

WWES Media Center Policies and Procedures 2019

Media Center Staff

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Washington Wilkes Elementary School

Media Center Mission

The mission of the Washington-Wilkes Elementary School Media center is to ensure that every student has the information needed to be successful. We accomplish this by providing access to information in various formats to support the curriculum and by supporting and promoting leisure reading.

The media center accomplishes this by:

- *Providing the information literacy skills needed for lifelong learning;
- * Providing access to the materials needed to practice those skills in all available formats, be it print, AV, or online;
- *Maintaining a collection of books for leisure reading that meets the Georgia Standards of Excellence and meets the needs and interests of all levels of students;
- *Promoting programs that foster a lifetime love of reading.
- *Creating a partnership with teachers to ensure their needed resources are readily available.
- *Making reading and learning fun!
- *Encouraging students to visit the media center and use the plentiful resources we have available.
- *Providing a vibrant and inviting location.

The following policies were instituted to make the media center and its resources as accessible as possible to all the users in our learning community. Since the media center is shared by students, teachers and staff it is important that all users respect the rights of other users by honoring these policies. This includes contacting the library media staff well in advance of when materials, space or equipment is needed.

Student Guidelines

Checkout procedures:

Fourth and fifth grade students have **open book checkout**. Students may visit the Media Center during checkout hours between 8:05 a.m. and 3:00 p.m. to choose a new book (provided they have turned in the last one checked out). Our Media Center Mission statement maintains the philosophy of access to information. As part of this philosophy, students may check out any book from the student shelves. **Students may not be limited to certain books because of reading level.** Students are allowed the freedom to choose their own book without restriction!

Please do not let children swap books with each other!

Teachers may send individuals or small groups (3-4) to the media center to check out books throughout the day with the exception of activity time. This rule will be strictly enforced during activity times since the Media Center will be occupied by an entire class.

Students will receive instruction in how to find a book and check it out. Students coming to the media center to check out books on their own must walk and quietly find a book. **Students who are disruptive will be sent back to class without a book.**

Lost / Damaged Books:

Overdue notices are sent home with students when books are held past their due date. Requests for payment are made for long overdue or lost books. **Students with overdue items after first semester will not be allowed to checkout until those items are found or paid for!**

Parents are charged the cost for replacement of the lost book, which includes any shipping charges and sales tax. Refunds are given if a parent pays for a lost book then locates and returns it to the Media Center **within that school year.**

Students who turn in books that are **damaged** beyond repair will be charged the lost book rate.

We encourage the use of the Mary Willis Library for parents to check out books for themselves and their children.

Bi-lingual or Spanish students will be allowed to check out a Spanish book in addition to any other book checked out.

Activity Classes:

Students will also rotate through the Media Center as part of their activity schedule. It is the teacher's responsibility to take their class to the restroom **before** activity.

When dropping off your class for activity in the Media Center, **please wait in the hall with your class** until Media personnel escorts them into the Media Center. Do not send them in.

Computers in the Media Center:

Teachers may send students to the Media Center throughout the day to use the desktop computers. However, the use of these computers is reserved strictly for curriculum-related use. Students must have a specific website to visit or an assignment to complete. The computers will not be used for 'free time'.

Faculty Guidelines

Teachers and other staff requesting materials and books from the Media Center may send a request by e-mail at least **three days** before the materials are needed. Otherwise, teachers may search for books using the Destiny Search Station and have them checked out by Media personnel at a convenient time. Books may be left on the circulation desk to be checked out with a sticky note listing your name. These books will be delivered to your classroom as soon as possible. Teachers may check out as many books as necessary to support instruction. Lists of books checked out will be e-mailed to teachers at the end of each month. All books and materials must be returned to the Media Center at the end of the school year. Teachers will be charged for lost items.

Equipment Circulation

AV equipment checked out from the media center includes CD / Tape players, digital cameras, televisions with VCRs and camcorders. The media center strives to meet the equipment needs of all. To help us do that we ask the teachers and staff to follow these basic rules:

1. Return **all equipment** as soon as you are finished with it; do not let equipment sit unused in your classroom, etc.
2. Contact the media center staff **in advance to reserve equipment** and enable us to have it available when you need it
3. Notify the media center staff if equipment isn't working so we can have it repaired in a timely matter

Students may not check out any equipment (cameras, CD players, etc.)

Teachers/Staff may check out equipment for professional use both in school and off campus for school related activities. Any equipment used for off campus – school related activities must be returned to campus daily!

Equipment is not to be checked out for personal use (family vacations, etc.). In the event of damage or theft of equipment that has been removed from campus without authorization, the equipment must be replaced by a comparable item to be approved by the media specialist and principal. If a comparable item cannot be found, the faculty member must pay the cost of replacement of the item.

Kindles

We have 20 Kindles that can be checked out for classroom use. Many books including the 4th & 5th grade novels are loaded on each Kindle. Please limit checkout time to no more than one 9 week period so that other classes may also use the Kindles.

Digital Cameras are will be checked out to each homeroom.

LCD Projectors are available on a cart to project from a computer.

WWES Video Guidelines

Videos shown must be **directly related** to current instructional objectives and plans according to the **Copyright Revision Act of 1976** (see page 11 of this document). Ideally, the teacher should offer instruction during the video to help focus student attention and maximize the learning situation. (See video copyright information)

Technology Guidelines

Please remember, your password to the network is assigned to you only! Do not share passwords with substitutes, students, etc.

An accurate technology inventory must be maintained therefore **computers should not be moved** for any reason according to Wilkes County Policy.

Laptops:

Teacher laptops may be taken home to use for lesson planning. However, all laptops must be present in the classroom daily for teacher and student use!

In addition, **you** are responsible for replacement of the laptop with a comparable one in the event of damage or theft while not on school property!

All laptops will be turned in over summer vacation according to Wilkes County Policy.

Computer Problems:

If you are experiencing computer trouble, please use the following checklist:

- Check to see if all cords are firmly plugged in to each device and to an outlet
- Change power outlets
- Check to see if you have a printer cartridge installed
- Check to see if your printer is out of ink
- Be sure the network patch cable is connected to the cpu and the wall outlet
- Be sure you are using lower case letters to login to the network
- Restart your computer

...If none of the preceding fixes your problem, e-mail Mrs. Welch. Mrs. Welch will notice our technician, Jonathan Rogers.

General Computer Maintenance:

- Clear cache weekly
- Delete unwanted files / empty recycle bin
- Delete old e-mail / delete sent items / empty trash (GroupWise)
- Uninstall programs not in use (in control panel)

Please refer to your **Wilkes County Acceptable Use Policy** for other guidelines concerning computer/internet/e-mail use.

According to the Wilkes County Acceptable Use Policy:

- Users may not install software of any type – regardless of intended use or source on workstations or PCs without prior administrative approval
- Users may not install unlicensed software on workstations or PCs
- The only software that may be installed on school computers/workstations is that which has been purchased by Wilkes County Schools

- Only unopened software can be donated to the schools and can only be accepted with administrative approval.

Copyright LAW
Copyright Law (Title 17, U.S. Code, Section 106 (4))
Educators can operate under “Fair-Use”

A Teacher May:

1. Make a single copy of the following for use in scholarly research, teaching, or in preparation for teaching a class:

- A chapter of a book
- An article from a periodical or newspaper
- A short story, essay or poem
- A chart, graph, diagram, drawing, cartoon or picture
- Special works combining prose, poetry and illustrations totaling no more than 10% of the work

2. Make multiple copies of the following for classroom use ONLY, not to exceed 1 per student:

- A complete poem (less than 250 words) & printed on not more than 2 pages
- An excerpt from a longer poem, if less than 250 words
- A complete article, story or essay of less than 2500 words or an excerpt of not more than 1000 words or 10% of the work

3. Make an overhead transparency of 1 page of a workbook for the purpose of demonstrating to students the way to use the workbook

4. Show videos purchased by the school pertaining to curriculum in face-to-face educational setting

5. Off-air video taping for face-to-face instruction may be retained for 45 days after broadcast, must be viewed during the first 10 days, and must be recorded in its entirety, including copyright notice.

6. Make one back-up copy of computer software for archival purposes.

A Teacher MAY NOT:

1. Make multiple copies of a work for classroom use if it has already been copied for another class in the same school.

2. Make multiple copies of a short poem, article, story or essay from the same author more than once in a class term, or from more than 3 authors in a collective work.

3. Make multiple copies of more than nine different works in the same class term.

4. Make a copy of works to take the place of an anthology

5. Make a copy of “consumable” materials such as workbooks or standardized tests

6. Duplicate cassette tapes for archival, backup, or multiple use

7. Reproduce musical works or convert to another format

8. Convert one media format to another

9. Reproduce any A/V work in its entirety, except for off-air taping

10. Narrate an entire book or story onto audiotape

Videos and Copyrights

The Copyright Revision Act of 1976 governs the rights of reproduction, adaptation, distribution, public performance, and display. Several sections of this act have implications for video cassettes. (These are **laws** not guidelines!)

Classroom Use of Videotapes(This includes streaming of any format)

Classroom use of a copyrighted video is permissible only when all of the following conditions are met:

- The performance must be by instructors or by pupils.
- The performance is **in connection with face-to-face teaching activities**.
- The entire audience is involved in the teaching activity.
- The entire audience is in the same room or same general area.
- The teaching activities are conducted by a non-profit education institution.
- The performance takes place in a classroom or similar place devoted to instruction.
- The person responsible for the performance has no reason to believe that the videotape was unlawfully made.

According to the Motion Picture Licensing Corporation (which represents Disney, Warner Bros, Scholastic, etc.), videos may be shown without a license for non-profit educational purposes and in certain narrowly defined “face-to-face teaching activities” because the law provides limited exceptions for such showings. [Exceptions listed above]

**Updated Fall 2019



Movie Permission Slip

Dear Parents,

From time to time our class may have the opportunity to watch videos during school. The movies that will be viewed are for education purposes. Occasionally, movies may be rated PG. In order for your child to be able to watch a PG rated movie, a permission slip must be signed by a parent.

Please complete the form and return to school with your child. This form will be kept on file for the school year.

_____ Yes, my child may watch PG movies.

_____ No, my child may not watch PG movies.

Student Name _____ Parent

Signature _____