

PATTONVILLE SCHOOL DISTRICT

EPS Code: EGAAA

District Code: New

COPYRIGHT

The Board of Education recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes.

Under the "fair use" doctrine (17 United States Code, section 107), otherwise unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. A copyrighted material is a work in any tangible form including, but not limited to, print, non-print, or electronic material. If duplicating or changing a product is to fall within the bounds of fair use, the factors to be considered will include:

1. the purpose and character of use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and;
4. the effect of the use upon the potential market value for or value of the copyrighted work.

Further, there are specific exemptions in certain instances under the law for reproduction and distribution of copyrighted works by libraries (17 United States Code, section 110) and performance and display of copyrighted works in educational settings (17 United States Code, section 110).

Any employee who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the Assistant Superintendent for Curriculum/Instruction. The latter will also assist employees in obtaining proper authorization to copy or use protected material when such authorization is required.

The district cannot be responsible for any violations of the copyright law by its employees.

Legal References: Federal Copyright Law of 1976 (17 U.S. Code, section 101 et seq.)

Adopted: May 27, 1997

Reviewed: October 23, 2001

PATTONVILLE SCHOOL DISTRICT

EPS Code: EHD

District Code:

ELECTRONIC COMMUNICATION POLICY

I. General Information

The purpose of providing electronic communication systems, i.e. Internet, e-mail, and web publishing, is to advance and promote a world class public education for the students of Pattonville School District. It is intended to assist in the collaboration and exchange of information between our students, faculty, and the world.

II. Access to Electronic Communication

It is the district's intent, contingent upon available resources, to provide access to the Internet, e-mail and web publishing to:

- A. Students at Pattonville School District, kindergarten through grade 12.
- B. Educators who are working with Pattonville students, including teachers, support personnel, administrators, coordinators, and specialists.
- C. Community volunteers, such as the Board of Education, library and computer laboratory volunteers, as approved by Director of Technology.
- D. Educators and students from other educational institutions who are working in a limited partnership with the Pattonville School District for specific purposes as approved in writing by the Director of Technology.

Authorized users will be denied access to electronic communication upon separation from the district.

III. On-Line Conduct

Pattonville School District understands the importance of providing appropriate training for all staff, students, and community volunteers prior to their use of all electronic communication systems. Pattonville School District is committed to providing effective instruction that will result in responsible, effective utilization. Pattonville School District believes that the benefits to educators and students far exceed any disadvantages of access.

Pattonville School District, through strict, in-school supervision and clearly defined standards of usage, is working to foster responsible use of electronic communication. However, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Pattonville School District supports and respects each family's

right to prohibit their child's access to electronic communication at school. Form EHD-E is available for this purpose.

The use of the electronic communication at school is a privilege that may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to the following:

1. The placing of unlawful information on or through the computer system.
2. The intentional receipt of unlawful information on or through the computer system.
3. The use of obscene, vulgar, or other inappropriate language or images.
4. Violating copyright laws, i.e. using someone else's work for your own or downloading copyrighted software.
5. Vandalizing the data of another user.
6. Wastefully using finite resources, i.e. downloading excessive information or monopolizing resources.
7. Gaining unauthorized access to resources or entities.
8. Invading the privacy of individuals.
9. Using an account owned by another user.
10. Posting personal communications without the author's consent.
11. Posting anonymous messages.
12. Failure to monitor e-mail accounts
13. Forwarding "chain letters" or "broadcasting" inappropriate e-mail to lists or individuals.
14. Publishing inappropriate materials on district servers including materials that are unlawful, obscene, or vulgar.

Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change, or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

Violations of Electronic Communication Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violations of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Content Filtering and Monitoring

The district will monitor the on-line activities of all computers with Internet access, as required by law. The filter/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Evasion or disabling or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent or designee, or the district's technology administrator may disable the district's filter/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Safety Considerations

For safety considerations, students should maintain their anonymity when utilizing all forms of electronic communication. Students and teachers will adhere to the following safety guidelines:

1. Students' photographs which appear on district web pages will not be identified by their full name.
2. Student's e-mail accounts will be structured to assure anonymity.
3. Student's e-mail accounts are expressly for educational purposes i.e. establishing contact with other students, government officials, etc. under the guidance of a teacher.
4. Student e-mail system does not allow access to chat rooms.
5. Younger students will utilize e-mail through a teacher account to correspond with other students and appropriate adults.
6. Students will not divulge personal identifying information that could lead to personal contact through the Internet.

Adopted: 10/23/01

PATTONVILLE SCHOOL DISTRICT

EPS Code: EHD-E

District Code:

ELECTRONIC COMMUNICATION FORM FOR STUDENT ACCESS

(Please **print** the following information in ink)

Student Name _____

Parent Name _____

School _____

Grade Level _____

My son/daughter and I have discussed our family's decision regarding access to electronic communication such as the Internet, e-mail and web publishing.

My son/daughter should/should not have:

Access to the internet (Content filtered for safety) Yes___ No___

An educational e-mail account Yes___ No___

Personal information i.e. photo or student work published on a district-created web page. Yes___ No___

If you checked "No" above and wish further information please include a phone number below.

Parent Signature _____

Phone Number _____

Student Signature _____

Date _____

Please contact your building Principal or Director of Technology Services (213-8050), if you have any questions or concerns regarding allowing your son/daughter access to electronic communications.

PATTONVILLE SCHOOL DISTRICT

EPS Code: EHD-E

District Code:

ELECTRONIC COMMUNICATION FORM FOR STAFF/VOLUNTEER ACCESS

(Please print the following information)

Name _____

School _____

I have read the Pattonville School District's Electronic Communication policy EHD and agree to adhere to the standards of usage detailed within. Should the agreement be violated, as authorized user, I may lose all network privileges.

Signature _____

Date _____

PATTONVILLE SCHOOL DISTRICT

EPS Code: IB

District Code: New

ACADEMIC FREEDOM

Academic freedom is the right and responsibility of educators and students to study, investigate, present, interpret, and discuss all facts and ideas relevant to the subject matter of the classroom and appropriate to the maturity and intellectual and emotional capacities of the students.

It is the intention of the school district to preserve and clarify the academic rights and responsibilities of the district's teachers, within the scope of the curriculum, and to strive toward the free exchange of ideas in the classroom. To further the exchange of ideas, the teacher may employ subject matter appropriate to the level of the learner, in keeping with the mores of the community, and may use teaching methods and teaching aids deemed appropriate in conduct of the class.

Educators and students are allowed access to library materials without unnecessary or artificial barriers.

Academic freedom is not to be interpreted as presenting ideologies or philosophy which is contradictory or diametrically opposed to the mores and values of the community, as interpreted by the Board of Education.

Adopted: June 30, 1981

Revised: March 18, 2003

LIBRARY MATERIALS SELECTION AND ADOPTION

It is the responsibility and aim of the Board to provide library and reference materials, such as books, audio and video recordings, magazines, etc., to meet or supplement the needs, interests and goals of the students and teachers in the school district.

All types of materials for school libraries will be recommended for purchase by the professional personnel of the libraries and approved by the superintendent, or designee. Consultation will take place with the administration, faculty, students, or parents, as found desirable or necessary.

In maintaining and augmenting school library collections, personnel responsible for selection of materials will strive:

1. To meet the needs of the individual school, based on knowledge of the curriculum and the stated needs of administrators and teachers
2. To meet the needs of individual students, according to both the stated needs of students and general understanding of children's interests
3. To provide materials of high artistic and literary quality
4. To provide a balanced collection, with a fair proportion of each type of material selected, to meet the needs of the curriculum, the students, and professional staff at all levels.
5. To provide a wide range of materials with diversity of appeal and differing points of view.

In order to maintain a current and highly-usable collection of materials, media specialists will provide for continuing renewal of the collection, not only by addition of up-to-date materials, but by the judicious elimination of materials which no longer meet the needs of students or faculty.

The district will strive to meet the Standards for Missouri School Library Media Centers as prescribed by the Missouri Department of Elementary and Secondary Education. Library records will not be released or disclosed except as required by law.

Gifts to the library may be accepted with the understanding that they will be used only if they measure up to the same standards applied in purchasing materials.

Approved: June 30, 1981
Revised: February 10, 1998
Revised: February 26, 2002

**LIBRARY MATERIALS SELECTION/ADOPTION
PROCEDURES**

The Board of Education shall hold library media coordinator and library staff responsible for the selection of all media materials. The selection of materials should rest with the professional staff and be consistent with the criteria for selection.

1. The needs of teachers and administrators in relation to the curriculum is very important. Since these trained persons are cognizant of the curriculum in the schools in which they work, any changes that are anticipated in offerings are discussed well in advance so that materials shall be ready when needed.
2. Needs of the students should be of equal importance, based upon knowledge of children and youth: reading level, interest level, authorship, bias, accuracy, literary value, style, balance, and format will be considered. It is imperative that students have all points of view concerning the issues of our times; both international, and local. It is the responsibility of librarians to select, without bias and prejudice, materials that will meet the needs of students.
3. Materials shall not be proscribed or removed from library shelves because of partisan or doctrinal disapproval. No materials shall be excluded because of race, nationality, political, or religious views of the writer.
4. Where possible, examination is the best method of selection; however, reputable, unbiased, professionally prepared selection aids should be consulted as guides. Reviews from the American Library Association, standard catalogs, learned journals in the fields of subject matter, signed reviews from newspapers, literary and educational periodicals, and other available sources may be used in the selection process.
5. Gifts of materials will be accepted only if the materials offered meet the criteria set forth for selection of materials in the Pattonville School District.

Adopted: February 23, 1982

Revised: February 26, 2002

"WEEDING" OF LIBRARY MATERIALS

"Weeding" is a continuous process by which materials no longer useful are removed from the media collection. The library media coordinator and library staff assume the responsibility for weeding the collection. However, teachers and other professional staff may recommend removal of materials judged no longer appropriate or useful

The following guidelines should be considered when discarding library materials. Materials should be removed when it is determined that:

1. Materials are soiled, worn or have significant disfigurement so as to destroy the value.
2. Materials contain information that is no longer accurate.
3. Materials do not fit the general purpose of the library.
4. Multiple copies of materials are no longer needed due to demand, and can be reduced to fewer copies.
5. Content of material neither adds to the information or appreciation of the user.
6. Materials no longer meet accreditation standards for public school districts in Missouri or Missouri School Library Media Center Standards.

Adopted: June 30, 1981
Revised: May 27, 1997
Revised: February 26, 2002

**"WEEDING" OF LIBRARY MATERIALS
PROCEDURE**

The following procedures are to be followed by the library media coordinator and library staff when disposing of library materials weeded in accordance with policy IIACA.

1. Each library media specialist or designee shall officially "withdraw," not "delete," materials from the district library management system.
2. Each material shall be stripped of its bar codes and stamped or marked on the inside of the front cover with the following:

DISCARD

Pattonville School District

Date: _____

3. Each material so stamped shall be stored at a central location and discarded periodically.

Exception: The only exception to discarding library materials shall be if a district teacher wishes to keep a particular item for use in their classroom. The library media specialist shall follow procedural steps 1 through 2 and present the material to the district teacher for use in their classroom.

Adopted: May 27, 1997

Reviewed: September 24, 2002

PATTONVILLE SCHOOL DISTRICT

EPS Code KH

District Code: New

PUBLIC GIFTS TO THE SCHOOLS

The superintendent is authorized to accept donations and gifts to the District, and others whom he may designate will be authorized to accept gifts for particular schools on behalf of the Board. The donor will be officially thanked in the Board's name, and all major donations or gifts will be reported to the Board and publicly announced.

In instances where the superintendent, or designee, doubts the appropriateness or usefulness of a proposed donation or gift, the item(s) may be declined, or the matter may be referred to the Board.

Adopted: June 30, 1981

Reviewed: February 11, 2003

PATTONVILLE SCHOOL DISTRICT

EPS Code: KL-R

District Code: B708.5, B711.4

PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL/LIBRARY MATERIALS

If a citizen of the district questions any material used in the instructional/library program, and after discussing it with the teacher/librarian, he/she is requested to file a complaint on form PSD 63, in duplicate, with the building principal.

Instructional materials: Review of the material, in terms of the citizen's specific objection, is made by a committee consisting of the teacher using the material, one other teacher in the department or grade level, a parent, the department head or coordinator and the principal. The parent will be selected by the principal from the building advisory committee. For grades 6-12, the review committee will include a student council representative.

Library materials: Review of the material, in terms of the citizen's specific objection, shall be made by a committee consisting of the librarian, a teacher, a parent, library coordinator and building principal. The parent will be selected by the principal from the building advisory committee. For grades 6-12, the review committee will include a student council representative.

The recommendation of the committee(s) is forwarded to the superintendent, or designee, when a solution is not reached at the school level.

The complainant will receive a written response from the superintendent, or designee, stating action to be taken on the instructional/library materials.

Adopted: February 23, 1982

Revised: March 19, 1984

Reviewed: October 23, 2001

CITIZEN'S REQUEST FOR RECONSIDERATION OF EDUCATIONAL MATERIAL

Title: _____

Author: _____

Producer or Publisher: _____

Date: _____

Request initiated by: _____

Telephone: _____ Address: _____

City: _____ Zip Code: _____

Complainant represents:

- himself/herself
- (name of organization) _____
- (identify other group) _____

If objection is to material other than printed material (books, textbooks, pamphlets. etc.), change wording of the following questions so that they apply:

1. To what in the material do you object? (Please be specific, cite pages, if applicable.) _____

2. What do you feel might be the result of the student's use of this material? _____

3. For what age group would you recommend this material? _____

4. Is there anything good about the material? _____

5. Did you examine or read the material in its entirety? _____
What parts did you view or read? _____

6. Are you aware of the judgment of this material by literary critics or subject area specialists? _____

7. What would you like your library staff or textbook committee to do about this material?

- do not assign/lend it to my child
- withdraw it from all readers/students as well as my child
- send it back to the staff selection committee for reevaluation

8. In its place what material would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Adopted: February 23, 1982

Reviewed: October 23, 2001

Administrative Procedures for answering questions and complaints from citizens regarding instructional materials

1. Classroom and Supplementary Material

a. If a citizen of the district questions any material, he is requested to file a complaint on the appropriate form (PSD-63), in duplicate.

b. Review of the material in terms of the citizen's specific objection is made by the departmental chairman, the teacher using the material and two other teachers in the department. Consultation is held between the building principal and the department chairman and their recommendation is forwarded to the assistant superintendent for curriculum and instruction for his approval or rejection.

2. Library Material

a. If a citizen of the district questions any material in the library, he is requested to file a complaint on the appropriate form (PSD-63), in duplicate, with the building principal.

b. Review of the material in terms of the citizen's specific objection is made by the librarian, a teacher, the principal and the director of library services. The recommendation of the above group is forwarded to the assistant superintendent for curriculum and instruction for his approval or rejection.

c. Patrons may appeal the decision of the assistant superintendent for curriculum and instruction by presenting their appeal in writing to the superintendent of schools.

d. Patrons may appeal the final administrative decision by presenting their appeal in writing to the Board of Education.

3. Disposition of Complaint

a. Complainant will receive written response from the assistant superintendent for curriculum and instruction stating action to be taken on the criticized instructional material.