# Library Media Handbook
# 2015



Garrett County Public Schools

40 South Second Street
Oakland, MD 21550

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# **EVALUATION AND SELECTION**

Media specialists are responsible for the review, evaluation, and selection of the school library media collection. They are guided by the system-level selection policy that is aligned with the Maryland state standards. Media specialists work cooperatively with administrators and teachers to provide resources which represent diverse points of view, stimulate growth in thinking skills, and promote the overall educational program. Library media collections are developed to meet both curricular and personal needs. To ensure that these needs are met, library media specialists apply selection criteria and use recommended selection tools. All purchases, including gifts, should meet the same selection standards.

The following online sources are recommended as tools to locate reviews. Follett Titlewave provides reviews from multiple sources. At least three reviews should be considered by professional review journals (e.g. Booklist, Booklinks, School Library Journal) to ensure age-appropriate and/or curriculum based materials.

# ORDERING OF MEDIA MATERIALS

The media specialist or school secretary will complete the requisition form for materials requested for purchases.  Requisition forms, when completed, will be sent to the school office for the principal's approval and signature.  A copy is to be retained for the files of the media center.

1. Requisition forms will be sent to the appropriate director for his/her signature.
2. After purchase orders have been processed, they will follow regular purchasing procedure.
   a. Verification of purchase order form and requisitions forms will be made by principal or media specialist.
   b. A copy of the invoice will be returned to the central office when all items have been received and verified by the media specialist.
   c. Payment of invoices will be made by finance.
   d. Condense orders in as few packages as possible.

In order to make sure that you do not overspend your allocation, please state "Do Not Exceed" on purchase order form.  All schools use electric catalog and circulation and should purchase the MARC records (Machine Readable Catalog) with the books.  You should always attempt to get accurate shipping charges and include that on the requisition.  In order to fully use your allocated funds, you should over-order to allow for those books that might be out of print or otherwise not available, again making sure that "Do Not Exceed" limit is obtained.

Normally, if you request materials for approval, they should be returned insured, and then a requisition processed.  Ordering materials on preview is not encouraged since those funds used for returning and insuring, etc. are then not available for use in actual purchasing.

# CATALOGING MATERIALS

The library must be organized in a logical manner. The first step is to label and arrange all materials by subject using the Dewey classification system. All of the steps between the receiving of materials and their use by patrons is called "processing". This includes loading electronic data and affixing barcodes/spine labels.

## Library Books from Follett with Cataloging & Processing

All Garrett County school libraries use Follett circulation and cataloging (Online Public Access Catalog: OPAC) software. Most book companies supply electronic cataloging (Machine Readable Catalog: MARC records) that should be purchased when ordering new materials.

1. When the books arrive, check items against the invoice.
2. Download the MARC records from Titlewave account.
3. Stamp books with school property stamp.

## Cataloging materials without MARC record or processing

1. Access DESTINY catalog
2. Click "Add Title"
3. Search for book by ISBN or Title
4. Select record and "Add Copies"
5. Scan new school library Barcode or select "assign next barcode"
6. Check the Call # and edit if needed
7. Add price of material ($9.95 PB, $19.95 Hardcover, $29.95 DVD, $69.95 Playaway)
8. Save copy
9. Print book and spine labels
10. Affix to books with protective tape
11. Stamp book with school property stamp
12. Affix Due Date slip or pocket in back of book

## For Standard classifications use the following prefixes:

| | |
|---|---|
| Fiction | FIC |
| Reference | REF |
| Biographies | BIO, 92, B |
| Story Collection | SC |

# CIRCULATION OF MEDIA MATERIALS

## Overdues and Fines

Circulation and loan regulations are dependent upon the judgment of the professional staff and school administrators, with the goal of maximum circulation of library materials. Lending regulations must be fair, with loans renewable, unless there is justification for limitations. Students should only be prohibited from using materials outside of the library in extreme cases. Policies for overdue materials may be formulated as noted below.

The emphasis should be on students learning to return materials. Overdue notices may be sent to all students who have not returned materials on time. The time and methods of sending notices and imposing penalties is left to each media specialist with the knowledge and approval of the principal. The circulation software is capable of printing notices and should be utilized. Policies on fines are at the discretion of the principal and media specialist. Every effort should be made, however, to remind students of the overdue materials they have.

If library materials are not returned by the end of the semester or grading period, they may be assumed lost, and the patron is responsible for the replacement cost. Library obligations should be taken care of before the student leaves the school or before the end of the school year.

## Lost Books

Costs to replace lost books or books damaged beyond repair should be paid  by the user responsible for the damage at an amount not to exceed the replacement cost of the book. At the discretion of the media specialist and principal, the cost of the material may be waived, for example, in the case of economic hardship. Alternative repayment is at the discretion of the media specialist  and the principal.

A deposit receipt with the student's name and the amount paid for the book should be kept by the media specialist. If the library material is found within the school year, money must be returned to the student.

A student should not be charged both the cost of the book and the fine. The fine applies if the material is returned; the replacement cost applies when the material is not returned or is returned in an unusable condition. Library obligations should be taken care of before the student leaves the school or before the end of the school year.

## Specific Circulation Procedures

- Reference- not to be checked out of the media center with the exception of reference books specifically marked for overnight circulation
- Fiction and non-fiction- book loan periods at the discretion of the media specialist
- overnight books- to be returned before 9 AM the following school day
- non-print media- loan periods at the discretion of the media specialist

**Overdue Notices** will be distributed at the discretion of the media specialist in a timely and organized manner.

# WEEDING

The first step in organizing the collection is to collect in one place all those materials that are to be considered for inclusion in a media center.  An important activity is to weed out the undesirable and worn items.  Once an adequate collection of materials has been established, it should be maintained at peak quality and usefulness.  This can be done only by adding materials as needed, by discarding those which are worn out, out-of-date or not longer used and by mending or binding books in need of repairs.  Weeding is second only to selection in keeping the collection current.  At least once every four years the entire collection should be examined to find worn-out materials, to remove those items which no longer justify their space because of infrequent circulation, to consider replacement of poor editions by better ones and to round out the collection.

In discarding books consider the following things:

1. Books, which can be repaired quickly with simple materials, should be mended.
2. Books which are out-of-print, expensive or still in good condition, should be rebound.
3. Fictionalized representations of life, which have contributed to false and stereotyped concepts, should be discarded.
4. Books that have not circulated for a considerable time and where there are numerous duplicates of seldom-used titles, discarding should be considered.
5. Books too badly worn to be mended or rebound should be discarded.
6. Books with very fine print or yellowed paper should be discarded. Classics with such physical make-up have no place on the shelves.
7. Books far beyond or below the comprehension of prospective readers should be sent to an appropriate level school.
8. Books whose content is definitely out of date should be discarded.
9. Textbooks that are not useful for reference purposes should be taken out of the collection. On the other hand, single copies of readers designed for grades one to three, including primers and pre-primaries, prove very useful as library books. They should be retained if they are clean and appropriate for usage.
10. Sets of books that are wholly out-of-date or are beyond the comprehension of prospective readers should not be included as a part of the regular collection.
11. Sets of encyclopedias which are not out of date, but have some volumes missing, or have been replaced by newer editions may be considered

eligible to be signed out by students. The life of a set of encyclopedias is 7 - 10 years.  Any set older than that should be discarded and replaced.

12. The vertical file should be weeded periodically.

13. Audiovisual materials should also be weeded.  The guidelines for books can be used as a general guide for worn, damaged or out-of-date materials, as well as, obsolete formats.

### **Disposal of Books:**

1. Remove all barcodes for re-issue.  Delete the "copy" (barcode) record from cataloging and then, if no other copy is available, delete the MARC record.

2. Books disposed of because of non-usability and condition of book are to be marked with the word "discard" and given first to teachers, then to students, then permanently disposed of at the school level.

3. Books and materials disposed of because of inappropriateness of content should be permanently disposed of at the school level.

# GIFTS

Media centers are frequently offered gifts of books by interested persons, some of which do not meet standards set up in the book selection policies for Garrett County Media Centers.  in such cases it is difficult to refuse the gift without offending the would-be donor and discouraging interest in the media center. The following recommendations are offered as a guide to media specialists and principals faced with this problem.

1. Gift books should be judged by the same standards as books that are purchased. Books which do not meet these standards would degrade the collection and should not be accepted.  Final disposition of books will be left to the discretion of the principal and the media specialist.
2. If the books are accepted, it should be understood that they will be treated as other books in the media center; that is, books cannot be kept in special collections, be used in specific ways, or be subject to any other stipulations.
3. Friends of the media center should be encouraged to donate funds or select gift books after consultation with the media specialist instead of giving at random.  In this way, they can contribute to the building of a balanced, well-chosen collection to meet the needs of a particular school.

# MEDIA SELECTION POLICIES

| | |
|---|---|
| Book | Policies |
| Section | I: Instruction |
| Title | Selection and Disposal of Curriculum and Instructional Materials |
| Number | IJJ |
| Status | Active |
| Legal | Adopted August 14, 1975 |
| Last Revised | February 10, 2015 |
| Last Reviewed | February 10, 2015 |

Cross Reference:  IJJ Procedure

## A. PURPOSE

The Garrett County Board of Education, as the governing body of the school system, is ultimately responsible for establishing policy and procedure for the approval of countywide curriculum and instructional materials such as: textbooks, hardware, software, electronic digital and web based instructional materials.

## B. ISSUE

All curriculum and instructional materials should reinforce the goals of the Garrett County Public School System and thereby:

Provide for the development of those skills and concepts, which are an integral part of the curricula of the Garrett County Public School System;

Promote pride, confidence and trust in the democratic principles of the American people;

Reflect the personal worth, dignity and humanity of all people regardless of race, gender, religion, creed, disability or national origin;

Present accurate information reflecting differing points of view;

Promote an attitude of inquiry; and

Develop aesthetic, cultural and literary appreciation.

## C. POSITION

The Garrett County Board of Education is legally responsible for all matters relating to the operations of Garrett County Public Schools, including the adoption of  curriculum and instructional materials.

Persons involved in the selection of curriculum and instructional materials shall be free to select a wide variety of materials which prepare students to meet the diversity of experiences they shall have in life and which prepare them to think critically and objectively about issues which may be confronted.

## D. IMPLEMENTATION

The criteria for selecting all curriculum and instructional materials will adhere to the Maryland state standards.

*Refer to IJJ Procedure

## E. DISPOSAL

The disposal of material should adhere to charitable 501.C3 purposes.

Book Procedures
Section I: Instruction
Title Selection and Disposal of Curriculum and Instructional Materials
Number IJJ
Status Active
Legal Adopted December 1, 1975
Last Revised February 10, 2015
Last Reviewed February 10, 2015

Cross Reference: IJJ Policy

A. PURPOSE

The Garrett County Board of Education, as the governing body of the school system, is ultimately responsible for establishing policy and procedure for the approval of countywide curriculum and instructional materials such as: textbooks, hardware, software, electronic digital and web based instructional materials.

B. BACKGROUND

The Garrett County Public School System realizes that curriculum and instructional materials become obsolete and outdated. Therefore, a curriculum and instructional material replacement cycle ensures the periodic updating of current approved materials with newly approved instructional materials that are aligned to the Maryland state standards.

C. DEFINITION

Curriculum and instructional materials are those that are approved at the county level to provide basic support for the implementation of local and adopted state standards. These materials include but are not limited to textbooks, written media, technology and other classroom equipment and resources.

D. PROCEDURES

1. Textbooks will be reviewed on a seven year cycle for consideration as it relates to current instructional needs and to the physical condition of the materials.
2. Curriculum and instructional materials shall be selected in alignment with local and adopted state standards and in support of the vision, mission, goals, and values of the Garrett County Public School System.
3. In selecting curriculum and instructional materials for purchase, a committee chaired by the instructional director and consisting of teachers, administrators, and the IT Director or his designee, will evaluate materials for the purpose of recommending for use in the Garrett County Public School System.

4. The curriculum and instructional materials, under the purview of the Garrett County School Health Advisory Committee, that are recommended for adoption, will be presented at a regular board meeting for approval.  Prior to the recommendation, selected materials for possible adoption will be placed on public display at the Garrett County Board of Education offices for a minimum of two weeks.  This will allow examination and comments by parents, students, and the general public.  A public notice of this display will be released to the media.  Once this process is complete, the board will take these proposals under advisement at its next regular meeting.  The board will vote to accept or deny the recommendation at the following month's meeting.

5. Any request for bid, request for proposal, and local guidelines for the selection and evaluation of technology-based instructional materials including instructional software, on-line resources, and computer-based equipment used by students must include the requirements governing equivalent access consistent with Subpart B, Technical Standards, Section 508 of the Rehabilitation Act of 1973, as amended.

6. If a technology-based instructional product is purchased that does not have equivalent access features, then an alternative method of instruction must be implemented to enable a student with a disability to access the general curriculum and meet the student's IEP goals and objectives as specified in COMAR 13A.05.01.09.

7. In the event of an objection to adopted curriculum and instructional materials, the procedure for challenging the material is as follows:
    a. The teacher and/or principal will request the complainant to file the objection in writing on the form "Request for Reconsideration of Curriculum and Instruction Materials";
    b. The principal of the school involved will receive the "Request for Reconsideration of Curriculum and Instruction Materials" from the complainant;
    c. The principal of the school involved and the appropriate teacher will attempt to resolve the objection through a conference with the complainant;
    d. If the complaint is unresolved, the principal will refer the matter to the local school Curriculum and Instruction Material Complaint Review Committee;
    e. If the local school review committee does not resolve the complaint, a further appeal may be made by the complainant to the Assistant Superintendent of Educational Services;
    f. The Assistant Superintendent of Educational Services, as the committee chairperson, will convene the Garrett County Media Complaint Committee to assess the complaint.  Items referred to the committee for decision will be reviewed and decided upon within thirty days of their receipt by the committee chairperson;

g. The Garrett County Media Complaint Review Committee may consist of the central office LEAD team, one school level administrator and or staff, parents, and community stakeholders.

E.  DISPOSAL PROCEDURE

1. Instructional material considered for disposal will be evaluated for possible resale, donation, or recycling in an environmentally friendly manner.   The appropriate Director will help determine the way in which to dispose of the obsolete textbooks. Acquired funds from obsolete textbook sales will be used at the discretion of the Principal from which the books were sold.

[Attachment A - Request for Reconsideration of Curriculum and Instructional Materials](#)

## COPYRIGHT LAW

These guidelines are drawn from Maryland Association of School Librarians (MASL) and American Association of School Librarians (AASL).

### Video and Digital Recordings:

All schools are equipped with video recorders and digital cameras. Occasionally, television networks air a program that is of use in an educational setting. Legally, a recording may be made of that broadcast and used in a "face to face" teaching situation for ten working days. That tape may be retained for forty-five calendar days for evaluation purposes only, then must be erased. Such showings must be related directly to the curriculum and may not be used for entertainment or "holding" purposes. These same guidelines apply to satellite transmissions and rental tapes. Tapes brought or sent in from "outside" should be previewed for content and educational appropriateness. If there is any doubt, consult your principal or do not use it.

Some general guidelines are:

1. "Fair Use" does not mean use if forever. Fair use is a temporary solution that allows educators limited use of a work for a single teaching event.
2. Get permission. With the advent of e-mail, permissions for teachers and students to copy are being granted with regularity. But, it should be the teacher/student responsibility to secure this permission, not the library. The library might keep a copy of this permission, for convenience. Gaining permission from the copyright holder may permit the teacher/student total use of the work, for however long the copyright holder permits.
3. Regarding audio and video, it is "Fair Use" to use 10% of the recording for a teacher/student production for instructional, face-to-face, use. It cannot be used for public viewing. In-school (classroom) is appropriate, but cannot be mounted on a website that is open to public viewing. The work can be shared at the students home, since it can be thought of as an extension of the classroom.
4. The transferring (making copies of videotapes, CD's, transferring from video to digital, etc.) of one media form to another in its entirety violates

federal copyright and should not be practiced. As stated above, "Fair Use" guidelines indicate that teachers and students may use 10% of a music selection, video, or other digital medium. An option that should be pursued by the teacher/student is to obtain permission of the copyright holder to use their work.

5. Copying something just for the sake of archive or change of the format is in violation of copyright law.

## Print Material

Following are some implications of the guidelines on permissible photocopying of copyrighted works.

### A Teacher May:

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

1. A chapter from a book.
2. An article from a periodical or newspaper.
3. A short story, short essay or short poem, whether or not from a collected work.
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Make multiple copies for classroom use only and not exceed one per student in a class of the following:

1. A complete poem, if it is less than 250 words and printed on more than two pages.
2. An excerpt from a longer poem, if it is less than 250 words.
3. A complete article, story or essay if it is less than 2500 words.
4. An excerpt from a prose work, if it is less than 1000 words or ten percent of the work, whichever is less.
5. One chart, graph, diagram, drawing, cartoon or picture per book or periodical.

## A Teacher May Not: (without permission of the copyright holder)

1. Make multiple copies of a work for classroom uses if it has already been copied for another class in the same institution.
2. Make multiple copies of a short poem, article, story or essay from same author more than once in a class term or make multiple copies from same collective work or periodical issue more than three times a term.
3. Make multiple copies of works more than nine times in same class term.
4. Make additional copies for students in other courses or for other teachers.
5. Make a copy of works to take the place of an anthology.
6. Make a copy of "consumable" materials, such as workbooks or standardized tests.

## **ANNUAL LIBRARY MEDIA CENTER REPORT**

This collection of statistical data on school library media programs is designed to assist local education agencies in examining their library media collections, staff, and services according to the recommendations in Standards for School Library Media Programs in Maryland.

The data for this document was obtained from the online Public School Annual Library Media Center Reports. The following information is reported annually:

- Staffing (Certifications)
- Collections
- Technology Use
- Instruction
- Role and Professional Environment (Leader, Teacher, Instructional Partner, Information Specialist, Program Administrator)

## TECHNOLOGY SUPPORT

The media specialist will be responsible for maintaining all of the technology housed in the media center. If needed, the media specialist may assist in other areas of the building in maintaining the function of  technology.

Teachers may request technology from the media specialist. It will be the teacher's responsibility to make sure that all technology is properly charged, if a mobile device, and properly secured and monitored while in their possession.

# ACCEPTABLE USE OF TECHNOLOGICAL RESOURCES FOR EMPLOYEES

Book:          GCPS Policies

Section:        E– Support Services

Title:          Acceptable Use of Technological Resources for Employees

Number:        EDB (formerly 347.34)

Status:         Active

Legal:          Children's Internet Protection Act [Pub L. No. 106-554 and 47 USC 254(h)]

Last Revised: 6/10/14

Last Reviewed: 6/10/14

## A. PURPOSE

The Garrett County Board of Education supports safe and appropriate use of the Garrett County Public School (GCPS) network infrastructure, internet, and equipment by staff. This policy complies with the Children's Internet Protection Act [Pub L. No. 106-554 and 47 USC 254(h)]. The Garrett County Board of Education directs the administration to develop procedures that provide direction for acceptable use of technology by employees.

## B. ISSUE

The Garrett County Board of Education recognizes that the network infrastructure, internet and the equipment used to access such infrastructure is needed to ensure that employees may utilize and/or provide students with a wide variety of professional resources.

## C. POSITION

For employees, the use of the GCPS network infrastructure and all supporting technology equipment is designed for the official business of the school system. The use of the school system technology equipment is to provide a safe, secure learning environment for the students. It is the responsibility of all staff members to follow all policies and procedures as they pertain to the use of the infrastructure.

**D. IMPLEMENTATION**

The Superintendent is authorized to develop regulations to implement this policy.

**ACCEPTABLE USE OF TECHNOLOGICAL RESOURCES FOR EMPLOYEES PROCEDURE**

Book:          GCPS Procedures

Section:       E – Support Services

Title:         Acceptable Use of Technological Resources for Employees

Number:        EDB (formerly 347.35)

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The Garrett County Board of Education supports safe and appropriate use of the Garrett County Public School network infrastructure, internet, and equipment by employees. This policy complies with the Children's Internet Protection Act [Pub L. No. 106-554 and 47 USC 254(h)].  The Garrett County Board of Education directs the administration to develop procedures that provide direction for acceptable use of technology by employees.

## B. BACKGROUND

Garrett County Public Schools (GCPS) provides information technology equipment, services, and network access for educational purposes. These services are provided to improve learning and teaching through research, teacher training, administrative supports, collaboration, dissemination, and use of materials and resources. In addition, GCPS users (teachers, administrators, visitors) have no expectation of privacy while accessing email, the internet, or network resources while on GCPS' network. Access to networks both inside and outside of GCPS carries with it the responsibility for proper

use of those resources and GCPS computing facilities. GCPS recognizes the fact that most computer users are responsible, thoughtful users. However, the actions of irresponsible users can disrupt and interfere with the rights of all users and will be subject to disciplinary action.

## C. DEFINITIONS

Educational purposes are defined in this regulation as those purposes directly related to a GCPS assignment, project, job, or function for which the user is responsible.

1.  Internet
    The name given to the collective public network of computers and computer networks.
2.  Intranet
    A private network inside a company or organization.
3.  Network
    The means of transmitting data between systems; includes wired and wireless technologies.
4.  Spam
    Unauthorized and/or unsolicited electronic mass mailings.
5.  Technology
    Electronic devices, network infrastructure, or any applications including but not limited to software, online resources, social media, and email.
6.  Web 2.0
    A term used to describe a new generation of Web services and applications with an increasing emphasis on human collaboration.
7.  Hacking
    Any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs.

## D. PROCEDURE

1.  GCPS-owned technology equipment must be located and maintained in a safe, secure physical environment to protect against theft and/or damage. Users may be liable for costs as a result of thefts or damages in certain cases. All GCPS owned mobile devices that leave school property are required to be enrolled in the school system's MDM (mobile device management) program and linked to a specific person (employee). The purpose is to allow GCPS to easily track the whereabouts of its electronic devices.

2. Network users are often allowed to access other networks and the computer systems attached to those networks. Each network or system has its own set of rules. Actions that are routinely allowed on one network or system may be controlled, or even forbidden, on other networks. It is the responsibility of the user to abide by the rules of every network or system.

3. It shall be the responsibility of all employees to supervise and monitor usage of the online computer network access to the internet in accordance to this procedure and the Children's Internet Protection Act (CIPA).

4. Computer and network use is considered a privilege and inappropriate network use may result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action.

5. GCPS is not responsible for all of the information found on networks outside of the GCPS organization, and GCPS does not have control over information residing on other systems to which there is access through GCPS. Some systems outside of GCPS may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening racially offensive, or illegal material.

   a. GCPS does not condone the use of or access to such information.

   b. GCPS cannot completely eliminate access to information that is offensive or illegal

   and residing on networks outside of the GCPS organization.

   c. GCPS limits access to objectionable material and visual objects that are obscene,

   pornographic, or harmful to minors. It forbids the importation or possession of such information or material on any computer or network within GCPS. Procedures for disabling or modifying technology protection measures shall be the responsibility of the Director of DotCom. Users are responsible for their actions when accessing information on networks.

   d. GCPS does not warrant network functionality or accuracy of information and is not responsible for information that may be lost due to system interruptions.

6. Users are expected to keep their disk storage space at an acceptable level.

7. Unnecessary files should be removed on a regular basis.

   a. System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly.

   b. System administrators reserve the right to supervise, monitor online activities of all users, and modify the network hardware, software and communications.

8.  Users are responsible for their own individual accounts. Any violations that can be traced to account name will be treated as the sole responsibility of the account owner.
9.  It is impossible to document all appropriate conduct and use of computer facilities.

To help users determine appropriate use and conduct, the following guidelines are provided. They are not intended to be all inclusive, but should serve as a guide for appropriate use of computer facilities and network resources.

The following are examples of network use infractions that are prohibited:

1. Excessive use of the system for purposes other than education
2. System tampering or "hacking"
3. Using obscene, vulgar, abusive or inappropriate language, pictures, or other material
4. Knowingly introducing viruses
5. Vandalizing, including equipment damage and willful tampering with data or software
6. Attempting to read, delete, copy or modify the electronic mail of other users
7. Attempting to decrypt passwords
8. Attempting to gain an unauthorized higher level of network privilege and access
9. Attempting to gain unauthorized access to remote systems
10. Deliberately interfering with other users
11. Making statements or taking actions that are libelous, slanderous, or constitute cyberbullying, harassment and intimidation of others
12. Permitting others to use your GCPS e-mail address, account, or password
13. Sharing passwords
14. Forging or attempting to forge e-mail messages
15. Unauthorized copying or transferring copyrighted materials or any other violation of copyright law
16. Placing copyrighted material on the network without the permission of the author
17. Using networks for illegal activities
18. Using commercial advertising, chain letters, or non-educational games
19. Altering, removing, or copying any computer application or software settings found in the operating system or application software provided by GCPS
20. Removing, defacing, or altering any identifying tags or markings on any computer or peripheral device
21. Be in possession of, download from the internet, install or use from any source: Software applications, browser plugins, operating systems, extensions, scripts, utilities or any other program code without authorization

22. Using personal devices on GCPS property in a manner inconsistent with the Acceptable Use of Technological Resources Policy
23. Unauthorized access, disclosure, use and dissemination of student records such as personal identification, academic performance and conduct information regarding minors
24. Employees shall not use electronic means (email, social media, Short Message Service or SMS) to communicate with students during or after school hours unless it is related to curricular or approved extracurricular activities
25. Unauthorized access, disclosure, use and dissemination of administrative documents such as personnel or financial
26. Intentional disruption of network resources during online assessments ie: Using applications that require excessive bandwidth

[Application for Garrett County Public Schools Internet and E-mail Accounts-Staff Form](#)

**Application for Employee Access**

I understand and will voluntarily abide by GCPS's Acceptable Use Agreement. I further understand that any violation of the Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. In addition, disciplinary action and/or appropriate legal action may be taken. Signature(s) at the end of this document indicate that I/we have read the GCPS Acceptable Use Agreement carefully, understand its significance, and voluntarily agree to comply fully with all terms and conditions therein.

_____     _____
Signature                                                      Date

_____     _____
Principal/Supervisor Signature                        Date

## ACCEPTABLE USE OF TECHNOLOGICAL RESOURCES FOR STUDENTS

Book:          GCPS Policies

Section:       J– Students

Title:          Acceptable Use of Technological Resources for Students

Number: JIK     (formerly 347.34)

Status: Active

Legal:  Children's Internet Protection Act [Pub L. No. 106-554 and 47 USC 254(h)]

Last Revised: 6/10/14

Last Reviewed: 6/10/14

### A.      PURPOSE

The Garrett County Board of Education supports safe and appropriate use of the Garrett County Public School (GCPS) network infrastructure, internet, and equipment by staff and students. This policy complies with the Children's Internet Protection Act [Pub L. No. 106-554 and 47 USC 254(h)]. The Garrett County Board of Education directs the administration to develop procedures that provide direction for acceptable use of technology by staff and students.

### B.      ISSUE

The Garrett County Board of Education recognizes that the network infrastructure, internet and the equipment used to access such infrastructure is needed to provide students a wide variety of instructional resources.

### C.      POSITION

For employees and students alike, the use of the GCPS's network infrastructure and all supporting technology equipment is designed for the official business of the school system. The use of the school system technology equipment is to provide a safe,

secure learning environment for the students. It is the responsibility of all students to follow all policy and procedure as they pertain to the use of the infrastructure.

**D. IMPLEMENTATION**
The Superintendent is authorized to develop regulations to implement this policy

# ACCEPTABLE USE OF TECHNOLOGICAL RESOURCES for STUDENTS PROCEDURE

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Last Reviewed: 6/10/14

## A. PURPOSE

The Garrett County Board of Education supports safe and appropriate use of the Garrett County Public School network infrastructure, internet, and equipment by students. This policy complies with the Children's Internet Protection Act [Pub L. No. 106-554 and 47 USC 254(h)].
The Garrett County Board of Education directs the administration to develop procedures that provide direction for acceptable use of technology by students.

## B. BACKGROUND

Garrett County Public Schools (GCPS) provides information technology equipment, services, and network access for educational purposes. These services are provided to improve learning and teaching through research, teacher training, administrative supports, collaboration, dissemination, and use of materials and resources. In addition, GCPS users (students, teachers, administrators,visitors) have no expectation of privacy while accessing email, the internet, or network resources while on GCPS' network. Access to networks both inside and outside of GCPS carries with it the responsibility for proper use of those resources and GCPS computing facilities. GCPS recognizes the fact that most computer users are responsible, thoughtful users. However, the actions of

irresponsible users can disrupt and interfere with the rights of all users and will be subject to disciplinary action.

## C. DEFINITIONS

Educational purposes are defined in this regulation as those purposes directly related to a GCPS assignment, project, job, or function for which the user is responsible.
1. Interne- The name given to the collective public network of electronic devices and computer networks connected via the standard Internet protocol suite (TCP/IP).
2. Intranet- A private network inside a company or organization.
3. Network- The means of transmitting data between systems; includes wired and wireless technologies.
4. Spam- Unauthorized and/or unsolicited electronic mass distribution (email/posts/etc.).
5. Technology- Electronic devices, network infrastructure, or any applications including but not limited to software, online resources, social media, and email.
6. Web 2.0- A term used to describe a new generation of Web services and applications with an
increasing emphasis on human collaboration.
7. Hacking- Any unauthorized alteration of operating systems, individual accounts, software, networking facilities, teacher grade book and/or other programs.

## D. PROCEDURES

1. GCPS-owned technology equipment must be located and maintained in a safe, secure physical environment to protect against theft and/or damage. Users may be liable for costs as a result of thefts or damages in certain cases. All GCPS owned mobile devices that leave school property are required to be enrolled in the school system's MDM (mobile device management) program and linked to a specific person (employee or student). The purpose is to allow GCPS to easily track the whereabouts of its electronic devices.
2. Users are often allowed to access data on other networks and the computer systems attached to those networks. Each network or system has its own set of rules. Actions that are routinely allowed on one network or system may be controlled, or even forbidden, on other networks. It is the responsibility of the user to abide by the rules of every network or system.
3. Computer and network use is considered a privilege and inappropriate network use may result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action.
4. GCPS is not responsible for information found on networks outside of the GCPS

organization, and GCPS does not have control over information residing on other systems to which there is access through GCPS. Some systems outside of GCPS may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

a. GCPS does not condone the use of or access to such information.

b. GCPS cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the GCPS organization.3

c. GCPS limits access to objectionable material and visual objects that are obscene, pornographic or harmful to minors. It forbids the importation or possession of such information or material on any computer or network within GCPS. Procedures for disabling or modifying technology protection measures shall be the responsibility of the Director of DotCom. Users are responsible for their actions when accessing information on networks.

d. GCPS does not warrant network functionality or accuracy of information and is not responsible for information that may be lost due to system interruptions.

5. Users are expected to keep their disk storage space at an acceptable level. Unnecessary files should be removed on a regular basis.

a. System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly.

b. System administrators reserve the right to supervise, monitor online activities of all users, and modify the network hardware, software and communications.

6. Users are responsible for their own individual accounts. Any violations that can be traced to account name will be treated as the sole responsibility of the account owner.

7. It is impossible to document all appropriate conduct and use of computer facilities. To help users determine appropriate use and conduct, the following guidelines are provided. They are not intended to be all inclusive, but should serve as a guide for appropriate use of computer facilities and network resources.

The following are examples of network use infractions that are prohibited:

1. Excessive use of the system for purposes other than education.
2. System tampering or "hacking"
3. Using obscene, vulgar, abusive or inappropriate language, pictures, or other material
4. Knowingly introducing viruses
5. Vandalizing, including equipment damage and willful tampering with data or software
6. Attempting to read, delete, copy or modify the electronic mail of other users
7. Attempting to decrypt passwords
8. Attempting to gain an unauthorized higher level of network privilege and access
9. Attempting to gain unauthorized access to remote systems
10. Deliberately interfering with other users
11. Making statements or taking actions that are libelous, slanderous, or constitute

cyberbullying, harassment and intimidation of others

12. Permitting others to use your GCPS e-mail address, account, or password
13. Sharing passwords
14. Forging or attempting to forge e-mail messages
15. Unauthorized copying or transferring copyrighted materials or any other violation of copyright law
16. Placing copyrighted material on the network without the permission of the author
17. Plagiarizing, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to the source4
18. Using networks for illegal activities
19. Using commercial advertising, chain letters, or non-educational games
20. Altering, removing, or copying any computer application or software settings found in the operating system or application software provided by GCPS
21. Removing, defacing, or altering any identifying tags or markings on any computer or peripheral device
22. Using a private email account or other messaging system from any device on GCPS property for purposes not related to the educational program.
23. Be in possession of, download from the internet, install or use from any source: Software applications, browser plugins, operating systems, extensions, scripts, utilities or any other program code without authorization
24. The possession or use of a privately owned devices capable of transmitting, receiving or broadcasting, voice, data, video or music on GCPS property without authorization

## E. CONSEQUENCES OF UNACCEPTABLE USE

The smooth operation of the network relies upon the proper conduct of its users. The use of the Garrett County Schools' network infrastructure is a privilege, not a right. Should a student be found to have used the infrastructure inappropriately, her/his privileges may be evoked and future access may be denied. The misuse of the infrastructure may result in legal action as required by law.

[Contract Agreement and Application for Garrett County Public Schools Internet Access Student Form High School And Middle School](#)

[Contract Agreement and Application for Garrett County Public Schools Internet Access Student Form Elementary School](#)

## Application for Student Access

**For the Student:**
I understand and will voluntarily abide by GCPS's Acceptable Use Agreement. I further understand that any violation of the Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. In addition, disciplinary action and/or appropriate legal action may be taken. Signature(s) at the end of this document indicate that I/we have read the GCPS Acceptable Use Agreement carefully, understand its significance, and voluntarily agree to comply fully with all terms and conditions therein.

**For Parent(s)/Guardian(s) of Student:**
As the parent or guardian of this student, I have read the GCPS Acceptable Use Agreement with my child. I understand that GCPS Internet use is designed for educational purposes. However, I recognize it is impossible for GCPS to restrict access to all controversial materials, and I will not hold GCPS responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give GCPS permission to allow my child to access content using the Internet.


_____  _____

Student Signature                                      Date


_____  _____

Parent Signature                                       Date