

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

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

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

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

Media Center Philosophy

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

Media Center Behavior

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

Other behavior rules include:

1. Walk to and from the classroom and the Media Center.
2. MUST have Media Center Ticket (media center pass), or note from teacher to come in

Each school will have a media center.

Media centers built after January 1, 1982 must contain the nine functional areas as required in A Guide for Planning and Construction of School Facilities in Georgia: Media Center Facilities.

Media specialists are assigned to schools based on FTE counts.

Schools with 250 or fewer FTEs must have as a minimum of one half-time media specialist; the media center must be opened with adult supervision during the entire instructional day.

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

Duties and Responsibilities of a Media Specialist

The Media Specialist is expected to meet professional standards and certification. Within the school setting, he/she will be expected to be responsible for the following:

Implementing media policies and standards in line with state and local policies and procedures

Creating and fostering a climate that motivates effective utilization of media facilities, resources and services

Maintain a neat and orderly media center and materials collection

Ordering materials for the collection in a timely and approved manner

Processing materials in a timely and recognized manner

Understands and is responsible for the automated media system used by the county

Maintaining accurate records of media center as requested

Completing and turning in reports as required

Center Handbook detailing the policies and procedures to be followed by students and faculty and presenting it to them

Cataloging all materials and equipment by assigning Dewey Decimal call numbers and supervising their data entry into the automated system

Teaching library and reference skills to students

Teaching information literacy skills

individually and as a group, to discuss the instructional needs of the students to aid in the identification of materials to support the curricular needs of the school

Cooperative planning with individual teachers to meet their needs and those of their students

Seeking opportunities to increase professional skills through reading, study and staff development

Reconsideration of Materials

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

The complainant will file the complaint, in writing and on the approved form, with the school

to the Building Media and Technology Committee to consider the validity of the complaint. After reviewing the complaint, the committee will read, watch or listen to the material in question and write an answer to the complaint, detailing their opinion of the item in question in a timely manner.

The Building Media and Technology Committee will meet with the complainant to discuss the item and try to reach an amicable and acceptable decision of the issue. A written report

If the complainant does not accept the decision of the Committee at the local school level, the complaint shall be referred to the County Committee. The County Committee shall follow the same procedure and make recommendations.

If the complainant does not accept the decision of the Richmond County Media Committee, the ultimate decision will be the responsibility of the Board of Education. The appropriate form shall be the Form for Reconsideration of Materials found in the Appendix. Copies of this form should be kept on hand to give to anyone approaching the principal, teacher or media specialist with a complaint.

Copyright Law of US (Title 17) <http://www.copyright.gov/title17>

and use of copyrighted print, non-print and electronic information.

Two good resources are **Copyright: A Guide to Information and Resources, 3rd Edition** by Gary H. Becker and/or www.copyright.gov common copyright issues in the media handbook and should ask for time to address the faculty on this issue at least once a year.

The Copyright Law allows Library photocopying under Section 107 Fair Use when meeting the follow criteria: 20 Purpose and character of use o Nature of the work Amount and substantiality of the portion used o Effect upon the potential market of the work

RCSS Student Technology Loan Agreement

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

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

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

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

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

Student's Name (print first and last name): _____ School: _____
_____ Grade: _____ Homeroom Teacher: _____

_____ Student Signature Parent/Guardian Signature

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

Internet Acceptable Use Policy

It is the policy of the Richmond County Board of Education that employees and students should be furnished educational opportunities and resources to have access to Internet-based instructional programs and administrative services. The primary purpose and mission of the Richmond County Board of Education is to educate students to become lifelong learners and productive citizens in the 21st Century. Technology plays a role in this mission by providing quality programs, information and learning activities along with support and services to improve student learning and enhance instructional and administrative effectiveness. The instructional use of interactive computer and web based technology will prepare students for the future. Technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Richmond County Board of Education has adopted procedures regarding acceptable use to ensure that the technology users share in the technology resources in an effective, efficient, ethical and lawful manner. Particular attention should be given to ensuring that students are not granted access to anything other than educational and instructional materials and resources.

The Richmond County Board of Education is committed to: (a) preventing user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) preventing unauthorized access and other

Procedures - Internet Acceptable Use

The Acceptable Use Procedures apply to all students, faculty, staff, employees and visitors (both adults and minors) of the Richmond County School System. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The school system reserves the

Availability of Access:

The Internet will be available to users for instructional and administrative purposes. The electronic information available to users does not imply endorsement by the Richmond County Board of Education. The use of the network is a privilege, not a right, and misuse will result in disciplinary actions, including cancellation of those privileges.

Security:

Users must maintain appropriate passwords to obtain access to the network. Login information, user names, and passwords are confidential and it is the responsibility of the user to safeguard that information. Passwords should be at least 8 characters and should contain a number and a

will be considered inappropriate uses of the Richmond County School System Technology Network, which list is not exhaustive and includes but is not limited to:

- A. Posting, publishing, sending or creating materials or communications that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Student Conduct and Discipline, State law or federal law NOTE: Students who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Code of Student Conduct and Discipline as well as criminal charges, if applicable.
- B. Accessing, sending, creating or posting materials or communications that could be

names and passwords to unknown sources. The Richmond County School System

Students should participate in any and all training as instructed by school personnel. Students will follow all applicable rules related to Internet, computer or digital device use contained within the Student Code of Conduct and Discipline and sign that they have read the policy and procedures of the Richmond County School System and agree to abide by the same.

Students should take precautions when using the network.

For Internet Safety, Students Are Reminded They Should:

Never provide last name, address, telephone number, or school name online to someone they do not know.

Never respond to and always report any messages that make the student feel

anyone else without the permission of a parent.

Never arrange a face-to-face meeting with someone they met online.

Never open attachments or files from unknown senders.

Always report any inappropriate sites observed.