

# Library & Computer Use Procedures

At Promontory School, it is our desire for all of our students to have a passion for reading. Being a "Great Thinker" student at Promontory comes with "Great Responsibility" regarding our library and computer use. Please read through our policy, sign and date the back, and return to the school office. Thank you for your cooperation.

## Library Use

1. All students have the opportunity to visit the library once a week and participate in a prepared, grade-specific program with their crew, including but not limited to: fiction and/or nonfiction read-alouds, library skills lessons, author studies, novel studies, and general informational discussions.
2. In addition to this weekly time, the library is open and available to all students during lunch periods and for 15 minutes after school ends. Students visiting the library after school should do so only if they have parental permission and are not causing a delay in carpools.
3. Each student is responsible for all material he/she checks out of the library. Books may not leave the library without being properly checked out through the library computer system by a member of the library staff.
4. Books are checked out for two-week periods, and late notices are emailed to parents every week. Books may be renewed up to three times, so long as another student has not placed a reservation on the book. To avoid late notices, students are encouraged to renew their books. Students do not need to have the book with them in order to renew it.
5. Students may NOT check out books under another student's name. Students may only check out books under a teacher's name if the teacher has provided written consent.
6. If a book is returned damaged and unrepairable, a replacement fee will be assessed to the student. Damage to books includes, but is not limited to: water damage; crayon, pen, or marker damage; broken binding or cover; and ripped pages.
7. If a book is lost, a replacement fee will be assessed to the student. This fee will be refunded to the student if the book is later found and returned to the library.
8. Students also have the option of purchasing a (new) replacement copy of a lost or damaged book and donating it to the library in lieu of fee payment.
9. If a book is overdue for 1 month, a replacement fee will be assessed AND the student's library privileges will be restricted until the fee is paid or the book is returned/replaced.
10. Library check-out privileges are as follows:
  - a. Kindergarten students may check out one book at a time.
  - b. First, second, third, and fourth grade students may check out two books at a time.
  - c. Fifth, sixth, seventh, and eighth grade students may check out three books at a time.
  - d. Teachers may check out as many books as needed.
11. If the school year ends and a book has not been returned, the book will be considered lost and a replacement fee will be assessed to the student. The student's library privileges will be restricted in the coming school year until the book is returned/replaced or the fee paid.



## Computer Use

Computers will be available to students at Promontory. Computer use also includes access to the internet. Our goal is to provide these services to students to promote "Great Thinkers" by facilitating resource sharing, innovation and communication. Students will be trained in appropriate online behavior, cyber bullying awareness and response, social networking sites, and chat rooms.

- 1) Student use of the computers must be in support of education and research and must be consistent with educational objectives of Promontory. Internet access at Promontory is filtered and monitored on an ongoing basis.
- 2) Personal contact information may not be shared on internet sites open to public access. This includes student's addresses, phone numbers and personal email addresses. Disclosing any personal contact information, whether their own or other students, is strictly prohibited.
- 3) Students may use school internet access only for teacher-directed educational activities and only when authorized and supervised.
- 4) Students who publish school related information on the internet must first inform a teacher, have appropriate permission, teacher supervision and approval by Promontory.
- 5) Students are strictly prohibited to:
  - Access or create files or materials without authorization
  - Bring in their own digital devices without approval or gain access to the school's WiFi system without prior approval
  - Modify, change or reconnect computers, network devices, laptops or other Information technology related equipment
  - Access or create offensive, profane, or pornographic files
  - Use internet games, MUDs (Multi-user domains), MMOs (Massively Multiplayer Online games), IRCs, Instant Messaging, Web Mail, or web chats
  - Plagiarize works or violate copyrights or trademarks
  - Attempt to bypass computer security, proxy sites, pay for surf sites, hacking tools or other unapproved software, malware, viruses, root kits, etc.
  - Have food or drinks near computers
- 6) There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.
- 7) Security is a high priority because of multiple users. Students are prohibited to use account or login information other than his/her own at any time. Each student is provided their own unique username and password for the computer systems. Any security concerns must be reported to the principal, teacher/supervisor or system administrator. 8) Vandalism

will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server, uploading or downloading or creation of computer viruses, any malicious attempt to harm or destroy the property. 9) The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. **Students who misuse and/or damage Promontory's computer equipment and systems will be responsible to pay the costs associated with repairs including system down-time, labor and**



**parts. Any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands.** The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.



# Library & Computer Use Agreement

I understand the rules of conduct as described in the **Library and Computer Use Procedures** (see page 19-20 of the New Student Registration Packet) for Promontory and that the rules of conduct apply anytime the library and computers are in use. I understand that violations of the above provisions will result in the loss of my library and computer privileges and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities.

I understand that if books have not been returned at the end of the year, the book will be considered lost and a replacement fee will be assessed to the student. The student's library privileges will be restricted in the coming year until the book is returned/ replaced or the fee paid.

I understand that any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands. Any computer down time and/or damage caused by me to computer equipment shall be my responsibility and I agree to pay the costs of associated repairs including labor and parts.

Misuse of the computers comes in many forms, but can be viewed as any messages, information or graphics sent or received that include or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the computers to my teacher or other school administrator.

Also, should I choose to "publish" on the Internet, I will work under the guidance of a supervising teacher.

I have read the **Library and Computer Use Procedures** and understand the terms and conditions. I hereby agree and comply with the above described conditions of acceptable use.

**Student Signature Parent Signature Date**