ESCAMBIA COUNTY SCHOOLS
Escambia County High School
Library Media Handbook

Board Approved - November 20, 2014

Introduction

The purpose of the Library Media Program Handbook is intended to create core beliefs and practices among Escambia County Schools library media programs. This handbook will be reviewed periodically by county media specialists in order to maintain relevance.

Escambia County Schools Mission

Escambia County Schools expresses the mission of Alabama's library media programs as supporting 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.

ECS Library Media Program Mission

The Escambia County School System believes that the school library media center is a fundamental part of the educational program. Therefore, the school's philosophy and goals help establish direction for library media services. Programs may vary based on school characteristics however, all schools will strive to:

● Provide flexible, real, and virtual access to a wide range of informational resources
● Provide supplementary materials to enhance the school curriculum
● Integrate information skills instruction with classroom activities
● Support teachers in using a variety of media formats to improve instruction
● Motivate students to enjoy good literature and other relevant resources
● Provide access to current technologies to improve instructional effectiveness
● Participate in curriculum based and collaborative learning opportunities

Personnel

Library Media Specialist Role:

The role of the Library Media Specialist is diverse and includes, but is not limited to the following responsibilities:

● Design lessons that integrate information skills with all aspects of the curriculum
● Develop relationships and collaborating with the school community members including students, teachers, administration, parents, other library professionals, community leaders, vendors, authors, experts in various fields, and the global community
● Collaborate with teachers to plan and implement instructional units integrating the resources of the library media center with the classroom curriculum (See Appendix A - collaborative planning organizer)
● Designing and presenting professional learning opportunities for the learning community related to technology and library media, and providing a current and relevant professional development collection as part of the library resources
● Design programming intended to increase enjoyment of reading, expand cultural awareness, and enhance learning

- Assist teachers in the use and integration of current and emerging technologies into the curriculum
- Manage the day to day operations of the library media center, including but not limited to collection development, selection and de-selection of materials, and management of circulation
- Develop an approved budget and maintain financial records for local, State Teacher Allocation, and State Library Enhancement funding. Records for these funds need to be maintained for five years
- Advocate programs related to library media
- Attend local, state, and national professional development workshops, conferences, and virtual professional learning opportunities in order to stay current

The library media specialist is evaluated by the school administrator and reports to the county library supervisor.

Library Media Specialist Job Description: (See Appendix B)

Curriculum Support

We believe that our library media programs exist to support and enhance the following state and local standards:

- Alabama State Course of Study: http://alex.state.al.us/browseStand.php
- Alabama's School Library Media Handbook for the 21st Century Learner: http://alex.state.al.us/librarymedia/Library%20Media%20Handbook.pdf
- American Association of School Librarian Standards for the 21st Century Learner: http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/learningstandards/standards.cfm
- Alabama College and Career Ready Standards and Support: http://alex.state.al.us/ccrs/
- National Education Technology Standards: http://www.iste.org/standards/nets-forstudents.aspx
- Escambia County Pacing Guides

Collaboration and Lesson Design

We believe that collaboration within the learning community is an essential element that enhances student achievement and the school curriculum.

We believe that collaboration is based on shared goals and visions and that educators have different strengths and viewpoints that contribute to the teaching process.

We believe that the library media specialist has knowledge of information and technology skills and the methods needed to integrate them into lessons.

We believe that the library media specialist should be included in the planning of lessons in conjunction with teachers.

Technology:

We believe the library media specialist (LMS) must be an active participant in technology curriculum integration. The LMS is an educational leader who promotes the success of all students by facilitating the use and integration of technology, telecommunications, and information systems to enrich the curriculum and enhance learning. The Library Media Specialist:

- Participates in writing the school and system technology plans
- Provides and participates in professional learning for teachers and administrators on the use of technology and the integration of technology in the curriculum
- Models and instructs on conduct, ethics, and integrity in the use of the Internet and other electronic resources
- Uses current technologies to access, evaluate, and distribute information
- Provides instruction for using technology reference and research techniques
- Participates in local, state, and national technology initiatives
- Collaborates with the teachers to empower students to acquire technology in formation of literacy skills
- Embraces, promotes, and shares technologies to effectively demonstrate technology applications
- Models and instructs on integration and use of the Alabama Virtual Library
- Uses available technology to manage the library media program

Professional learning

We believe that in order to remain proficient, current, and relevant in all areas of library media services, that library media specialists must connect and share expertise and programs within the library media professional community. Media specialists must participate in appropriate professional organizations and in local, regional, and national professional learning opportunities both real and virtual. Media specialists will participate in professional learning opportunities coordinated by the county library supervisor to include Educational Insight as well as First Friday sessions provided by the state.

Library Media Programming

Program Development:

We believe that effective school library media programs connect to the mission and goals of the schools they serve. The library media programs are based on the needs of the learning community and reflect the interests and abilities of the students involved.

Program Advocacy:

We believe that program advocacy is vital to the usage and promotion of the school media center program. Program advocacy may include a regularly updated public calendar, a library program website, posters and displays, newsletters, and school wide and community events to promote literacy and library usage.

Library Inventory:

We believe that regular inventories should be performed on our collections to maintain catalog integrity, to decrease loss of materials due to misplacement, and to ensure state and local agencies can track items purchased with earmarked funds.

Library Media Center Management

Environment:

We believe that an effective library media program creates a rich learning environment which provides the foundation for lifelong learning. The library media program is an

integral part of the school's instructional program. The physical appearance of the media center provides an open and inviting atmosphere to all types of learners. Space should be available for large and small group experiences. Diverse formats including technology resources and print materials should be available for all learning styles.

Scheduling:

Escambia County School Libraries believe that partially flexible scheduling maximizes the benefits of the library media center. Students in lower grades are scheduled at regular times to have contact with the LMS for exposure to read aloud stories and for library skills instruction. Blocks of time are available for other classes to schedule as collaborative units are developed.

Flexible scheduling provides open time throughout the day where teachers can sign up with the media specialist to co-teach collaboratively designed lessons that integrate the information skills and the classroom curriculum. Flexible access provides open doors to individual students throughout the day for assistance in information location, evaluation, and use.

In order to protect intellectual freedom, the library media specialist will ensure that students and staff members have physical, intellectual, and organizational access to library media centers, collections, and services. Therefore, it is crucial that scheduling permits access throughout the day.

Budgeting/Funding:

We believe that the school library media specialist should collaborate with the Escambia County Board of Education and school administrators to ensure that funds are budgeted to maintain the library media program, and that the budget should support the mission of the library media center and the community it serves.

Records for local funding, state teacher allocation funding, and state library enhancement funding must be accurately maintained and preserved for five years. When state library enhancement funding is available, budgeting procedures must be followed as stated by the Alabama Department of Education.

School Library Media Committee:

The committee is headed by the library media specialist and is comprised of adequate representatives from various grade levels and special areas.

Circulation Policy:

Each school will set circulation policy based upon student needs, curricular needs, and the availability within each school's collection. School circulation policies are available from the media specialist within each school.

Collection Development/Selection of Materials:

The Escambia County Board of Education serves as the governing body for Escambia County Schools. As such, this body is ultimately responsible legally for the selection of materials places in the school's library media centers. While selection of materials for use in the library media centers involves many people, including library media specialists, teachers, students, supervisors, technology coordinators, administrators, and community persons, the responsibility for coordinating and recommending the selection and purchase of all materials used in the library media centers rests with the certified library media personnel.

We believe that the library media collection should provide a wide range of learning resources at varying levels of difficulty with diversity of appeal and with presentation of different points of view to meet the needs of students and teachers. These resources should support the curriculum and the mission of the school it serves.

Procedures for Selection of Library Learning Resources:

We believe that it is necessary to assess the collection in order to evaluate its strengths and weaknesses for collection development. Once areas of need are identified, then the selection process will be followed as follows:

- In selecting library learning resources, professional library personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared reviews.
- Special consideration will be given to books and authors who have been recognized by authorities in library media and by any awards of excellence.
- Recommendations for purchases may include administrators, teachers, students, district personnel and community persons as appropriate.

Gift materials or donations shall be judged by the criteria outlined below and shall be accepted or rejected by those criteria. They are accepted with the understanding that if they do not meet the criteria, they may be disposed of at the discretion of the library media specialist. All donations become the property of the school.

Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Selection Criteria:

In order for items to be considered for selection, they must meet the following criteria:
- Library resources will support and be consistent with the general educational goals of the state and district. Resources will also support the objectives of individual schools and specific courses.
- Library resources will be chosen to enrich and support the curriculum and the personal needs of users.
- Library learning resources will meet high standards of quality in:
  - presentation
  - physical format
  - educational significance
  - readability
  - authenticity
  - artistic quality and/or literary style
  - factual content
  - durability
- Library resources will be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are intended.
- Library resources will provide information on opposing sides of controversial issues so that users can practice critical analysis. A balanced collection representing various views shall be maintained.

De-selection/Weeding:

We believe that removing obsolete, worn and inappropriate materials from the library media center is both desirable and necessary for the following reasons:
- Weeding out obsolete, ugly, and inaccurate materials will give the library media center a reputation for reliability in the opinion of its users.
- Weeding gives the library media center an attractive appearance. Students take better care of a library media center that appears well kept.
- Weeding conserves valuable shelf and media center space. When shelves are stuffed with dated, unattractive books and unnecessary multiple copies, it is difficult to present a good case for a budget increase.
- Weeding is essential to collection maintenance. It ensures that materials are current with accurate information and are in a condition that encourages use.

Items which meet and of the following criteria are subject for consideration to be weeded:
- Misleading or factually inaccurate
- In poor condition and worn out beyond reasonable mending
- Superseded by a newer edition or better source
- Trivial and of no literary or scientific merit
- Irrelevant to the needs and interests of the Escambia County learning community
- Easily available elsewhere
- Aged Library patrons generally prefer new books, regardless of content.
- Never circulate
- Over-represented in the collection by having more copies of an item than current usage demands

The following items should not be weeded from the collection:
- Local and Alabama history unless it can be replaced with new copies
- School annuals
- Publications of Escambia County Schools
- Items related to the history of Escambia County Schools

Process for Weeding/deselecting items
- Identify items to be weeded according to established criteria
- Withdraw materials from the collection and the computer database
- Obliterate marks of ownership and/or mark the items as "discarded"
- Physically remove materials according to Escambia County School's Board recommendation

Challenged Materials:

Care must be taken at all times in the selection of materials for the school library media center. Nevertheless, occasionally, an objection or challenge to a selection is made by the public. Should such a challenge be made, the following procedure is to be utilized:

1. Be courteous to the complainant, but make no commitments.
2. Invite the complainant to file his /her objections in writing and offer him/her the questionnaire, "Request for Reconsideration of a Work" (see Appendix C). that he may submit a formal complaint to the building principal within seven working days.
3. Inform and activate your School Media Committee to investigate the complaint. This committee may consist of a teacher, a parent, a student, the principal or his/her designee, and the library media specialist. The Media Committee will:

    a. Read/view and examine the challenged material
    b. Check reviews on the material that appear in reputable. professional publications
    c. Weigh the value of the material against the objections to it and reach a consensus based on the overall scope of the material and not on extracted portions
    d. Prepare a written report on the committee's findings
    e. File a copy of the report in the school office and the Library Media Services office

4. Inform the complainant by letter of the committee's findings regarding the challenged material.
5. During the "Challenge Process", circulation of the challenged material may be continued or removed from the open shelves to "special circulation" status which would require parental approval for students to check it out.

(See Appendix C)

Responsible use of Information:

We believe that it is the responsibility of the Library Media Specialist to educate the learning community about the acceptable use policy adopted by the school/district/system which outlines the terms and conditions of Internet use, rules of

online behavior, and access privileges. The LMS will adhere to the AUP set up by the district/system.

We believe that it is the responsibility of the Library Media Specialist to provide and post copyright information for all users of the library media center. Additionally, the library media specialist provides professional learning training related to copyright information for faculty members annually.

The following link to the Adventure of the American Mind website funded by the Library of Congress provides current information regarding copyright and fair use for educators: http://users.mch.edu/facultystaff/awalter/Brim%20site/index/html

(See Appendix D)

Appendix

A. Collaborative Planning Organizer

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Collaborative Planning Organizer

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Planning Team:	

Today's Date		Lesson Date(s)	

Number of Stds		**Grade**	
Unit		**Subject**	
Total Days		**Due Date**	

Assignment Overview/Outcome(s)

Content Standard(s)

Literacy Standard(s)	**AASL Standard(s)**

Assessment of Student Learning	(Backwards Design - Begin with the end in mind)
What do we want students to know and be able to do?	
How will we know?	
What form of assessment will we use?	

LMS Level of Involvement

	Plan		Gather Resources		Prepare Materials		Teach Lesson		Assist Students		Assess

Assignment Level (Blooms Taxonomy)

	Remembering		Understanding		Applying		Analyzing		Evaluating		Creating

Assignment Level (Depth of Knowledge)

	Recall		Skill/Concept		Strategic Thinking		Extended Thinking

Resources for Instructional Plan

Resource	Location	Responsibility (LMS, Teacher, Student)

Evaluation/Differentiation Notes:

B. Library Media Specialist Job Description

Position Title: Library Media Specialist

Qualifications:

- Valid infield Alabama teacher certificate
- Bachelor degree or higher required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Principal and County Library Supervisor

Evaluation: Educate Alabama

Performance Responsibilities/Duties include but are not limited to:

1. Operates and supervises the media center assigned.

2. Evaluates, selects, and requisitions new media center materials.
3. Assists teachers in the selection of books and other relevant materials, and makes resources available to supplement instruction program.
4. Informs teachers and other staff members concerning newly acquired materials.
5. Utilizes current library automation program for the cataloging and circulation of all library materials.
6. Collaborates with teachers to enhance their curriculum.
7. Assists students with independent research and helps develop skills in use of reference materials.
8. Participates in grade-level, faculty and other necessary meetings.
9. Maintains comfortable, interesting and student-centered environment.
10. Helps prepare and administer the media center budget.
11. Supervises media center aides and volunteers when appropriate.
12. Supervises collection development to include weeding of old materials and purchase of new books and resources.
13. Assists and encourages participation in reading enhancement programs.
14. Assists with annual testing as needed.
15. Provides appropriate instruction in accordance with 504 Plans, IEP's, etc.
16. Participates in school extracurricular activities as directed.

*Other job related duties that may be reasonably required by the immediate supervisor.

C: Request for Reconsideration of a Work:

REQUEST FOR RECONSIDERATION OF A WORK

Request initiated by _____
Signature

Phone _____ Address _____

City _____ State _____ Zip Code _____

Representing

Self _____ Organization _____

Material questioned

BOOK: Author _____ Copyright Date _____

Title _____

AV Material: Kind of media (film, DVD, CD, filmstrip, etc.) _____

Title _____

Material Type: Identify _____

1. How did you learn of this material? _____

2. To what in the work do you object? Please be specific and cite pages or situation, if it is non print media.

_____
_____
_____

3. What do you believe is the main idea of this material?

_____
_____

4. What do you feel might be the result of reading/viewing this work?

_____
_____
_____

5. For what age group might this be suitable?_____

6. Did you read/view the entire work? _____ What pages or sections?_____

_____

7. What reviews of this material have you read?

_____
_____

8. What action would you recommend that the school take on this matter?

_____ Do not assign or recommend it to my child
_____ Withdraw it from all students
_____ Send it to the Media Center Committee for reevaluation

9. What material would you recommend to take its place?

_____

D. Acceptable Use Policy

Escambia County Schools

Acceptable Use Policy

Introduction

Escambia County Schools (ECS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use. That access carries with it responsibilities and obligations as expressed in this Acceptable Use and Internet Safety Policy (AUP). This AUP outlines the guidelines and behaviors that all users are expected to follow when using school provided technologies or when using non Escambia County Schools devices.

- The ECS network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- All users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action for both students and staff. These actions could include expulsion for students and termination for staff.
- ECS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

ECS may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message

boards, email, and more. As new technologies emerge, ECS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. User owned devices that are not property of ECS might be connected to the network in some manner. In this case, those devices are covered under this AUP.

General Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Internet Access

Web Access

ECS provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT Services staff member or submit the site for review. ECS provides a network for use by employees, students, and guests. Users should not connect a device to the network without following district protocols. All online services provided by the district are not private for the users of the service. Applications such as online testing software or learning management systems are monitored and can be reviewed by the administration of ECS at any time without notice. Users that bring devices onto Escambia County Board of Education property which have access to cellular data that is not filtered by the ECS, should not use these devices in a way to circumvent the protocols set in place to monitor and filter web access.

Email

ECS may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from an unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Users are responsible for the care of their email. Any email older than 90 days should be deleted or moved to a local folder on the machine.

Social / Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, ECS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct

online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Devices

Mobile Devices Policy

ECS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user's care. Any loss, damage, or malfunction should be reported to the appropriate administrative authority, or the IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of ECS issued mobile devices off the school network may be monitored.

Non-ECS Devices Policy

ECS maintains a cell phone policy to cover the use of cell phones in the school setting. Because of security concerns, when non-ECS mobile devices are used on campus, they only should be connected to the guest network. This includes vendor presentations or any non-school related entity that needs to access the internet.

Online Safety

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. These safeguards include not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download, attempt to download, or run executable or install package programs not directly related to instruction. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

Digital Citizenship

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) or incite harm on another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities may be monitored and retained.

Education of Digital Citizenship

ECS will follow the Alabama Course of Study in teaching digital citizenship. Each grade level has a state approved technology course of study that will be used to guide instruction.

Examples of Acceptable Use

I will:
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.

- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:
- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

ECS will not be responsible for damage or harm to persons, files, data, or hardware. While ECS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. ECS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network. Any resources given to students are for educational uses only. ECS will not be responsible for any student misusing the resources that have been given to them.

Please complete and return the attached Acceptable Use Policy Acknowledgement and Signature Page

Escambia County Schools

Acceptable Use Policy

Acknowledgement and Signature Page

Please complete both the Student as well as the Parent/Guardian section.

Student:

I, _____,
                (Printed Student Name)
accept and agree to abide by all rules set forth in the Escambia County Schools Acceptable Use Policy. I realize that the use of the Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including disciplinary action. I release the school system from any liability or damages that may result from the use of the Internet Connection. In addition, I shall accept full responsibility and liability for the results of my actions with regards to the use of the Internet.

Student
Signature:_____Date:_____

PARENT/GUARDIAN:

As parent/guardian of, _____, a _____ grade student in the Escambia County School District, I have read the terms and conditions for Internet access. I understand this access is designed for educational purposes. I recognize that it is impossible for the school district to restrict all controversial materials, and I will not hold the Escambia County School District responsible for materials acquired on the network.

I hereby give permission for my child to access the Internet.

Parent/Guardian Name (please print)

_____

Signature_____Date:_____
___

E. Local School Library Policy

Library Planning Committee Members: Sarah Watkins (Assistant Principal), Toni Rogers (English Department Head), Andrea Chance (History Teacher), Lee Jernigan (Welding Teacher), Mary Smith (Resource Teacher), and Xavier Brooks (Math Teacher)

Circulation Policy: Students may check out two books at a time for two weeks.

Scheduling: Flexible – Teachers collaboratively plan with the librarian and schedule dates as needed. Students come during the school day when needed and a teacher writes a pass.

Hours: 7:10 – 3:10 weekdays (Open before and after school upon request)

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