

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.

Web Access

Mobile County Public Schools 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 staff member or submit the site for review.

Email

Mobile County Public Schools 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 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.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Mobile County Public Schools 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.

Mobile Devices Policy

Mobile County Public Schools 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 your care. Users should report any loss, damage, or

malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes 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 or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

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 also recognize that among the valuable content online is 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.

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) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

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

Mobile County Public Schools will not be responsible for damage or harm to persons, files, data, or hardware.

While Mobile County Public Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Mobile County Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents

Mobile County Public Schools Acceptable Use Policy 2012

- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I have read and understood this Acceptable Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

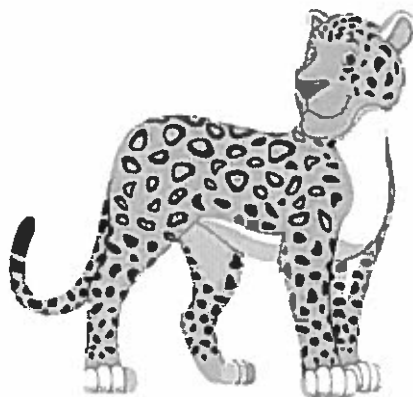
I have read and discussed this Acceptable Use Policy with my child:

(Parent Printed Name)

(Parent Signature)

(Date)

Just 4 Developmental Laboratory Library Media Handbook



Just 4 Jaguars

<http://just4.mcpss.com/>

MOBILE COUNTY PUBLIC SCHOOLS

Mission Statement

"The mission of the Mobile County Public School System is to graduate citizens who are literate, responsible and committed to learning over a lifetime."

Vision Statement

We envision a Mobile County Public School System where a variety of pathways to academic and career success are available for all students; where adults consistently work in a collaborative school culture to improve student learning; where all educators willingly accept responsibility for the academic success of each student; and where all students become independent life-long learners confident in their ability to succeed in a global society following high school graduation.

Just 4 Developmental Laboratory

Mission Statement

The mission of Just 4 Developmental Laboratory is to teach children to love learning and strive for lifelong success.

Vision Statement

The vision of Just 4 Developmental Laboratory is to foster a developmentally appropriate learning environment that establishes a solid foundation where all children reach their full potential.

Just 4 Developmental Library Media Program

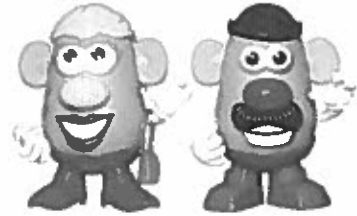
Mission Statement

The mission of the Just 4 Developmental Library Media Program is to promote literacy and the enjoyment of reading by providing a variety of books and materials for students, teachers, and parents.

Vision Statement

The vision of the Just 4 Developmental Library Media Program is to provide a developmentally appropriate program that nurtures the pre-k child.

Library Rules & Procedures

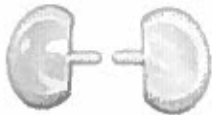


Looking Eyes

Mr. Potato Head Rules



Helping Hands



Listening Ears



Use Kind Words



Walking Feet

Equal Access Policy

Just 4 Developmental Laboratory Media Center promotes the principles of intellectual freedom within the school by providing resources and services that create and sustain an atmosphere of inquest. Just 4 Media Center supports free and open access to information as adopted in the American Library Association's Library Bill of Rights.

Just 4 Media Program requires flexible and equitable access to information, ideas and resources for students, parents, and teachers. Each pre-k class is scheduled for 30 minutes a week to hear stories and participate in activities which promote literacy developmentally, both verbally and nonverbally. Students check out a book which they keep in their classroom to read throughout the week. Students may come to the library after school with a parent to check books out to take home.

Circulation Policy

Patrons-Who May Check -Out?

All students may check-out materials from Just 4 Media Center. Once student's names are imported into a homeroom from INOW –they will be issued a library number and allowed to check-out library books with their parents.

Student teachers may check-out books and materials under the account of their cooperating teacher's name.

Check-out Procedures

Students

All students will select 1 book to check out during their regular library time with their class. These books will be kept in their classroom throughout the week for the class to read and are not to be taken home.

If the students wishes to check-out books, they must come to the library between the hours of 8:00 a.m.-8:30 a.m. or 2:50 p.m. to 3:15 p.m. with a parent. Students may check-out up to 5 books or materials out at a time. Students may NOT check out DVD's, filmstrips, or Big books. These may be kept for 1 week. Each item must be returned before the student is allowed to check-out another book. Parents must sign a responsibility form stating that they are responsible for all books that are lost or damaged. No late fees are charged.

Teachers

Teachers may check-out books any time classes are not in session. Teachers are allowed to check-out up to 25 items at a time and more when needed. Items may be kept for 30 days at a time except if needed by another teacher. (Same rules apply for all items.) Teachers are

responsible for any lost or damaged books. No late fees are charged.

Copyright Policy

The Library Media Specialist promotes ethical and responsible use of information and information technology. School policies and procedures are promoted and reflect the highest legal and ethical standards. The Library Media Specialist fosters such use by modeling appropriate behavior and helping educate the school community about school and district rules and guidelines. She acts as an advocate for respecting intellectual property as well as the guardian of the right to access information for learning by all members of the school community.

Internet/Computer Use

Support for the use of Internet and Computer resources within the mission and objectives of the school environment will be given both in the Media Center, the Computer Lab and in the classrooms. These types of resources provide unprecedented opportunities to expand the scope of information available to all users.

Employees

Computer and Internet access is provided for MCPSS business but minimal personal use is allowed. Employees will be provided a copy of the MCPSS acceptable use guidelines and sign a statement that they agree to terms. Students and employees violating the acceptable use guidelines may have their computer/Internet privileges revoked and be subject to discipline. Reference – Procedures: Internet Acceptable Use

CORE RULES FOR SAFE AND ACCEPTABLE USE OF THE INTERNET

The use of Internet resources accessed from any computer that is the property of the

school system or any computer connected to a local area network within any school system facility is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or punishment for such violations as prescribed in the Student Handbook and Code of Conduct.

Mobile County Public School System will utilize filtering software or other technologies to prevent students from accessing materials that are (1) obscene, (2) pornographic, or (3) harmful to minors. Schools will also monitor the online activities of students, through direct observation and/or technological means.

Unacceptable uses of the Internet and/or the World Wide Web include the following:

- Using the network to access or send pornography (both written and graphic), inflammatory material, profane or obscene material.
- Using the network to access or send any material not specifically related to the instructional lesson, objective, or assignment.
- Deliberate introduction of malevolent software or programming code, including viruses, worms, Trojan horses, malware, or spyware.
- Activities, including hacking, that interfere with or disrupt network users, services, or equipment.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Cyber-bullying or any harassing behavior which threatens the health and/or welfare of any person and is inappropriate for school, through any digital means.
- Lending passwords to other students and/or adults.
- Altering and forwarding personal communication without the author's prior

consent.

- Spoofing or otherwise attempting to send anonymous messages of any kind.
- Copying and/or distributing commercial software in violation of copyright laws.
- Using copyrighted materials in reports without permission.
- Using the network for sending and receiving a large number of personal messages.
- Any other use that is unacceptable or not in keeping with the mission or goals of the Mobile County Public School System.

All users should be aware that the inappropriate use of Internet information resources could be a violation of local, state, and federal laws.

Contract Regarding the Safe and Acceptable Use of the Internet

By signing the Parent or Guardian and Student Acknowledgment for the *Student Handbook and Code of Conduct*, which is found on the Student Enrollment Card, the parent/guardian agrees to the rules and regulations stated in the Internet Acceptable Use and Safety Policy. The parent or guardian of this student has read the terms and conditions for system Internet access privileges. The parent understands this access is for educational purposes and that the Mobile County Public School System has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet.

The parent/guardian also recognizes that it is impossible for the Mobile County Public School System to restrict access to all controversial materials. The parent will not hold the Mobile County Public School System or its employees responsible for materials acquired by their child over the school system network. The parent/guardian accepts that

inappropriate behavior may lead to penalties, including revoking of Internet access, disciplinary action, and/or legal action. The student agrees to abide by all rules that are listed in the Mobile County Public School System's Core Rules for Safe and Acceptable Use of the Internet. The student realizes that the primary purpose of the Mobile County Public School System's Internet connection is educational, and that as such, educational purposes shall take precedence overall others. The student realizes that the use of the Internet is a privilege, not a right.

LOCAL SCHOOL LIBRARY MEDIA ADVISORY COMMITTEE

A Library Media Advisory Committee is an essential component of the Library Media Center Program. This committee is an advisory committee in all aspects of the Library Media Program. The committee is headed by the Library Media Specialist and is comprised of the following members:

- Principal
- Library Media Specialist
- 2 Teachers
- 1 Auxiliary Teacher