

FILE: IFBDA, MBA-A

I-4 MEDIA CENTER AND CLASSROOM MATERIALS

The Piedmont City Board of Education authorizes the Superintendent to establish procedures, criteria, and guidelines for the selection and reconsideration of Media Center and classroom materials to be used by students in the Piedmont City Schools.

I. SCHOOL LIBRARIES/MEDIA CENTERS

The Board believes that the school library/media center is a fundamental part of the educational process. The availability of many materials in a variety of formats presents to students and teachers the possibility of selecting the media best suited for individual need and mode of learning.

Each school in the System shall maintain a school library/media center under the direction of a state certified librarian/media specialist, where students and staff members may be exposed to a variety of books, periodicals, and references in printed form as well as variety of other materials, such as filmstrips, audio tapes, recordings, pictures, etc.

II. SELECTION OF MEDIA CENTER MATERIALS

A. Mission of the School Library program

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished:

1. By providing intellectual and physical access to materials and information in all formats.
2. By providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.
3. By working with other educators to design learning strategies to meet the needs of individual students.

B. State of Responsibility

The Piedmont City Board of Education serves as the governing body for the Piedmont City Schools. As such this body is ultimately responsible legally for the selection of materials placed in the school's library media centers and classrooms. While selection of materials for use in the library media centers and classrooms 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 and classrooms rests with the certified library media personnel.

The selection process should provide for the consideration of requests from students, teachers, administrators, and the community. Selection of instructional

materials should be based primarily upon review and evaluation reviews found in professionally prepared selection aids, such as The Children's Catalog, The Elementary School Library Collection, Subject Index to Books for Intermediate Grades and other appropriate sources.

C. Criteria For Selection

In order to meet the education goals of the school, the needs of individual students, and to enhance the teaching styles of the staff, materials should:

1. Be relevant to today's world
2. Contribute to literary appreciation
3. Reflect artistic, historic, and/or literary qualities
4. Address problems, aspirations, attitudes, and ideals of a society
5. Contribute to the objectives of the instructional program
6. Be appropriate to the level of the users
7. Be accurate, authoritative, and up-to-date, if factual material
8. Represent differing viewpoints on controversial subjects
9. Provide a stimulus to creativity
10. Be readable and visually well-balanced
11. Be of acceptable technical quality, e.g. clear narration and sound, synchronized picture/sound

D. Collection Development

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. The collection of the library media center will be continuously evaluated. Material that for any reason no longer meets the evaluative criteria or the needs of the school and its curriculum will be withdrawn from the collection. In addition, materials which are outdated, unused, or worn beyond usage will be withdrawn from the collection.

E. Gifts and Memorials

Gift materials added to the collections of the library media centers must meet the same criteria as the materials selected for purchase. 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 specialists. All donations become the property of the school. The selection of materials for memorial gifts should be made by the library media specialists. However, if the individual or group would prefer a list of materials for their selection, such a list will be provided.

III. COPYRIGHT

All students and faculty are required to honor copyright and fair use laws. The use of copyrighted material in the production of educational multimedia works is acceptable using the guidelines outlined in each school's Policies and Procedures manual.

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IV. RECONSIDERATION OF LIBRARY AND CLASSROOM MATERIALS

The Piedmont City Board of Education understands and accepts the fact that it has the final responsibility for the selection of materials to be used in the system's libraries/media centers as well as classrooms. The Board delegates the selection of such materials to its Superintendent, principals, library/media specialists, and teachers. The Board encourages the involvement of the professional staff, parents, students, and community in the selection process.

The Board also confirms that each student and teacher have the right to intellectual freedom and subscribes to the principles of the American Library Association Library Bill of Rights. Following is an outline for the use of those in the community who wish to ask that the school reconsider its selection of material either in the library/media center or classroom:

A. Request for Reconsideration

1. Anyone in the community may object to the material in the Piedmont City Schools library media center programs. All concerns made to staff members should be reported to the school principal immediately. The reconsideration process shall cease if, during an informal discussion between the staff member and the concerned community member, the community member decides not to pursue the matter.
2. The principal shall talk informally with the person voicing the concern if the matter could not be resolved during the earlier conversation with the staff member. The principal shall explain the school's selection process, reconsideration procedure, philosophy and goals of the system and library media center, adherence to the American Library Association Library Bill of Rights, and compliance with copyright laws. The principal may delegate this responsibility to the library media specialist.
3. If the decision is made to pursue the issue, the interested party shall reduce to writing their particular objection and submit the written complaint to the school principal before consideration is given to the objection. If the form is not received by the principal within two (2) weeks, the request for reconsideration shall be considered closed. Copies of the completed form will be kept on file in the offices of the principal and library media specialist.

B. Procedure for Reconsideration of Material

The material will remain in circulation during the reconsideration process.

The Review Committee, appointed by the principal, consisting of teachers, parents, library media specialists, one administrator, and students, if deemed

appropriate, shall review the challenged materials in a timely manner. The library media specialist shall chair the committee.

The person filing the reconsideration may speak to the committee if he/she desires but will not be involved in the decision-making.

Committee members shall accept this responsibility with the understanding that each member will read/view the material in question in its entirety and judge it on its overall value and strength to the curriculum.

The Review Committee shall meet to discuss the material. The committee chair shall prepare a report on the committee's decision.

The committee shall base its decision on the entire work.

The committee's final decision shall be one of the following:

1. The material will remain on the shelves;
2. The material will be restricted; students must have parental permission to use and parents must provide written permission to use the controversial material;
3. Remove the material.

Committee members shall vote by secret ballot.

The committee chair shall notify the person filing the reconsideration by letter of the committee's decision. A copy of the letter will be sent to the Superintendent.

1. The letter may include the reasons why the committee reached its decision.
2. The letter will include information of the appeal process.
3. The letter will be sent within five (5) working days of the decision being made.
4. Copies of the report and letter will be kept on file in the offices of the principal and library media specialist.

C. Process for Appeal

The Review Committee's decision may be appealed to the Superintendent. Once a decision has been made, the item will not be reviewed for three (3) years within the same school.

REF: Alabama Code 16-8-8, 16-11-23, 16-21-1 to -3, Board of Education, Island Tree School District v. Pico, 457 U.S. 853, 73 L. Ed. 2d 435 (1982)

Piedmont City Board of Education

Adopted: February 28, 1994 and November 27, 1995

Revised: March 10, 2015

FILE: GBUA; IFBG; JV

I-5 ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES

I. PURPOSE

The purpose of this policy is to provide guidance on the acceptable use of computers, networks, the Internet, electronic mail, and related telecommunications equipment in the Piedmont City School system. The Piedmont City School (hereafter referred to as "PCS") system has purchased technology resources to serve many Users of the community. The term User refers to person (i.e.: student, teacher, employee, parent, etc,) who uses the technology resources of the PCS, PCS has provided technology resources (i.e. computers, networks, the Internet electronic mail, software, etc) for the following purposes

1. To provide our students and faculty the resources to achieve program related goals and objectives,
2. To provide a communication link between PCS and the community, and
3. To perform functions related to conducting business by PCS.

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II. GENERAL

Technology resources are an important part of our school system, and may enhance the educational experience for our students and assist employees in performance of the day-to-day operations of the school system. Employees and students of PCS may be allowed to use the school system's electronic mail system. The use of computers, networks, the Internet and electronic mail is a privilege that is granted to users. Failure to use technology resources in an appropriate manner will subject users to appropriate disciplinary action. In addition to any disciplinary action, which may be imposed for violation of this policy, a user may also have their access to PCS technology resources suspended or revoked.

III. STUDENT ACCESS

It is the policy of PCS that students will be allowed to access the Internet or use electronic mail (if requested by a teacher) only after receiving the written approval of their parent or legal guardian. The Internet is a very powerful information tool that provides tremendous educational opportunities; however, it also can provide information that is considered inappropriate for a K-12 educational environment. While PCS requires students to adhere to the standards contained in this policy, parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, including the Internet. PCS supports and respects each family's right to decide whether or not to allow their child access to the Internet and electronic mail. Students and parents must agree to abide by this acceptable use policy before they will be allowed to access PCS technology resources. Failure to use PCS technology resources in an appropriate manner will subject the student to