

**Coffee County
Board of Education
Library Media Center**



Policies and Procedures Manual

Philosophy

The primary philosophy of the Coffee County Board Of Education libraries is to meet the information and reading needs of students, faculty. In order to carry out this goal the library must first select and make accessible to students, faculty, and parents the best resources available to meet curriculum and individual needs.

The Library Media Program strives to create a learning atmosphere where students can reach their individual potential while being introduced to the information skills necessary to become lifelong learners. The program is based on the assumption that information skills should be integrated into the total curriculum. The Library Media Program reflects the philosophy, goals, and educational objectives of the Coffee County Board of Education.

The library media program is the only school program that links students, teaches, and students with information resources. The library media program has a special role in the school. That role involves three central ideas: collaboration, leadership, and technology. The library media specialist collaborates with students and with other teachers to analyze, to locate, and to use information. The library media specialist functions as a partner with teachers to guide students to develop information skills needed for success in life. The library media specialist provides leadership in acquiring and evaluating resources. Leadership is provided in areas of locating, accessing, and evaluating information with both students and faculty. The library media specialist works in an environment that has been profoundly effected by technology, therefore she or he must maintain skills that can deliver quality and ethical use of information found through technology.

By incorporating input from the entire staff and focusing on the experiences of the students, the Library Media Program aims to provide both physical and intellectual access to resources in all formats. These resources should support the curriculum and expose students to a variety of ideas, opinions, and cultures thus promoting good citizenship.

The Library Media Center should be the heart of the school. It should function as the information center supporting integrated, interdisciplinary, and school wide learning experiences.

Some of this information was adopted from *Information Power: Building Partnerships for Learning*.

Goals

1. To have knowledge of the curriculum taught at each grade level so relevant resources can be selected.
2. To provide an effective teaching and learning center that is an extension of the classroom for teachers and students
3. To keep routines of circulation at a minimum so all use of resources is facilitated.
4. To encourage teachers to discuss curriculum objective and suggest resource needs to implement the curriculum.
5. To inform teachers and students of new materials as received.
6. To cooperatively plan with teachers for the integration of information skills into each area of the curriculum.
7. To encourage a love of reading, the appreciation of literature, and the continuing use of libraries for pleasure reading and lifelong learning.
8. To assume responsibility for orientation of all students to the policies and procedures of the media center.
9. To maintain adequate policies and procedures to assure both intellectual access to current information and ideas in all formats, including emerging information and instructional technologies.
10. To provide or assist in the preparation and presentation of learning experiences which enable students to acquire information skills necessary to be lifelong learners.

Selection Policy Coffee County Board of Education

Objectives

The primary goal of the Coffee County Board of Education is to meet the information and reading needs of the students and faculty. In order to carry out this goal the librarian must first select and make accessible to students and faculty the best resources available to meet the curriculum and individual needs. Secondly, in order to promote literacy and a genuine desire to read, the library should extend beyond providing materials needed to complete class assignments, and build a good general collection. This collection should include standard works of the past and the best of current materials. It should also include materials directly related to the curriculum and current issues.

Selection of Printed Materials

The library media specialist will make decisions regarding the purchase of materials. Faculty and students, in the selection of materials, will be helpful in building a vital collection. Any member of the faculty, staff, or student body may request that a book be added to the collection by presenting a completed request to the library media specialist. Requests will be considered according to the funds available and the need for material. Teachers will also be asked to complete a wish list each school year and submit this list to the library media specialist. The wish lists will be used to aid in material selection, particularly the selection of materials for students with special needs.

Whenever possible, the following factors should be considered in the selection:

1. Qualification of the author in the subject field.
2. Scope and authority of the subject matter.
3. Availability of materials on the subject.
4. Timeliness or permanence of the material.
5. Quality of writing.
6. Reputation of publisher.
7. Price.

Priority for books and other materials to be purchased is given to those materials, which directly meet curricula need. This includes items needed for class assignments, collateral reading, references made in textbooks, and supplemental individual study of research papers. Priority is also given to the books and materials with meet the standards set by Richardson, E., & Morton, J.B. Enriching Education, Providing Information Power for Alabama Students; Patrick G. D. How-To-Do-It-Manual, Building the Reference Collection; and the standards set the by Southern Association of Colleges and Schools.

Basic tools for aiding in the selection of library materials include:

Booklist

School Library Journal

Books in Print

ALA and other library associations' recommendations.

Award winning titles, such as Newbery, Caldecott, and Coretta Scott King.

Periodicals

Periodical subscriptions are reviewed at the beginning of each fiscal year before the subscriptions renewed. Requests for new periodicals are decided upon and new titles are added to the list. Weeding policies are followed.

Factors considered in evaluating periodical requests include:

1. Relevance of subject matter to courses in the curriculum or the needs of faculty and students.
2. Appropriateness.
3. The number of students and faculty who would read the periodical.
4. Availability or lack of similar periodicals in the library.
5. Price of subscription.
6. Consideration of materials available in the Alabama Virtual Library.

Newspapers

Newspapers are selected to represent the local area and state. The papers in consideration each year include the Dothan Eagle, Enterprise Ledger, Southeast Sun, and Elba Clipper.

Gifts

Gifts are welcomed. However, the standards must be applied to donations as they are to purchased titles. Donated books are subject to weeding policies.

Funds for the purchase of memorial books are accepted with the understanding that the responsibility for the selection rests with the library media specialist. Donors may give suggestions on any subject that may be suitable. Memorial books are placed with the regular collection and a memorial plate is affixed to each book.

Any appraisal for income tax purposed of a gift of books or other materials is the responsibility of the donor.

Selection of Non-Print Materials

The major purpose for non-print acquisitions is curriculum support. These materials are reviewed by the library media specialist.

Non-print materials are evaluated on the following:

1. Technical quality.
2. Authenticity and accuracy.
3. Effectiveness of presentation.
4. Usefulness
5. Suitability of content to curriculum.

Presently, computers, printers, and computer programs are purchased at the district level by the Coffee County Board of Education Technology Coordinator. However, additional hardware and software may be purchased for use in the library according to the guidelines for selecting non-print materials.

Binding

Decisions will continually be made concerning worn books. In making decisions on binding, these determinations should be made:

1. Value and use of the title.
2. Cost of rebinding versus cost of replacement.
3. Availability of duplicate copy in the collection.
4. Amount allocated in the Library Enhancement Budget.

Weeding Policy

The library recognizes the need to continually evaluate its collections in response to the challenging nature and the needs of the students through weeding, replacement, and repair of its titles. Weeding is a necessary component of selection that will provide the following results: enhancement of the library's reputation for reliability, revitalization of the collection's appearance, updating of the collection, identification of books needing repairs, rebinding, or replacing, and overall improvement of the library service through a collection of quality.

The following criteria should be considered in weeding materials from the collection:

1. Obsolescence of information.
2. Replacement of later edition.
3. Duplicate copy of title no longer available.
4. Insufficient use.
5. Poor physical condition, not suitable for rebinding.
6. Titles no longer current.

The guidelines for withdrawal of titles in specific areas are listed below:

Circulating Collection: All superseded editions, titles, with obsolete information, duplicate titles no longer needed, and titles in poor physical condition become candidates for withdrawal. Titles, which have not circulated for five years, will also be considered for withdrawal. Decisions for withdrawal are to be made, on a title-by-title basis by the librarian.

Reference Materials: Reference titles for which revised or otherwise superceding editions are received become candidates for withdrawal or placement on the circulating collection, depending upon evaluation of each title's demand.

Serials: Each year the librarian will review serial holdings and evaluate titles, which receive infrequent use. Recommendation for cancellation and retention are based upon curriculum needs, requests by faculty and students, and budgetary constraints.

Replacements

Resources that are missing, lost, or withdrawn because of wear or damage will not be replaced automatically. The merit of the book, serial, or non-print material must be considered before a replacement copy is purchased. The following are considered in making decisions or replacements:

1. Continued value of the particular title;
2. Demand of the specific title;
3. Number of copies held;
4. Existing coverage of the subject;
5. Availability of newer better materials on the subject;
6. Price of the replacement copy.

Duplication

More than one copy of a title may sometimes be required to meet special needs of the instructional program. While not encouraged because of budget limitations, purchase of duplicate copies may occur in accordance with the following guidelines:

Print Materials

1. Multiple demand and heavy continual use of individual titles will be the primary reasons for duplication.
2. Reference titles that are heavy in demand will be given primary consideration for duplication.

Non-Print Materials

1. Frequent requests for use by faculty or multiple requests by faculty for use at the same class time will be reasons for duplicate copies of audiovisual materials.
2. The need of title in a different format will warrant an additional purchase.

The cost of any item, together with the financial situation of the library, will be the overriding factor in applying these guidelines and in making ultimate decisions about duplication.

Class Sets

Classroom teachers are responsible for purchasing class sets or multiple copies of one title.

Reconsideration of Materials

The Coffee County Board of Education supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the American Library Association's *Library Bill of Rights* as well as in the *Students' Right to Read* of the National Council of Teachers of English. However, the Board recognizes the right of any citizen in the school community to request reconsideration of an item included in its collection. Requests for reconsideration must be made in writing, addressed at the school level, and acted on by the school library media center committee. Established procedures shall be followed at the school level before a system-level appeal may be requested. Final consideration to withdraw or retain an item rests with the Superintendent and the Board.

In the event materials are challenged, the following procedures will be followed:

- Any member of the school community (administrators, faculty, staff, parents, or students) may raise objection to instructional materials used in the educational program despite the fact that the individuals selecting such material were duly qualified to make the selection, followed proper procedure, and observed the criteria for selection.
- Persons requesting reconsideration of any material shall complete the "Request for Reconsideration Form" in its entirety.
- Each library media center in the Coffee County School System shall keep on hand and make available the "Request for Reconsideration Form." All formal objections to instructional materials must be made on this form.
- The school official or staff member receiving a complaint being raised shall explain the selection process utilized and the appeal procedures for challenged materials. They shall refrain from voicing personal opinion.
- Written documentation of this contract should be filed with the school principal.
- The material in question shall remain in use until the reconsideration process is completed.
- In the event the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection and reconsideration process and refrain from expressing personal opinion.
- If, after consultation, the complainant desires to file a formal complaint, a copy of the "Request for Reconsideration Form" should be given to the complainant by the principal.
- The "Request for Reconsideration Form" shall be completed and signed by the complainant and filed with the principal and a copy forwarded to the appropriate system personnel.
- Any action taken related to challenged materials must be taken by the appropriate library media committee and not by an individual.
- The library media committee shall consist of the library media specialist, classroom teachers, school administrator(s), and one or more parents.

- A meeting will be scheduled and all committee members and the complainant notified. The complainant shall be notified in writing and invited to attend and to present the Request for Reconsideration Form.
- Each committee member shall read, view, or listen to the material in question in its entirety. In addition, each member will read professional evaluations available pertaining to the material. The library media specialist will complete necessary professional evaluations of the material in question.
- The deliberation and balloting of the library media committee shall be in private. The library media committee will complete the appropriate "Checklist for School Media Material," judging the material for its strength and value as a whole and not in part.
- The library media committee shall meet to hear the concerns expressed by the complainant; discuss the materials relative to values and faults, appropriateness to curriculum, etc.; render a majority decision, in a meeting with a quorum present, deciding to: (1) take no removal action, (2) remove the challenged material, (3) limit the educational use of the challenged material, or (4) place the material at another grade level.
- Within five days of the library media committee decision, the chairperson shall notify the complainant in writing of the decision reached and advise of the right to appeal.
- Appeals to the library media committee's decision must be made within ten working days after formal notification of the decision. A written request must be addressed to the superintendent, who shall bring the issue before the Board of Education.
- The staff shall be reminded that the right to object to material is one firmly entrenched in the law and granted by the school. They shall also be reminded of ethical and practical considerations in attempting to handle complaints with courtesy and integrity.

**Coffee County Board of Education
Request for Reconsideration of Library Materials**

Title: _____

Media Format: _____

Author or Producer _____

Date of Publication or Production: _____

Request Initiated by: _____

Address (City, State, Zip): _____

Telephone: _____

Does the person representing this request represent a group or organization? **Yes No**

If so, please identify the name of the organization:

PLEASE ANSWER THE FOLLOWING QUESTIONS.(attach additional sheets if more space is needed.)

1. Did you read, view, or listen to the material in its entirety?
2. Please cite the specific page(s) and/or incidents from the work to which you object and explain your objections.
3. What do you identify as the theme of the material?
4. What good features do you identify?

5. For what age group would you recommend this material?
6. Are you aware of judgments of this work by critics and/or experts in the field?
7. What would you like your library or school to do about this work?
8. In its place, what work would you recommend that would convey as valuable a picture and a perspective of the subject treated?
9. Do you wish to make an oral presentation to the library media committee?

Signature: _____

Date: _____

**Coffee County Board of Education
Checklist for Library Media Center Committee
Reconsideration of Library Material – Nonfiction**

Title: _____

Author: _____

Purpose

1. What is the purpose of the material?
2. Is the purpose accomplished?

Authenticity

1. Is the author competent and qualified in the field?
2. What is the reputation and significance of the author and publisher/producer in the field?
3. Is the material up-to-date?
4. Are information sources well documented?
5. Are translations and retellings faithful to the original?

Appropriateness

1. Does the material promote the education goals and objectives of the school?
2. Is it appropriate to the level of instruction intended?
3. Are the illustrations appropriate to the subject and the age levels?

Content

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity?
2. Does this material present information not otherwise available?
3. Does this material give a new dimension or direction to its subject?

Reviews

1. Source of review:
Favorable or unfavorable review?
2. Does this title appear in one or more reputable selection aides?
List the aides in which it appears.

Additional Comments:

Recommendation by Library Media Committee:

Date:

Committee Members' Signatures:

Coffee County Board of Education
Checklist for Library Media Center Committee Reconsideration
of Library Material – Fiction & Other Literary Forms

Purpose

1. What is the purpose, theme, or message of the material? How well does the author/producer/composer accomplish this purpose?
2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children? For young adults? If both are marked no, for what age group would you recommend?
3. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings?
4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups?
5. Are any questionable elements of the story an integral part of a worthwhile theme or message?

Content

1. Does a story about modern times give a realistic picture of life as it is now?
2. Does the story avoid an oversimplified view of life, one which leaves the reader with a general feeling that life is sweet and rosy or ugly and meaningless?
3. When factual information is part of the story, is it presented accurately?
4. Is prejudicial appeal readily identifiable by the potential reader?
5. Are concepts presented appropriate to the ability and maturity of the potential reader?
6. Do characters speak in a language true to the time period and section of the country in which they live?
7. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters?
8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children? For young adults?
9. If there is use of offensive language, is it appropriate to the purpose of the text for children? For young adults?
10. Is the material free from derisive names and epithets that would offend minority groups? Children? Young adults?
11. Is the material well written or produced?
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way?
13. Does the material make a significant contribution to the history of literature or ideas?
14. Are the illustrations appropriate and in good taste? Realistic in relation to the story?

Additional Comments:

Recommendation by Library Media Committee:

Date:

Committee Members' Signatures

CIRCULATION POLICIES

The Coffee County Board of Education endorses the right of students and staff to use any resource in the school collection unless prohibited by legislation.

Equal Access

Each student shall have regular and frequent access to the library on either an individual or class group basis. This access is facilitated through the use of flexible scheduling in the use of the library media center. Materials include various types of resources which addresses different learning styles. Students have use of the Internet for accessing databases from the Alabama Virtual Library as well as for browsing. The Technology Coordinator for the Coffee County Schools provides filtering.

Student Circulation Policies

Fiction and non-fiction books may be loaned for a period of two weeks for high school students, and one week for elementary students. If additional time is required, the student may bring in the item and re-check it. Students may request that a hold be placed on needed materials and will be notified when these materials are returned. Reference books are for use in the library media center only. Vertical Files may be used in the library. Audiovisual materials and equipment may be used by students inside the library media center at designated areas. For projects, permission must be granted for its use in other areas. Computer software is for use on the equipment located in the library media center and may not be checked out by students.

Faculty Circulation Policies

Faculty may check out books from the regular circulating collection for an extended period of time, but materials must be returned upon requests by other teachers and/or students. Teachers may check out reference materials, but they must be returned as quickly as possible. Teachers may borrow professional collection materials for indefinite periods of time, as long as there is no demand for them. Audiovisual materials, equipment, computer software, etc. may be checked out by the faculty with flexible loan periods for meeting the needs of the user. Equipment does not need to be returned to the media center at the end of the school day. Teachers may reserve materials and equipment by signing a reserve list. A specific teacher may request that certain reserve materials be circulated among the students in his/her class exclusively for a specified period of time.

Charging Materials

Materials to be checked out will be presented at the circulation desk. The date due may be stamped on a date-due slip. The user will present his or her name or borrower number for entry into the on-line circulation system. The barcode on the material is scanned or keyed for recording in the system. Cards for non-barcode items will be signed, stamped, and kept in a designated location at the circulation desk. The patron is given the material. Under no circumstances should a student take from the library any magazine or book without checking it out with the librarian.

Discharging Materials

The item is presented at the circulation desk. The book is checked in through the on-line system and, if late, the fine is assessed. For non-barcoded items, the due date is checked on the card and, if late, the fine is assessed. The material is placed back in its proper area.

Overdue and Lost Materials

Overdue notices or reminders are distributed on an as-need basis. Overdue charges are assessed at the high school at 10 cents per day. Students who habitually misuse library privileges will not be allowed to use the library. All materials must be paid for by the student/parent responsible for them. The cost of all lost books will be the replacement price. No student may check out new materials until fines or lost materials are found. Receipts will be kept on all monies received from students.

Copies and Printing Charges

Students will be charged a fee for copies or material printed from the computer. This fee is 10 cents per page for black and white copies, and 25 cents per page for color copies.

ALABAMA VIRTUAL LIBRARY POLICIES

The Alabama Virtual Library (AVL) is a valuable resource available to all citizens in Alabama. It is especially useful to our K-12 students because they may access AVL resources, not only in school libraries and classrooms, but also after school in the public library or from home.

In order to take advantage of this service after school hours, students must obtain an Alabama Virtual Library card. The card contains an individual use name and password that allows access to the AVL from any computer where there is Internet access. (taken from an August 2001 letter from Ed Richardson, then State Superintendent of Education)

The Media Specialist at each school is responsible for the distribution of the AVL card. Any student or employee of the Coffee County Board of Education may be issued an AVL card. Cards will be distributed to all students in grades 9-12 during the month of January. Cards will be distributed to students in grades K-8 on a request basis during the month of February. New students in grades 9-12 and who enroll for the first time in 2002 and subsequent years, as well as new faculty members, will be issued a card upon enrollment.

When a student or faculty member is issued an AVL card, the name and password will be recorded on a master list maintained in the media center. Students and faculty members may contact the media specialist/aide to obtain the password.

Board policies and guidelines will be followed regarding the AVL card, including guidelines for denying students access to the AVL when a card is misused. All students and faculty members receive a Parent/Student Information Guide (includes the Code of Conduct) that outlines policies.

The media specialist will provide orientation to the users regarding the AVL cards. The media specialist will also provide orientation to the parents regarding the AVL cards. Procedures will be printed in newsletters, flyers, announcement sheets/bulletins, and the Parent/Student Information Guide. If procedures are changed, students, teachers, staff, and parents will be notified in a similar manner.

Lost cards will be replaced by the media specialist/aide upon request from the student and/or staff members. Kinston High School and New Brockton Schools will charge a \$.25 replacement fee. Zion Chapel High School will not charge a replacement fee.

Copyrights

Coffee County board of Education Board Policy Manual, GAGB

The Coffee County Board of Education shall encourage and support 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. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Inventory

Inventory will be completed as required by the Alabama State Department of Education and the Coffee County Board of Education.

In order to complete yearly inventory, the library will be closed the last two weeks of school. All material must be returned by the second to the last week of school.

From Your LMC:

Please write any requests you might have for books or audiovisual materials that you would like to see purchased for the LMC. We will try to purchase as many of them as possible.



Title	Author	Publisher	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Use the back of this page if necessary.

(If you do not know specific titles, indicate subject area.)

Please return to the LMC. Thank you.

(Librarian)

Teacher submitting request: _____

Grade/Subject Area: _____

Budget

Budgets will be completed as required by the Alabama State Department of Education and the Coffee County Board of Education.

Something about local budgets/accounts?

USE/SECURITY OF TECHNOLOGY

The Board shall encourage and support the use of technology in the school system as a tool for learning and administrative use.

To maintain security, safety, and proper use of technology in the schools, all personnel and students shall adhere to the guidelines established for use in the schools. Misuse of the network, including the Internet, by any user, including but not limited to, use of unauthorized or illegal software; adding, removing, or editing software without proper authorization; use of Internet to access materials harmful to minors (under 17 years) including but not limited to obscene and pornographic materials; and use of technology for personal use, business use or profit could result in loss of employment for an employee or expulsion from school as a student. All information regarding students and personnel stored on the network shall be collected, maintained and disseminated under such safeguards as are necessary to comply with the Family Educational Rights and Privacy Act of 1974 and The Children's Internet Protection Act (CIPA).

Amended: September 6, 2001

INTERNET ACCEPTABLE USE POLICY

Coffee County Schools offer access to the Internet. To gain access, each student must obtain parental permission as verified by the signatures on the permission form.

The creation of a varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the instructional goals of the Coffee County School System. Thus, it is the intention that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Coffee County School System, will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

WHAT IS THE INTERNET?

The Internet is a global network made up of many smaller contributing networks connecting thousands of computers throughout the world and millions of individual subscribers. Internet access is coordinated through a complex association of government agencies and regional and state networks. While there is an abundance of valuable information, with this access comes the availability of material that may not be considered to be of educational value in the context of the school setting.

WHAT IS POSSIBLE?

Through the Internet, students can explore thousands of libraries, databases, museums, and other resources. They can exchange personal communication with other users around the world. While the use of the Internet is primarily instructional in nature to reach an educational goal, some students may find ways to access other materials. Coffee County School System has taken precautions to restrict access to controversial, illegal, defamatory, inaccurate, obscene or potentially offensive material. However, on a global network it is impossible to control all materials. Most educators believe the benefits to students from access to the Internet exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using these resources. Therefore, we respect each family's right to decide whether or not to apply for access.

HOW SHOULD IT BE USED?

The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of the Internet must be in support of this and consistent with the educational objectives of the school.

WHAT IS EXPECTED?

Students are responsible for appropriate behavior while using the Internet. Additionally, students are responsible for their actions while using the equipment and the resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment as defined in the county policy.

WHAT ARE THE PRIVILEGES AND RIGHTS OF A USER?

All users have certain privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of Internet privileges. These rights include:

1. Privacy – All users have the right to privacy. However, if a user is believed to be in violation of the guidelines, a system administrator may review communications to maintain system integrity and to insure that students are using the system responsibly. The system administrator will deem what is inappropriate and their decision is final. Also, the system administrator may close an account at any time as required. The administration, faculty, and staff of Coffee County Schools may request the system administrator to deny, revoke, or suspend specific user accounts. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
2. Safety – Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.
3. Intellectual Freedom – Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school.
4. Inappropriate materials or language – No profane, abusive, or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.
5. Equal Access – All users will be granted free and equal access to the Internet. Exploration of the Internet is encouraged relative to the purpose of research and education. No single user should monopolize the workstations connected to the Internet.

6. Internet/Network Disclaimer – Coffee County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Coffee County School System will not be responsible for any damage suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at the risk of the user. Coffee County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

WHAT ARE THE GUIDELINES?

1. All users are held accountable for their actions. Exemplary behavior is expected from all users at all times.
2. All students will be given Internet access if parental permission is given on the Coffee County School System Internet Acceptable Use Policy Permission Form. Teachers must complete documentation to enable student use of the Internet. All students will be supervised by a system employee. All internet activity is filtered by the Alabama Supercomputer Authority. The filtering device blocks electronic mail, chat rooms, and other forms of direct communication.
3. Computers should not be used to access the Internet unless an assignment specifically calls for it or the instructor gives permission for access.
4. An adult should be notified immediately if a student encounters materials that violate the school code of conduct.
5. Do not gain unauthorized access (hacking) to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Do not use language or images that are inappropriate to the educational setting (chat rooms, abusive, derogatory

or inappropriate e-mail) or disruptive to the educational process. Students should not post information or materials that are damaging or disrupting.

7. Do not use a computer or the Internet to hurt, harass, attack or harm other people or their work.
8. Do not damage the computer or network in any way. Vandalism will result in cancellation of privileges and/or repayment.
9. Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.
10. Do not use the Internet for illegal activities including, but not limited to, threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol and gang activities.
11. Do not install software or download unauthorized files, games, programs, or other electronic media.
12. Do not violate copyright law.
13. Do not view, send, download, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures that are harmful to minors.
14. Do not post private information about another person or personal contact information about individuals including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords. Do not access other user's work, folders, or files.
15. Do not re-post non-academic/academic personal communications without the original author's prior consent.
16. Do not use the network or Internet for personal or commercial purposes.

**INTERNET ACCEPTABLE USE POLICY
PERMISSION FORM
COFFEE COUNTY SCHOOL SYSTEM**

Dear Parents and Students:

The Coffee County School System Internet Acceptable Use Policy is designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs of your school this year. Please take the time to read this policy. If you have any questions about it, please be sure to contact Golda Donaldson, Technology Coordinator, at 334-897-5016.

This policy must be read and signed both by the student and a parent/guardian, and then returned to your child's homeroom teacher. Please return the signed form as soon as possible, since you will not be given access to the Internet until you have agreed to the policy.

Please note that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the Coffee County Parent/Student Information Handbook and Code of Conduct. It is your responsibility to read and ask questions about this policy.

Your teacher is planning an in-class discussion of this policy after you have had a chance to become familiar with it.

Please return this form to your teacher as soon as possible.

I acknowledge that I have read, understand and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

_____ My child may use the Internet while at school according to the rules outlined.

_____ I would prefer that my child not use the Internet while at school.

**WEB PAGE PICTURES
PERMISSION FORM**

_____ My child's picture may be used on the district/school/classroom web page.

_____ My child's picture may not be used on any Coffee County School web page.

Student's Name (PRINTED)

Parent/Guardian's Name (PRINTED)

Student's Signature

Parent/Guardian's Signature

Date

Date

**INTERNET ACCEPTABLE USE POLICY
FACULTY AND STAFF
*COFFEE COUNTY SCHOOL SYSTEM***

I acknowledge that I have read, understand and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

Faculty/Staff Member's Name (PRINTED)

Administrator's Name (PRINTED)

Faculty/Staff Member's Signature

Administrator's Signature

Date

Date

Amended: September 6, 2001