

School District of Cameron Instructional Media Center Policies

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School District of Cameron Instructional Media Center Selection Policy

REGULATION FOR THE SELECTION OF EDUCATIONAL MATERIALS FOR LIBRARY MEDIA CENTERS

I Responsibility for Selection of Materials

As the governing body of the School District of Cameron, the Board of Education is legally responsible for all educational materials in the district.

As a policy-making body, the Board of Education delegates the responsibility for the selection of the educational materials to the professionally trained personnel employed by the school district.

Definition of Educational Materials

"Educational materials", as herein applied, means all materials used within the classrooms, and supplemental materials, library books, pamphlets, magazines, study prints, pictures, projectable materials, maps, and electronically recorded materials.

II Objectives for Selection of Materials for Library Media Centers

The district library media centers provide students and teachers access to information in a variety of formats for instructional and leisure purposes. The centers must provide a wide range of materials on all levels of difficulty, with diverse appeal, representing different points of view. Specifically, objectives are to:

- 1) provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served;
- 2) provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- 3) provide materials on opposing sides of controversial issues so that young citizens, under guidance, may develop the practice of critical analysis;
- 4) provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage.

III Parent Responsibility

The district recognizes that parents may decide to have a work excluded from a student's personal reading, viewing, or listening, unless the specific material is part of a legal mandate.

IV Objectives for Selection of Textbooks and Supplemental Materials

Basic course adopted materials for classroom use are chosen after thorough investigation by committees of certified professional personnel. Materials are chosen to:

- 1) ensure accurate and up-to-date content by selecting textbooks and supplemental materials that include new concepts, insights, and facts at an appropriate reading level;
- 2) select textbooks and supplemental materials that provide for sequential growth from level to level;
- 3) select textbooks and supplemental materials that provide a fair representation of the many religious, ethnic and cultural groups, minority groups, women, and their contributions to our American heritage;
- 4) select textbooks and supplemental materials that do not discriminate on the basis of sex, race, religion, handicap, or age.

V Criteria for the Selection of Educational Materials and Acceptance of Gift Materials (may include):

- 1) Educational significance and readability.
- 2) Contribution the subject matter makes to the curriculum.
- 3) Favorable reviews found in standard selection sources (i.e. Wilson Library catalogues, Booklist, School Library Journal, and other reputable review sources).
- 4) Favorable recommendations based on preview and examination of materials by professional personnel.
- 5) Reputation and significance of the author, producer, and publisher.
- 6) Validity and appropriateness of the material.
- 7) Contribution the material makes to the balance of representative viewpoints on controversial issues.
- 8) High degree of potential user appeal.
- 9) High artistic quality and/or literary style.
- 10) Quality and variety of format.
- 11) Value commensurate with cost and/or need.
- 12) Timeliness or universality.

VI Review of Material Collection (WEEDING AND WITHDRAWAL POLICY):

Purpose of Weeding-Continuous weeding is essential to collection maintenance. Outdated or worn out materials should be discarded as they:

- 1) May be a source of misinformation and a factor in keeping students from using materials better suited for their needs.
- 2) Take up valuable space on crowded library shelves.
- 3) Detract from the attractiveness of the total collection.
- 4) No longer support the needs of the curriculum and the library selection criteria.

The media staff welcomes the assistance of faculty members in the weeding process, especially in their subject areas.

VII POLICY FOR LOST/DAMAGED LIBRARY MEDIA

- 1) In the case of lost media, replacement cost is charged.
- 2) In the case of damaged media, the media staff will determine a fair charge.

VIII CHALLENGED MATERIALS

An established procedure for processing and responding to criticism of approved material shall be followed. In order to safeguard the opinions of those persons in the school community not directly involved with the selection process, including school personnel, the following procedure will be followed in making known criticism:

A. Citizens of the school community may register criticism of material with the building principal and the building librarian or teacher at which time the material in question will be discussed by the complainant, principal, librarian, and/or teacher.

- 1) Following that meeting, all criticism shall be in writing and the citizen may obtain the "Request for Reconsideration of Materials" form.
- 2) The statement shall be signed and identification given which will allow a proper reply to be made.
- 3) The person or persons registering a complaint will be given a copy of the Materials Selection Policy accepted by the Cameron Board of Education.

B. If a form is completed, the criticism shall be forwarded to the Superintendent of Schools. The superintendent shall notify the current library media review committee plus the library media specialists, the building principal, and the curriculum coordinator.

C. The media review committee shall:

- 1) Read and examine the materials.
- 2) Check general acceptance of the materials by reading reviews.
- 3) Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
- 4) Meet to discuss the material. Each member will have filled out the Media Review Committee's Evaluation of School Media prior to the meeting.
- 5) (Optional) Upon request, the committee will meet with the citizen to discuss the challenged material and the stated decision regarding it.

(Optional) Upon request, the committee will meet with any other persons, including students, and parents, who might have particular knowledge and competencies to bear on the specific complaint.

- 6) Prepare a written statement/recommendation to be submitted to the superintendent.

D. This shall be done after the written complaint is filed and meeting of the Media Review committee.

- 1) After reviewing the written statement/recommendation of the committee, the superintendent shall notify the complainant of its decision.
- 2) A complainant who is not satisfied with the decision of the superintendent may appeal the decision of the superintendent to the Board of Education within ten days of receipt of the superintendent's decision. The Board of Education will review the facts and finding of the committee and superintendent and will render a final decision.

Circulation of challenged materials **shall not** be restricted during reconsideration proceedings; however, requests of individual parents for alternative reading or assignment for their child will be honored without penalty.

REQUEST FOR RECONSIDERATION OF MATERIAL

SCHOOL DISTRICT OF CAMERON, WI

(Please fill in all applicable information.)

Author: _____

Title: _____

Publisher or Producer (if known): _____

Date of Publication: _____

Type of Media (book, video, etc.) _____

Request Initiated by _____

Address: _____

City: _____ Zip: _____

Telephone: _____

School(s) in which item is used: _____

The following questions are to be answered after the complainant has read, viewed, or listened to the challenged material in its entirety.

1. What first prompted your concern? _____

(If you need additional space, please attach pages to this form and sign your name to each additional page.)

2. To what in the material do you object? (Please be specific: cite pages, frames, etc.)

3. What do you believe is the theme or purpose of this material?

4. What do you feel might be the result of reading this book?

5. For what age group would you recommend this book or material? _____

6. Are you aware of the judgment of this book by literary critics? _____

7. What would you like the library/resource center to do about this book or material?
_____ Do not give it to my children.
_____ Do not give it to any minors and move it to another building.
_____ Move to the professional collection area.
_____ Withdraw it from the library resource center collection completely.

8. Have you read, viewed, or listened to this material in its entirety? Yes___ No___

Date: _____

Print Name: _____

Address: _____

Phone: _____

Signature: _____

(Please return this form to the school principal.)

10. Does this material make a significant contribution to the history of ideas?

11. The factual information is:

Current: ___ yes ___ no

Accurate: ___ yes ___ no

12. Does this material present information not otherwise available? ___ yes ___ no

13. Are the illustrations:

appropriate and in good taste ___ yes ___ no

realistic in relation to the story ___ yes ___ no

appropriate to the students' developmental age ___ yes ___ no

14. Is the material well written or well produced? ___ yes ___ no

15. Is the material offensive in any way because of:

- | | |
|-------------------------|------------------------------------|
| _____ Language | _____ Aberrant behavior |
| _____ Violence | _____ Religion |
| _____ Cruelty | _____ Way characters are presented |
| _____ Brutality | _____ Offensive to any groups |
| _____ Sexual behavior | _____ Other |
| _____ Prurient behavior | |

Cite pages if possible:

Please explain fully. If additional space is needed, please attach pages to this form.

Signature: _____ Date: _____

Address: _____

School District of Cameron Instructional Media Center Copyright Policy

I COPYRIGHT POLICY

The School District of Cameron library media professional staff has expanded the Board of Education copyright policy to apply to the district's media centers.

It is the policy and practice of the School District of Cameron to adhere to the requirements of the U.S. Copyright Law (Title 17, United States Code, Section 101, et. seq.). The Board of Education prohibits employees from duplicating copyrighted materials not specifically allowed by: 1) the copyright law, 2) fair use guidelines, 3) licenses or contractual agreements, or 4) other permissions. Employees who violate the copyright law do so at their own risk and assume all liability for their actions. They may also be subject to disciplinary action for willful infringement of the law or for using district equipment for duplication that is prohibited.

The media specialists are to establish and implement appropriate procedures, prepare and distribute a copyright manual, and provide for training programs when needed to assure that all district personnel are advised of current copyright law interpretations so that they can perform their duties within the intent of the law.

Referenced Acts, Statutes, Instructions: U.S. Copyright Law (Title 17, U.S. Code, Section 101, et. seq.)
Administrative Rules and Regulations: BOARD OF EDUCATION binder letters once approved- School Copyright Statement needs to be approved yet.

The responsibility for adhering to the copyright laws is placed on the individual. The School District of Cameron and media staff will not accept responsibility for violation of copyright laws.

A. Signs, Warnings, and Notices

- 1) A notice with the following warning will be prominently displayed near all photocopy machines: "**The Copyright Law of the United States (Title 17, United States Code) governs the making of copies of copyrighted materials. The person using this equipment is liable for any infringement.**"
- 2) The following warning will be attached to all equipment designed for making copies of non-print media, including dual cassette recorders, computers, VCRs, etc.: "**This equipment may not be used to make unauthorized copies of copyrighted materials. The person using this equipment is liable for any infringement of the Copyright Law of the United States (Title 17, United States Code).**"

B. Limitations

- 1) Copying in the media center will be done only at the request of patrons that meet copyright laws and fair use guidelines.
- 2) Copying should not substitute for the purchase of material, should not be directed by higher authority, and should not be repeated (the same materials being copied from term to term).
- 3) Permission may be obtained from the copyright holder to exceed the limitations of the Copyright Law. Copies of the written permission will be kept on file with the document original.
- 4) "Consumable" works: Copyrighted workbooks, exercise books, answer sheets, etc., must never be copied, with the single exception that a transparency may be made to teach or illustrate their use.

C. Copyright Act (Section 107 & 108)

Overview: Section 108 of the Copyright Act, "Limitations on exclusive rights: Reproduction by libraries and archives." In addition to the rights accorded by the fair use statute (Section 107), under Section 108 libraries and archives have the right to make or distribute a single copy of an original copy/work if certain conditions are met. An "original copy" means a legal copy. Section 108 was amended by the 1998 Digital Millennium Copyright Act and Sonny Bono Copyright Term Extension Act.

1) Conditions that must be met for duplicating media in the media center.

- a. The media center makes the copy only at the patron's request without commercial advantage. [108(a)]
- b. The media center is open to the public. [108(a)]
- c. The copy includes the notice: **"This material is subject to the United States Copyright Law; further reproduction and distribution in violation of that law is prohibited."** [108(a)]
- d. Only a small part of the original copy or copyrighted work can be duplicated and only if it is determined that a copy cannot be obtained at a fair price. [108(d & e)]
- e. The media center has the understanding that the copy will be used only for private study, scholarship, or research. [108(d & e)]
- f. A copyright notice must be prominently displayed were duplications are made. [108(d & e)] *refer to A. Signs, Warnings, and Notices.*

2) The Digital Millennium Copyright Act (DMCA)

- a. DMCA requires a notice of copyright that must appear on each print and electronic copy reproduced: **"This work may be protected by copyright; further reproduction and distribution in violation of United States copyright law is prohibited."**
- b. The DMCA allows libraries to make three copies (now including digital ones) from their collections for archival or replacement purposes. This applies only to the following scenarios, if certain conditions are met:
 - allows the duplication of an *unpublished work* for purposes of preservation and security or for deposit in another library for research use
 - allows the duplication of a *published work* for purposes of replacement if the work is damaged, deteriorating, lost, stolen, or in an obsolete format
 - prohibits the distribution of digital copies in digital format
 - digital copies are **not** made available to the public in digital format outside the premises of the library

3) The Sonny Bono Copyright Term Extension Act [108(h)]

- a. This act extends copyright protection an extra 20 years and provides a limited exemption to libraries and archives.
- b. A library can "*reproduce, distribute, display, or perform*" certain copyrighted works in the last 20 years of their term "*for purposes of preservation, scholarship, or research.*"
- c. The library must determine that the work is not "*subject to normal commercial exploitation*" and cannot "*be obtained at a reasonable price.*"

D. Library Copyright Releases and Limitations

- 1) **Printed Copies of Printed Works** [108 (a)]: The media centers may make a photocopy or other printed copy of a printed work such as an article, a chapter or portions of other copyrighted works.
- 2) **Electronic Copies of Printed Works** [108(d & e)]: The media centers may scan an article from a periodical issue, a chapter, or portions of other copyrighted works and provide an electronic copy to the user in lieu of a photocopy. Because the copy must become the property of the user, the library **may not** retain the scanned image. A copy may be faxed or otherwise transmitted electronically to the user, but the copy of the original made to facilitate transmission is a fair use, as long as that copy is destroyed after transmission.
- 3) **Printed Copies of Digital Works** [108 (f)]: the media center may print a copy of an article, a chapter, or portions of other copyrighted works at the request of a user unless prohibited by the terms of a valid license agreement.
- 4) **Electronic Copies of Digital Works** [108 (f)]: the media center may download a copy of an article, a chapter, or portions of other copyrighted works at the request of a user and forward it electronically to the user unless prohibited by the terms of a valid license agreement.
- 5) **Archival and Replacement Copies** [108(b & c)]: The copies are made *solely for the purpose of preservation and security or replacement* of a copy that is damaged, deteriorating, lost, or stolen, or if the existing format in which the work is stored has become obsolete. The work must be in the collection and an unused replacement cannot be obtained at a fair price. Digital formatted copies should not be made available to the public in that format outside the premises of the library.
- 6) **Interlibrary Arrangements** [108(g)]: **rule of five** -- limit, within any calendar year, a library to receive no more than five photocopies of articles from a periodical title (not issue) less than five years old.
- 7) **Off-Air Videotaping**
 - a. Broadcast video programs may be recorded off-air and retained by schools for a period not to exceed 45 calendar days after the date of the recording. The recorded program may be used only once with each class in a face to face teaching situation and may be shown once again for review or reinforcement all within 10 consecutive school days after the recording date. For the remainder of the 45 day retention period, the tape may be used only for teacher evaluation purposes. The tape must be erased at the end of the 45 day period.
 - b. Special rules which may be more generous or more restrictive apply to programs appearing on PBS and its member stations. Guidelines for taping and retention rights for specific programs appear in the Wisconsin Public Television booklet "Parade of Programs."
 - c. Off-air recordings may be made only at the request of individual teachers and may not be regularly recorded in anticipation of requests.
 - d. No program may be recorded more than once at the request of the same teacher, regardless of the number of times it is broadcast.
 - e. Copies of legally made recordings may be made to meet the legitimate needs of teachers. Copies are subject to the same limitations as the originals.
 - f. The program must be recorded in its entirety, including copyright notice, and may not be altered. Programs may not be combined to produce teaching anthologies. Programs need not be used in their entirety.

- g. Programs may be recorded by individual teachers and used at school, but the same restrictions apply.

- h. In the absence of written permission from the copyright holder, programs that appear on the subscription cable channels (HBO, Cinemax, Disney, etc.) may never be videotaped or used in the school setting.

- i. Videotaping programs may not be shown for entertainment purposes and may not be used for public viewing.

8) Purchased and Rented Videotapes

It is important to remember that ownership of a videotape is different from ownership of its copyright and that rental of a videotape endows the renter with limited rights:

- a. Copyrighted videotapes owned or rented by schools generally may be used by instructors only in face to face teaching situations. These videotapes are often marked "For Home Use Only." They may not be used for reward or entertainment in a classroom.

- b. "For Home Use Only" videos will not knowingly be loaned to groups for public performances.

- c. Any duplication of owned or rented copyrighted videotapes in the absence of written permission from the copyright holder is illegal.

- d. In the event that public performance rights are needed (if the program is to be shown for reward, entertainment, or as a profit-making enterprise) the videotape must be rented from a company that can grant those rights, e.g. Swank, Films Incorporated, etc.

- e. An adequate monitoring and enforcement system will be established which will include a "Videotape Usage Log" wherein all materials not originating from the Cameron Media Centers, meaning all interlibrary loans and rented materials, are noted with full citations.

9) Computer Software

In the absence of a license or other permission to do so, it is illegal to make copies of a copyrighted computer program. This means that multiple copies of a program may not be made on disk nor may multiple RAM copies be made by loading the program concurrently into 2 or more computers.

- a. The single exception to the above involves the making and use of an archival copy. One archival or "back-up" copy of a program may be made for use in case the original is damaged. This copy may only be used while waiting for a replacement and must exhibit the copyright notice. The back-up copy should be kept in a restricted area out of reach of all users and must be destroyed in the event that the original is no longer rightfully owned.

- b. A copyrighted software program may not be used on a network unless permission to network is explicitly granted.

10) **Sheet Music**

With the following exceptions, copyrighted music may not be copied:

- a. Provided that replacement copies have been ordered, emergency copies of printed music may be made for an imminent performance. These copies must be destroyed in due course.
- b. Up to ten percent of a work may be copied for class study as long as it does not constitute a performable unit.
- c. Music may be edited or simplified, but the lyrics may not be changed.
- d. Single copies of out of print music may be made for research or study.
- e. As with other media, lawful copies of sheet music must include the copyright notice.

11) **Recorded Music**

- a. Copyrighted records, tapes, or compact discs may not be copied except that a single copy of a sound recording owned by a school may be made for the purpose of constructing an aural exercise or examination.
- b. Copyrighted sound recordings may be used to accompany audiovisual presentations but may not be copied for this purpose.

12) **"Consumable" works**

- a. Copyrighted workbooks, exercise books, answer sheets, etc., must never be copied, with the single exception that a transparency may be made to teach or illustrate their use.
- b. Written permission from the publisher is necessary to make duplicates of these types of works.

Permission may be obtained from the copyright holder to exceed the limitations of the Copyright Law. Copies of the written permission will be kept on file with the document original.

E. Fair Use Guidelines for Teachers and Students

Refer to the *School District of Cameron's Copyright Booklet*.

****Section 108 does not apply to any copying from digital works protected by "contractual obligations" such as license agreements.****

The responsibility for adhering to the copyright laws is placed on the individual. School District of Cameron will not accept responsibility for violation of copyright laws.

F. Record Keeping

Each Media Center will establish a place to file various records which pertain to copyright law compliance for items housed in the IMC: Permission to duplicate print materials including sheet music, site licenses, network licenses, and other permission to copy microcomputer software, erasure dates of off-air videotaping, any other

School District of Cameron

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permission in whatever form (including letters, notes from phone calls, book and periodical addenda and attachments, etc.).

IAC

School District of Cameron Instructional Media Center Equipment and Lending Policy

I INTERLIBRARY LOAN POLICY

A. Library Materials

The School District of Cameron encourages the sharing of media whenever possible. By participating in the WISCAT Project, the district is able to provide and receive information for both faculty and students. Through CESA #11, our district also participates in the Wisconsin Discrimination Project. We also use the Public Library system to receive materials from various locations. We encourage our students to look at not only our resources but to search other locations for materials useful for their mission.

B. Database Materials

The School District of Cameron also participates in the use of BadgerLink. BadgerLink is a project of the Wisconsin Department of Public Instruction (DPI), Division for Libraries, Technology, and Community Learning. Its goal is to provide access to quality online information resources for Wisconsin residents in cooperation with the state's public, school, academic, and special libraries and Internet Service Providers. It is another source for receiving material from other locations.

The items in the database can also be located through WISCAT for an original version. The Department of Public Instruction currently contracts with two vendors (EBSCO and ProQuest) to provide access to articles from thousands of newspaper and periodical titles (over half of which are available in full-text), image files, and other reference materials. ProQuest provides access to a dozen Wisconsin newspapers in addition to over 500 regional, national and international publications.

BadgerLink also connects users to WISCAT, the online catalog of Wisconsin library holdings, and provides a directory of links to library, education, government, and general reference sites which may be of interest to our community.

An addition in 2004, LitFinder provides access to multiple quotes, poems, and speeches through a searchable database.

II MULTIMEDIA EQUIPMENT POLICY

A. Media Selection Responsibility

- 1) It is the responsibility of the administration, technology coordinator, and Media Specialist and of the building to (1) select (2) purchase, (3) maintain, (4) trouble shoot, (5) store, (6) arrange for repair and (7) inventory all multimedia equipment.
- 2) The media specialist encourages participation in the selection process by forwarding appropriate equipment reviews and other information to the faculty for recommendation.

B. Acquisitions Criteria

- 1) Potential Use by the School District of Cameron
- 2) Price, format and physical durability
- 3) Availability of sufficient accompanying nonprint resources
- 4) Repair and maintenance record
- 5) Evaluation/Recommendations by reputable sources
- 6) Compatibility with present School District of Cameron equipment

C. Administrative Responsibilities

- 1) Together, the Media Specialists and Technology Coordinator have the overall responsibility for: purchasing, maintaining and repairing, trouble-shooting, scheduling, storing, demonstrating and instructing and inventorying all media equipment.
- 2) Media Specialists have the initial responsibility for scheduling, setup, storage and minor trouble-shooting problems of media center equipment. They also assume responsibility for refresher instruction regarding specific media equipment such as VCRs and tape cassettes.

D. Loan Policy

- 1) To checkout any type of equipment from the School District of Cameron, a patron must:
 - a. be 19 years old or older (and able to prove it).
 - b. be supervised by a teacher (if the patron is a minor).
 - c. live in the school district.
 - d. be in good standing with the library and community.
 - e. be knowledgeable in the operation of the equipment.
- 2) During non-school hours, media equipment may be borrowed for the following activities: educational purposes, school-sponsored events and presentations/events organized by staff. Equipment cannot leave the building, unless the guidelines for off-campus use (See number 4 on next page) are followed and pre-approval is given by the administration.
- 3) Borrowing of media equipment by organizations, institutions, or persons not affiliated with School District of Cameron must be granted permission by either the administration or the principal of the building in which the equipment is housed. An individual must fill out the Off-campus Media Equipment Permission form for approval.

- 4) **All** equipment is intended for in-house use. Patrons that wish to use of equipment outside of the building it is housed must adhere to the following guidelines:
 - a. A request for equipment form must be filled out at least 72 hours before date of pickup. In-house use has priority if an item is requested after it has been signed out to a staff member.
 - b. A deposit is required for all equipment at the time of pick-up. Upon return of the equipment which must be in good working condition, the deposit amount will be returned to the patron. Patron must agree to cover the cost of damage and/or cost of replacement of any or all parts due to loss.
 - c. The check-out period for all of the equipments is 2 days except for the cassette and CD players which may be checked out for 7 days.
 - d. Library staff will check to see that all equipment is functioning properly upon return. All borrowers will agree to abide by the library policy and procedures for use of library equipment, or will forfeit future borrowing privileges.

- 5) The School District of Cameron is not responsible for edited or altered software or audiovisual materials or damage to personal computers or audiovisual equipment due to the use of library materials.

Deposit amounts are:

\$10	Cassette Player	CD Player	Filmstrip Projector	Overhead Projector
	Screen	Slide Projector	Typewriter	
\$20	DVD Player	VCR		
	Digital Camera	Opaque Projector	Video Projector (request VCR if needed)	
\$100	LCD (Computer) Display Projector			

District Equipment Request Form

Date of request: _____

Request Item: _____

Date(s) when item is needed: _____

Item will be used for: _____

Terms & Conditions for the use of equipment owned by the School District of Cameron

The individual requesting the equipment will:

- ✦ return and set up all items of equipment concerned by this agreement at the end of the loan period or upon demand of the School District of Cameron.
- ✦ pay the necessary repair or replacement cost of such item(s) to the School District of Cameron if any item of equipment is damaged, destroyed, or lost due to negligence.
- ✦ understand that the use of equipment for instruction by staff takes precedence over all requests.

The undersigned agrees to indemnify, save, and hold free the School District of Cameron, its officers, agents, and employees from and against all claims, demands, loss, liability, cost, or expense of any kind or nature whatsoever which the school district, its officers, agents, employees, or any of them may sustain or incur or that may be imposed upon any of them or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the use of the district's materials/equipment as provided herein.

Borrower's Agreement:

I, _____, agree to the above terms and conditions.
(Print Name)

Signature: _____ Date: _____

Phone number: _____

This individual has administration approval for the release of the above equipment.

Building Principal

Administrator

Media Equipment Release Form

Fill out at time of equipment pick-up

I acknowledge receipt of the following equipment is in good condition.

Borrower's Signature: _____ Date: _____

Media Staff signature: _____

Person Responsible for Equipment		
Organization		
Phone Number		
Address		
Equipment/Media Borrowed		
Serial Number		
Date Borrowed		Fee: <input type="checkbox"/> Paid
Deposit Amount		
Return Date		

Once equipment is returned circle the following that applies:

Equipment listed above has been returned and the borrower is relieved of any claim for damage.

Equipment listed above has been returned in a damaged condition.

Description of damage:

Borrower is responsible for above damages and will pay the School District of Cameron.

Borrower is not responsible to pay for damages.

Borrower's Signature: _____ Date: _____

Media Staff signature: _____ Date: _____

School District of Cameron Instructional Media Center Computer and Internet Policy

I PRINTING POLICY

A. Color Printing

- 1) Items to be printed must be at teacher's request only.
- 2) The student must have an academic reason for printing the item in color and must be pre-approved by a school district staff member before beginning to print.
- 3) Penalty for improper printing is a fine of \$.25 per colored page printed.

B. Black and White Printing

- 1) Items must be school related.
- 2) Website printing is discouraged unless there is a printer friendly version or the individual uses the printing option *print selection* only.
- 3) Multiple printings of an item without cause will result in a \$.05 fine for each extra page.

II E-MAIL POLICY

- 1) Students are not allowed to use e-mail at school for personal reasons.
- 2) Students wishing to use their e-mail for school purposes must get permission from a staff member before using it.
- 3) Violations of this policy will be dealt with according to the Internet & Computer Acceptable Use Policy.

III Internet & Computer Acceptable Use Policy

Refer to the School District of Cameron's Internet and Computer Use Policy for complete policy.

The School District of Cameron provides staff members and students access to the Internet as a means to further the educational goals and objectives of the district. It also has made a commitment to make computer resources available to enhance the educational process, and provide both students and staff with life-long computer skills.

- 1) The Internet enables students to explore thousands of libraries, databases, research facilities and bulletin boards.
- 2) Computers are provided as valuable resources for students to use throughout the day.
- 3) The School District of Cameron filters its Internet access in compliance with Federal regulations. This regulation is for the purpose of having a safe Internet environment for school age children.
- 4) Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. The School District of Cameron supports and respects each family's right to decide whether or not to apply for independent student access to the Internet.
- 5) Learners will access global educational resources, broaden their research capabilities, develop their higher level thinking skills, gain employability skills needed for the 21st century, and differentiate and evaluate available resources.
- 6) Parental permission is required for independent access (see Consent Form). Internet use is a privilege, not a right. It is presumed that users will comply with district standards and will honor the agreements they have signed.
- 7) Teachers and administrators have the right to review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students should not expect that files stored on district computers will be private.
- 8) Inappropriate usage will be filed as a violation and result in temporary or permanent loss of computer access as well as other disciplinary or legal action. As a District, we encourage students to get the most out of the technology to further their education!
- 9) The following suspensions have been determined by the School District of Cameron and approved by the School Board.
 - a. **First Offense:** 2 week suspension from computer use
 - b. **Second Offense:** 4 week suspension from computer use
 - c. **Third Offense:** Suspended from computer use for remainder of the year

Students that receive suspensions will only be allowed to use computers when under direct supervision from a classroom teacher. More serious offenses, such as theft or vandalism, will warrant more severe penalties.

