to improve student learning and student achievement. This mission is accomplished by:

- Ensuring learners will be able to independently inquire, think critically, and to gain, create, and share knowledge,
- Providing real and virtual access to appropriate, high quality resources and services during and outside the school day,
- Participating in curriculum development and design of learning activities, and
- Facilitating professional development for the learning community.

AASL Standards for the 21st Century Learner

The American Association of School Librarians (AASL) Standards for the 21st Century Learner offer a vision for teaching and learning to guide our profession. The learning standards begin by defining nine foundational common beliefs:

- Reading is a window to the world.
- Inquiry provides a framework for learning.
- Ethical behavior in the use of the 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:

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

<http://www.ala.org/ala/aasl/aaslprftools/learningstandards/standardscfm>.

Philosophy

The library media programs in Morgan County Schools seek to support the goals of the Morgan County Board of Education. The philosophy of our school system calls for "an educational environment with learning opportunities that foster intellectual, physical, social, and emotional development at a pace and level commensurate with each student's unique blend of aptitudes, achievements, needs, learning styles and interests."

To fulfill this broad goal, courses of study prescribe the curriculum to be taught. Instructional materials are selected and adopted to support the curriculum. Each school has the responsibility for providing facilities, resources, and materials to prepare our students for a complex and changing society. Students must become skillful consumers and producers of information using a wide range of sources and formats to thrive personally and economically in the communication age. There should be a rapport between the school and community. This rapport should provide such an environment that promotes the growth of each student into a healthy, resourceful, and well adjusted adult member of the community. Each school will endeavor to provide the opportunity for each student to obtain the skills and knowledge which will enable them to live a productive and satisfying life.

Characteristics of a 21st Century Library Media Program

The Program

- The library media center (LMC) is a place where individuals and groups of students use information to extend classroom studies and 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 interests.
- Resources are organized by a recognized method and are available in an automated format.
- 21st 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 based 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 certified, evaluated annually by appropriate criteria, and has a plan for professional development.
- The library media specialist collaborates with the learning community to determine collection needs and implements local board-approved policies for collection development, use of resources, adherence 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 and emerging technologies.

(ALSDE Alabama's School Library Media Handbook for the 21st Century Learner; 2008)

Flexible Scheduling

Morgan County Schools supports the educational philosophy that the library media program is to be fully integrated into the curriculum. This integration strengthens the teaching/learning process so that students can develop the vital skills necessary to locate, analyze, evaluate, interpret and communicate information and ideas. When the library media program is fully integrated into the instructional program of the school, teachers and library media specialists become partners in learning. The library media program is an extension of the classroom. The wide range of resources, technologies, and services needed to meet students' learning and information needs are readily available in a cost effective manner.

The integrated library media program philosophy requires that an open schedule must be maintained. Students and teachers must be able to come to the center throughout the day to use information sources, to read for pleasure, and to meet and work with other students and teachers. However, a combination of open access, flexible and fixed scheduling is common practice in schools with elementary grades. Students in the elementary grade need additional exposure to read aloud stories and instruction in media acquisition skills.

Planning between the library media specialist and the classroom teacher, which encourages both scheduled and informal visits, is the catalyst that makes this integrate library media program successful. The teacher brings to the planning process specific knowledge of subject content and student needs. The library media specialist contributes a broad knowledge of resources, technology tools, an understanding of teaching methods, and a wide range of strategies that may be employed to help students learn information skills. The cooperative planning process begins with the teacher identifying the specific curriculum objective to which the library media specialist offers strategies, resources, appropriate media, and information skill instruction. Cooperative planning by the teacher and library media specialist integrates information skills and materials into the classroom curriculum and results in the development of assignments and activities that encourage open inquiry.

The responsibility for school library media programs that are open and flexible must be shared by the entire school community, (American Association of School Librarians). Flexible, equitable and far-reaching access to the library media program is essential to the development of a vibrant, active learning community, (Information Power 89). Flexible scheduling should be employed to the greatest extent possible.

THE PRINCIPAL creates the appropriate climate within the school by advocating the benefits of flexible scheduling to the faculty, by monitoring scheduling, by ensuring appropriate staffing levels, and by providing joint planning time for classroom teachers and library media specialist.

THE TEACHER uses resource-based instruction and views the library media program as an integral part of that instruction.

THE LIBRARY MEDIA SPECIALIST is knowledgeable about curriculum and classroom activities, and works cooperatively with the classroom teacher to integrate information skills into the curriculum.

Collection Development

The library media specialist will be responsible for developing a collection of the best resources available that support state and local curriculum objectives and that meet the needs of students and teachers. Purchases will be the result of meaningful collaboration and an annual needs assessment.

The library media specialist will follow the purchasing procedures established by the chief school financial officer. Collection development will also be consistent with the board approved policy File: IFAB. A complaint card and a request for reconsideration of material form is provided. (See appendix)

Storage/Maintenance of Equipment

Equipment inventoried at each school library shall be housed in the library unless prior specific circulation arrangements have been made with the library media specialist. The library media specialist will be responsible for routine circulation, maintenance and storage of all library equipment.

Gifts/Donations

Gifts to local school media centers are always welcomed. All gifts, be they real or personal property shall be accepted on the same basis as materials purchased, and in the case of printed material, accepted only on the condition that the media specialist may make whatever disposition deemed advisable. Proceeds from the sale of donated materials shall be used to at the discretion of the library media specialist for the library media center. In any event, the library will not store items that are not outright gifts.

Funds donated for the purchase of memorial books, materials, or furnishings are accepted with the understanding that the library media specialist is responsible for the selection. Donors may give suggestions on a subject or title.

Any appraisal for income tax purposes of a gift or donation is the responsibility of the donor.

Challenged Material

Despite the care taken in selecting appropriate materials for students and teachers, an individual may occasionally disagree with the choice of a particular item in the school library media center collection. When an objection is made public to the administrator or school media specialist, board approved policy FILE: IFAB should be followed. A complaint must be submitted in writing and reviewed by the local school review committee. Any unresolved challenges will then be submitted to the superintendent. (See appendix).

Copyright/ Fair Use

The Morgan County Board of Education encourages and supports users to respect the rights of copyright owners regardless of media types. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. The library media specialist will promote adherence to the copyright and fair use law with students and teachers.

If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the student or teacher is uncertain of the user rights, they should request permission from the copyright owner.

Record Keeping and Reports

A computerized library circulation program shall be used in each local school library media center to monitor the contents of the collection as well as the circulation of those contents. Circulation reports from each local school will be sent to the superintendent's designee at the end of each semester. A complete inventory of all library media materials and equipment will be conducted annually. A current inventory will be kept on file at the local school and the media center at the central office. Requisitions forms for all books and materials ordered with district and state funds will be sent to the central office for approval. Prior approval and the issue of a purchase order number must occur before ensuing orders are placed.

Each library media specialist in the Morgan County School System will develop with the staff at each local school a Disaster Plan. The plan should include procedures to protect as much as possible materials and resources in the library media center. The software circulation systems should be backed up daily to ensure that the database can be rebuilt and that collection titles can be restored or reported as a loss in the event consistent uninterrupted media services. A daily back up is conducted at the central office as an additional safeguard to protect the database at each school. Copies of the current library media center inventory stored in different school locations and at the central office will also ensure accurate reporting of damages or loss.

Internet Acceptable Use Policy

The current technological environment of library media centers demands that the usage of technology be conducted in a legal, ethical, and appropriate way consistent with the instructional goals of the Technology Course of Study and the instructional goals of the Morgan County School System. All technology resources should be used in accordance with approved board policy as well as local, state and federal laws and guidelines governing the use of technology. All students and teachers are required to read, sign and follow the procedures outlined in the system's acceptable use policy, FILE: JCDC, (students) and FILE: GAOA, (employees). (See appendix)

Public Relations

The library media center will promote and maintain a positive relationship with all stakeholders in the learning community through regular and systematic communication about its' mission, goals, functions, achievements and overall impact on the student learning.

Services/Activities Offered

The 21st Century Library Media Program is designed to meet the needs of learners in both individual and collaborative settings, enhance learner success, and promote the use of library media resources and services.

Indicators:

Provides a curriculum-based, flexible scheduled, open access learning environment that accommodates all learners;

Supports the mission and goals of the school and promotes the development of a curriculum rich environment;

Incorporates collaborative planning, information literacy, and technology instruction by the library media specialist and teachers;

Provides opportunities for staff development and professional growth for library media staff, teachers, administrators, and other members of the learning community;

Provides technical access and instruction for students, teachers, administrators and staff.

(Alabama State Department of Education. *Alabama's School Library Media Plan for the 21st Century Learner*. 2008.)

Assessment and Evaluation

Suggested guidelines by the Alabama State Department of Education will be considered in determining procedures and policies for the Morgan County School Library Media Programs.

Annual and systematic evaluation and assessment provide data for the management and decision-making policies regarding the complete library media program.

Indicators:

- The library media specialist is certified, has a plan for professional development, and is evaluated periodically by appropriate predetermined criteria as determined by the school system.
- The library media specialist participates in periodic review and ongoing informal and formal assessment.
- The library media program is routinely assessed.
- The library media center uses an approved electronic management system.
- Pertinent policies are readily accessible for public information, assessment, and viewing.
- Forty percent management time is allotted for the library media specialist.
- The school library media center is exemplary in meeting the needs of the entire school community.
- An online public access catalog of the library media center collection is made available.

- New and emerging technologies are assessed to determine feasibility, cost-effectiveness, and relevant support.
- The library media specialist ensures that all library records are kept confidential.

(Alabama State Department of Education. *Alabama's School Library Media Handbook for the 21st Century Learner*. 2008 pgs. 32-39.)

Damaged or Lost Books and Materials

The Morgan County School System follows the Alabama law for distributing, maintaining and replacing state-owned textbooks which are loaned for the period the pupil uses them and must be treated as borrowed property. The student along with his parent or guardian is responsible for each book borrowed, including library books, and is financially liable for loss, abuse, or unnecessary damage. In computing the loss or damage of a textbook which has been in use for more than a year or more, the basis of computation shall be a variable of fifty to seventy-five percent of the original cost of the book to the state.

*Students shall not be entitled to further use of books until remittance of the amount of loss or damage shall be made. *Laws of Alabama relating to Education (16-36-32)

This information is disseminated to students and parents in the "Morgan County Student Handbook" each year. The handbook is available in English and Spanish.

APPENDIX

(Board Approved Policies)

POLICIES AND PROCEDURES FOR SELECTION OF INSTRUCTIONAL MATERIALS

A Statement of Philosophy

The Morgan County Board of Education has the responsibility for providing certified media personnel and means for the selection and acquisition of instructional materials for the School Media Centers.

Provisions are made for systematic review of existing media collections and procedures are established to permit the reconsideration of allegedly inappropriate instructional materials. The Morgan County Media Personnel will use the following basic policies to govern the programs of the School Library Media Centers.

I. Objectives of Selection

In order to assure that the school media program is an integral part of the educational program of the school are guided mainly by the following selection objectives adopted by the American Association of School Libraries in 1976.

1. To provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that users may develop under guidance the practice or critical analysis.
5. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.

(Selections are basically the same for all soft ware)

II. Responsibility for Selection of Materials

The Morgan County Board of Education is legally responsible for the operation of the schools within the system. The responsibility for the final selection of library materials is delegated to the professionally trained, certified library media specialists employed by the school system. Administrators, faculty, students, parents, and community members are encouraged to suggest materials for addition to the library media collection and to share in evaluation of materials being considered for purchase.

III. Criteria for Selection

1. Needs of the individual student:
 - a. Based on knowledge of children and youth.
 - b. Based on requests from administrators, teachers, students, and parents.
 - c. Based on knowledge of the curriculum.
 - d. Based on knowledge of present collection.
2. Provision of a wide range of media on many levels of difficulty.
3. Provision that curricula materials:
 - a. Be relevant to today's world.
 - b. Be of high artistic quality, superior format and have accurate information without bias.
 - c. Have high readability and popular appeal.
 - d. Represent differing viewpoints on controversial subjects.
 - e. Reflect problems, aspirations, attitudes and ideals of a society.
 - f. Provide opportunities for recreational interests.
 - g. Contribute to the objectives of the instructional program.
 - h. Consider reputable, honored opinions of the work by educators or reading specialists.

4. Careful consideration will be given to those topics of varying points of view: religion, ideologies, sex education, sex, profanity, and science.

IV. Procedures for Selection

- a. In the selection of materials for school library media centers, the certified library media personnel shall evaluate the existing collection, assess curricula needs, and receive recommendations from faculty and students which best convey or interpret the content or concept being taught. The library media personnel shall use the following guidelines in selecting the material: appropriateness, literary and technical quality, audience, evaluation, treatment of subject matter and cost.
- b. Because all materials selected should meet high standards of excellence, selection procedures should utilize the various professional media selection tools generally accepted by the educational media profession. Whenever possible materials should be examined by consignment.
- c. Gifts shall be judged by the same selection criteria as purchased materials. Once donated, gifts become the legal property of the Morgan County Board of Education. Their use or disposition shall be determined by the school media specialist.

V. Challenged Materials

Occasional objections to a selection will be made by the public, despite the care taken to select valuable and appropriate materials for student and teacher use and the qualifications of persons who select the materials. If a complaint is made, the following procedures should be followed:

1. Inform the complainant of the selection procedures and make no commitments.
2. All media will remain in use until the final decision on its retention or rejection is made.
3. Request the complainant to submit a complaint card to the librarian. (form 1, attached)
4. Librarian uses options of complying with the written request or taking additional action.
5. The written complaint shall be submitted to the school principal by the librarian.
6. The principal shall use options of complying with the written request or taking further action by submitting complaint to review committee.*

7. The complainant shall submit to the superintendent his request for reconsideration of material from form 2 (attached).
8. The superintendent shall use option of complying with the written request or taking further action.
9. The written complaint shall be submitted to the Board of Education.
10. The final decision shall be implemented.

*Review committee consisting of librarian of the school, the principal of the school, supervisor, and another school employee selected by the librarian and principal.

Adopted: June 25, 1981

Form 1 Simple Complaint Card

Material Challenged: _____

Date: _____

Name: _____

Address: _____

Telephone: _____

Complainant represents: _____ Himself _____ Organization _____

Reason for Complaint: _____

Took Form 2: Yes _____ No _____

Date Form 2 Returned: _____

Signature: _____

Disposition of complaint: _____

Form 2 CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIAL

Author: _____

Title: _____

Publisher or producer (if known): _____

Request initiated by: _____

Telephone: _____ Address: _____

City: _____ Zip Code: _____

Complainant represents: _____ himself, _____ or (name organization or other group

1. To what in the work do you object? (Please be specific; cite pages.) _____

2. What of value is there in this work? _____

3. What do you feel may be the result of reading this work? _____

4. For what age group would you recommend this work? _____

5. Did you read the entire work? _____ What pages or sections? _____

6. Are you aware of the judgement of this work by critics? _____

7. Are you aware of the teacher's purpose in using this work? _____

8. What do you believe is the theme or purpose of this work? _____

9. What would you prefer the school do about this work? _____

- do not assign or recommend it to my child
- withdraw it from all students
- send it to review committee for reevaluation

10. In its place what work would you recommend that would convey as valuable a picture and perspective of a society or a set of values? _____

Signature of Complainant

Adapted from National Council of Teachers of English STUDENTS'S RIGHT TO READ.

Adopted: June 25, 1981

INSTRUCTIONAL SERVICES

- A. The Morgan County Board of Education encourages teachers to use the most effective available materials for teaching.
- B. It is each teacher's individual responsibility to become acquainted with the materials available, to attempt to secure them and to learn how to use them effectively in enriching the instructional program.
- C. Each school has access to audio and video tools to support the instructional program.
- D. An educational media center containing learning resources is accessible to all teachers with a delivery truck visiting each school on a regular schedule.
- E. An instructional media catalogue shall be issued to each teacher and they are encouraged to secure and use its listings in developing daily and long-range instructional plans.

Adopted: January 11, 1979

STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE MORGAN COUNTY SCHOOL DISTRICT

The Morgan County School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the faculty and staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

It is the responsibility of students and their parents or guardians to read and understand the terms and guidelines of this policy. Upon reviewing, signing, and returning the agreement, students will be given the opportunity to enjoy Internet access at school and are agreeing to follow the policy.

If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the agreement. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the agreement to the School as directed or, if under 18, does not return the agreement as directed with the signatures of the student and her/his parents or guardians.

Please review this entire agreement regarding your computer, network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions.

If this policy is violated, the student's access may be denied or withdrawn and he or she may be subject to additional disciplinary or legal action.

Children's Internet Protection Act

To ensure compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act, Morgan County Schools has implemented an Internet filter, on all computers with Internet access, which blocks adults and minors from accessing visual depictions that are obscene, that portray child pornography, or that are harmful to minors. In addition, this filtering technology is intended to prevent access to other matter, which would be inappropriate for minors, including visual depictions and/or non-visual descriptive matter.

As set forth in more detail throughout this policy, it is also the intent of Morgan County School District to:

- Monitor the online activities of minors for appropriate use
- Prohibit the use by all students of direct electronic communications, except through such communications avenues provided by Morgan County Schools
- Prohibit unauthorized online access by students, including "hacking" and other unlawful activities
- Prohibit the unauthorized disclosure, use and dissemination of personal identification information regarding minors and their guardians

USE OF INFORMATION TECHNOLOGIES

Students are provided with opportunities to access a variety of information technologies. The primary goal of the technology environment is to support the educational and instructional endeavors of the students of Morgan County Schools. Information technology in Morgan County Schools include all computers owned by the District as well as hardware, software, electronic data communication networks, modems, telephone lines, etc. associated with these systems. The guidelines in this policy apply not only to all students of Morgan County Schools but also to all other persons who may use or attempt to use an electronic communication resource owned by the District.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the Mission Statement and instructional goals of the Morgan County Schools. All technology resources will be used in accordance with any and all District policies and procedures, as well as with local, state and federal laws and/or guidelines governing the usage of technology and its component parts. All information technology resources, regardless of purchase date or location, are subject to this policy.

I. PERSONAL RESPONSIBILITY

By signing this agreement, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting.

II. TERM OF THE PERMITTED USE

Students who submit a properly signed agreement and follow the policy to which he or she has agreed will have computer network and Internet access during the course of the current school year only. Students will be asked to sign a new policy each year during which they are students of the School District before they are given an access account. Student access will not be granted if the policy agreement is not signed.

III. ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages, offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy, view, transmit or download pornographic materials or materials that encourage others to violate the law, intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies). Do not use another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet. Do not upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism. Do not participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access/information and of the computer network or other networks on the Internet.
4. Uses that are commercial transactions. Students may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Netiquette.** All students must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation. **Cyber bullying will not be tolerated.**

IV. INTERNET SAFETY

A. **General Warning; Individual Responsibility of Users.** All students are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Students should consult with their teachers if they are unsure about whether or not a site is acceptable. If a student finds that other students are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

B. **Personal Safety.** Be safe in using the computer network and Internet. Do not reveal personal information such as your home address, telephone number, or social security number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. **"Hacking" and Other Illegal Activities.** It is violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. **Active Restriction Measures.** The school will utilize filtering software or other technology to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of users, through

direct observation and/or technology means, to ensure that users are not accessing such depictions or any other material which is illegal or inappropriate for minors.

V. PRIVACY

Network and Internet access is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The student's use of the computer network and Internet is a privilege, not a right. A student who violates this policy may have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A student violates this policy by his or her own action or by failing to report any violations by other students that come to the attention of the student. Further, a student violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES and INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or his or her parent(s) or guardian(s) arising out of the student's use of its computer networks or the Internet under this policy. By signing this agreement, students are taking full responsibility for his or her use, and the student who is 18 or older or, in the case of a student under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims for damages resulting from the student's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the student. The student or, if the student is a minor, the student's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a student's use of his or

her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the School District's network.

VIII. UPDATES

Students, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or her/his parents or guardians) or such new agreement must be signed if the user wishes to continue to receive service.

USER GUIDELINES

Any questions about these guidelines, interpretation, or specific circumstances should be directed to district-level technology personnel or the Superintendent's office. Morgan County Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Morgan County Schools owned or leased equipment and to investigate suspected unacceptable use of these resources.

If a student violates this policy, access to the student's account may be restricted or denied.

1. Be prepared to be held accountable for your personal actions. Exemplary behavior is expected for all students at all times. All network traffic is subject to review.
2. Notify a teacher if materials that violate the school system's computer/Internet policy or code of conduct are encountered.
3. Do not damage the computer or network in any way.
4. Do not use the Internet for illegal activities (i.e. threats, instructions on how to perform an illegal act, pornography, drug dealing, purchase of alcohol, gang activities, cyber bullying, etc.)
5. Do not install software or download unauthorized files, games, programs, or other electronic media. Do not violate copyright laws.
6. Do not reveal your personal information or that of any other person. If need be, use the school's address and phone number in place of any personal information.

7. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures; this includes cell phones.
8. Prior to use, external devices must be scanned by the anti-virus security agent, i.e. CDs, thumb drives, external hard drives, etc. This also applies to any laptops that have left school property.
9. Do not access another student's work, folders, or files. Students may only use the assigned computer workstation.
10. Student personal laptops will not be allowed in school without prior approval by the local school administrator and local school technology representative. The District Technology Coordinator will in turn be advised of this situation.
11. If this policy is violated, the student's access may be denied or withdrawn and he or she may be subject to additional disciplinary or legal action.

Legal References:

Children's Internet Protection Act of 2001 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h],[i])
No Child Left Behind Act of 2001
Family Educational Rights and Privacy Act of 2008 (FERPA)
Communications Decency Act of 1996

STUDENT'S AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Policy. Should I commit any violation or in any way misuse my access to the Morgan County School District's computer network and the Internet, I understand and agree that my access privilege maybe revoked and school disciplinary action may be taken against me.

_____	_____
Student Full Name (PRINT CLEARLY)	Grade
_____	_____
Student Signature	Date
I am 18 or older _____ I am under 18 _____	Birthday: _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

PARENT'S OR GUARDIAN'S AGREEMENT

Student's Full Name

To be read and signed by parents or guardians of students who are under 18: As parent or legal guardian of the minor student signing above, I grant permission for my child or ward to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use. I will set and convey standards for my child or ward to follow when selecting or exploring information and media.

_____	_____
Parent/Guardian's Full Name	Home Number
_____	_____
Parent/Guardian Signature	Date
_____	_____
Work Number	Cell Number

Adopted: May 14, 1996
Revised: May 21, 2009

**EMPLOYEE ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE
COMPUTER NETWORK OF THE MORGAN COUNTY SCHOOL DISTRICT**

In order for the Morgan County School District to be able to make its computer network and Internet access available, employees must take responsibility for appropriate and lawful use of the access. All users must understand that one user's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the District makes a reasonable effort to supervise use of network and Internet access, it must have user cooperation in exercising and promoting responsible use of this access. The following terms define appropriate and lawful use of network, Internet and computer access as it applies to employees of Morgan County Schools. All Morgan County Schools District employees are subject to the terms of this Network and Internet Acceptable use policy for the duration of their employment. These terms are:

I. All network, Internet and computer hardware and content including servers, computers, removable media, peripherals, and the data contained on them, is the property of the Morgan County School District. This includes, but is not limited to computer hardware of all types, web pages, e-mail messages, Internet usage logs, network usage logs, filtering software logs, virus logs, word processing documents, spreadsheets, databases, graphics and any other form of data.

II. As owner, the Morgan County School District reserves the right to establish and enforce policies and guidelines for employee and student use and to inspect the said equipment and data at any time to insure compliance with the terms of acceptable use.

III. Any violation of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property is subject to disciplinary action.

IV. Employees should use the networks, computers and Internet for work related and educational purposes only. If you have any doubt about whether a contemplated activity is appropriate, you may consult with the person(s) designated by the school to help you decide.

V. Employees may be subject to additional terms and conditions not listed in the policy at this time.

Children's Internet Protection Act

To ensure compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act, Morgan County Schools has implemented an Internet filter, on all computers with Internet access, which blocks adults and minors from accessing visual depictions that are obscene or that portray child pornography or that are harmful to minors. In addition, this filtering technology is intended to prevent access to other matter, which would be inappropriate for minors, including visual depictions and/or non-visual descriptive matter.

As set forth in more detail throughout this policy, it is also the intent of Morgan County School District to:

- Monitor the online activities of minors for appropriate use
- Prohibit the use by all students of direct electronic communications, except through such communications avenues provided by Morgan County Schools
- Prohibit unauthorized online access by employees, including "hacking" and other unlawful activities
- Prohibit the unauthorized disclosure, use and dissemination of personal identification information regarding minors and their guardians.

USE OF INFORMATION TECHNOLOGY

Employees are provided with opportunities to access a variety of information technology. The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of Morgan County Schools. Information technology in Morgan County Schools include all computers owned by the District as well as hardware, software, electronic data communication networks, modems, telephone lines, etc. associated with these systems. The guidelines in this policy apply not only to all employees of Morgan County Schools but also to all other persons who may use or attempt to use an electronic communication resource owned by the District.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. All technology resources will be used in accordance with any and all District policies and procedures, as well as with local, state and federal laws and/or guidelines governing the usage of technology and its component parts. All information technology resources, regardless of purchase date or location are subject to this policy.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

Users who submit to the School a properly signed policy and follow the policy to which he or she has agreed will have computer network and Internet access during the course of the current school year only. Users will be asked to sign a new policy each year during which they are students or employees of the School District before they are given an access account.

III. ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages, offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy, view, transmit or download pornographic materials or materials that encourage others to violate the law, intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies). Do not use another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet. Do not upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism. Do not participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of the computer network or other networks on the Internet. For example, do not disclose or share your password with others and do not impersonate another user.

4. Uses that are commercial transactions. Users may not sell or buy non school related materials over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or give his/her e-mail address to third parties. This should only be done with permission.
4. Be considerate when sending attachments with e-mail (where this is permitted.) Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. **General Warning; Individual Responsibility of Users.** All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Employees should consult with their supervisor or the technology office if unsure about the acceptability of a site. If a user finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

B. **Personal Safety.** Be safe in using the computer network and Internet; do not reveal personal information such as your home address or telephone number.

C. **"Hacking" and Other Illegal Activities.** It is violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of User and Student Information. Personally identifiable information concerning students and employees may not be disclosed or used in any way on the Internet without the permission of the legally appropriate persons. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit cards numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technology to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technology means, to ensure that users are not accessing such depictions or any other material which is illegal or inappropriate for minors.

V. PRIVACY

Network and Internet access is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School district and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The employee's use of the computer network and Internet is a privilege, not a right. A user who violates this policy may have his or her access to the computer network and Internet terminated. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES and INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including

attorney's fees) of any kind suffered, directly or indirectly, by any user arising out of the user's use of its computer networks or the Internet under this policy.

VIII. UPDATES

Users may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology.

USER GUIDELINES

Any questions about these guidelines, interpretation, or specific circumstances should be directed to district-level technology personnel or the Superintendent's office. Morgan County Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Morgan County Schools owned or leased equipment and to investigate suspected unacceptable use of these resources. In pursuit of this, employees are required to provide a student seating chart to identify individual student computer use. Security on any computer and/or network system is a high priority. If a user creates a security problem by giving out passwords, such user may be denied access to the computer and network. If a user violates this policy, access to the user's account may be restricted or denied.

Computer and Network Access

1. Be prepared to be held accountable for your personal actions. Exemplary behavior is expected for all users at all times. All network traffic is subject to review.
2. Employees of Morgan County Schools must not attempt to modify technology resources, utilities and/or configurations, or to breach any technology resource's security system.
3. Employee owned computers may not be connected to the district's computer network for any reason, at any time, without written permission from the Superintendent or Technology Office. If permission is granted, employee owned computers may be subject to inspection for viruses or security threats prior to being allowed to connect to the network. Employee owned computers plugged into the District's network are subject to all terms and conditions of this policy, and once plugged into the network, owners of the computers agree to be legally responsible for any violation of the law or breach of security that result from the use of their computers through the district's network.
4. All wireless switches, routers or other devices must be approved by the District Technology Office prior to installation and use. The configuration of wireless devices

will be performed only by technology office staff or technology office designees, and wireless configurations and uses must be approved by the technology office. Notify the system administrator if materials that violate the school system's computer/Internet policy or code of conduct are encountered.

5. Do not degrade the performance of the network through the posting of electronic chain letters or other useless information. Mass emails, not related to school, degrade the performance of the network.
6. Do not use the Internet for illegal activities (i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.)
7. Do not violate copyright laws by installing software or download unauthorized files, games, programs, or other electronic media.
8. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures; this includes cell phones.
9. Do not share your password or leave it where it can be found.
10. Do not reveal your personal information or that of any other person. If need be, use the school's address and phone number in place of any personal information.
11. Prior to use, external devices must be scanned by the anti-virus security agent, i.e. CDs, thumb drives, external hard drives, etc. This also applies to any laptops that have left school property.

Software

1. Duplication of any copyrighted software is prohibited unless specifically allowed for in a license agreement.
2. If a single copy of given software program is purchased, it may only be used in one computer at a time. Multiple loading or loading the contents of one disk into multiple computers (1987 Statement on Software Copyright)
3. Only district-level technology personnel or their designee may install software for use on the local area networks.
4. Outside software may not be loaded into computers without prior written authorization from district technology personnel.
5. Illegal copies of software may not be created or used on school equipment.

Email

Electronic mail capability among District users exists for the purpose of enhancing their communication in order to better perform tasks associated with their positions and assignments. Therefore, all users who have access to the District network shall adhere to the following guidelines when sending or receiving messages via electronic mail (e-mail).

1. Personal use of electronic mail is permitted as long as it does not violate Morgan County Schools' policies and/or adversely affect others or the speed of the network.
2. E-mail should reflect professional standards at all times.
3. Morgan County Schools' e-mail accounts may not be used:
 - a. to transmit sensitive data;
 - b. to transmit advertising material (other than school-related advertisements);
 - c. to transmit inappropriate personal observations about the school system, its employees or students;
 - d. to transmit materials of a private nature including private, commercial, political or religious material;
 - e. to transmit content used to promote discrimination on the basis of race, color, national origin, age, marital status, gender, political affiliation, religion, disability, or sexual preference;
 - f. to transmit offensive text or pictures (e.g. pornography, racism, sexism, obscenities, insults, sarcasm); content that may be reasonably considered offensive, threatening, or intimidating; defamatory statements, rumors, and gossip about organizations or individuals;
 - g. to transmit solicitation of donations or subscriptions to political causes
 - h. to attempt or successfully send anonymous messages; and
 - i. to acquire political or personal gain.
4. The following apply to sending of mass e-mails:
 - a. Administrators and faculty in each school have the ability to mass e-mail related activities within their school, and are allowed at the discretion of the Principal.
 - b. Only Central Office Administrators, technology staff and school principals may distribute mass e-mails to the entire District. Mass e-mails to the District shall be limited to school-related topics.
5. Because all computer hardware and software belong to the Board of Education, users have no right to privacy with regard to e-mail communications stored or transmitted on school system computers/networks.

6. Confidentiality of e-mail communication cannot be assured. Such confidentiality may be compromised by applicability of law, or policy, including this policy, by unintended redistribution; or because of inadequacy of current technology to protect against unauthorized access. E-mail correspondence may be public record under the public records law and may be subject to public inspection. Users, therefore, should exercise extreme caution in using e-mail to communicate sensitive matters.

Legal References:

Children's Internet Protection Act of 2001 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [i])
No Child Left Behind Act of 2001
Family Educational Rights and Privacy Act of 2008 (FERPA)
Communications Decency ACT of 1996

EMPLOYEE AGREEMENT

Every employee must read and sign below:

I have read, understand and agree to abide by the terms of this Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the Morgan County School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Employee's Full Name (PRINT CLEARLY)

Employee Signature

School / Office

Date

Adopted: November 21, 2000

Revised: May 21, 2009