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JOHN A. FERGUSON SENIOR HIGH SCHOOL INFORMATION CENTER POLICIES

PHILOSOPHY

The mission of the John A. Ferguson Sr. High School library/media program is to provide a comfortable, enjoyable, and inviting atmosphere in which students, staff, and the community will have access to, and become effective users of a variety of ideas and information. The Information Center will provide a wide range of resources that will allow users to explore, evaluate, and become critical evaluators of information so that they may become independent learners and successful participants in a global society.

ACCESS

The Information Center will be open during regular school hours and have a flexible schedule so that teachers and students can use the center at the time of need and inquiry through out the day. The teacher can schedule total classes, however, in order for this to be effective, prior planning with the media specialist must take place, either individually or at grade level/department meetings. In order to ensure maximum student learning and success rate, it is imperative that the teacher and the library media specialist work with the class in order to guide, review, and reinforce instruction. Small groups and individual students can be sent to the Information Center. Each student will require an individual pass and no more than 3 individuals may be sent at a time.

Students and parents will have access to computers and a variety of resources for recreational reading and research. In addition, teachers will have access to a teacher resource center, professional materials, and items that will reinforce and enhance the curriculum.

CIRCULATION PROCEDURES

Students, faculty, and parents are encouraged to use the Information Center and check out materials of interest and/or need. Books for students and parents are loaned for a period of two weeks. Periodicals are checked out on an overnight basis. Faculty can check out print and nonprint materials for a month and audiovisual equipment as needed or on a yearly basis. Loans can be extended in order to support curriculum purposes or as needed. Certain audiovisual equipment will have a loan period of no more than 4 consecutive days.

Students may check out up to five books for recreational and/or instructional needs. Students will use their ID cards as their library card. Parents may check out up to five books per child. Faculty may check out as many items as necessary in order to meet and support their curricular needs. Any needed materials that are not in the Information Center can be accessed through inter-library loans. Proper care and responsibility for the timely return of these items is important.

All materials should be returned on date due or as soon as possible after use. Overdue notices will be given to homeroom teachers who will then forward it to the students. Assistance and cooperation from the teachers will aid in the prompt return of books. Checking out additional materials may be restricted until students return overdue materials.

There will be a \$.05 late charge per school day for overdue materials. Damaged or lost books need to be paid for in a timely manner so that replacements can be purchased.

AUDIOVISUAL EQUIPMENT

A variety of audiovisual materials such as videos, filmstrips, CD's, and DVD's will be available at the Information Center. Parents and students may request nonprint materials for viewing in the Information Center. Teachers may check these out for a long-term period, depending on demand. Training in the use of these materials can be arranged with the media specialist.

Any equipment in need of repair should be promptly returned to the Information Center with a note specifying the problem. Any supplies needed (ex. transparencies, video tapes, audio tapes, computer disks) need to be requested from the office. Missing equipment must be reported to the media specialist immediately so that proper plant security forms can be completed.

INSTRUCTIONAL SERVICES

- **Information Literacy Skills**

Information skills will be taught in the Information Center in order to assist students in becoming independent lifelong learners and critical evaluators of a wide variety of information. The media specialist will assist teachers in helping students learn to access, evaluate, and use information. All classes will receive orientation at the beginning of the school year and the media specialist will provide for other reading/library activities. In order to extend and enhance classroom curriculum and activities, it is important that teachers plan with the media specialist. Planning for these activities can be done individually or as a department. The media specialist may attend department meetings for the purpose of collaborative program planning.

- **Reserve Collections**

Teachers and grade level/department chairpersons may place print and nonprint materials on reserve to supplement their classroom instruction and/or for long-term student projects. Advance notice of at least five days is necessary so that these resources can be prepared and reserved.

- **Inservice Workshops**

Training on the use and proper care of equipment, the production of instructional materials, and the use of computers, including the Internet, can be scheduled through the media specialist. The instructional staff can request workshops in areas of need or interest.

- **Production**

The Information Center offers the following production services that will enhance and/or reinforce instruction: laminating, poster production, videotaping, audio recording, transparencies, computer-based presentations, usage of the Ellison or Cricut machine, and bookbinding. If assistance is needed with any of the previously mentioned services, arrangements should be made through the Information Center.

- **Study Aids**

A typewriter and a photocopy machine for individual copies are available in the Information Center. School procedures for multiple copies should be followed. Students will need to purchase a Copy Card to use the copier. Computers and printers with a variety of software programs are available in the Information Center and in the computer lab.

- **Professional Library**

The Information Center houses an extensive and current collection of a variety of materials for your personal or professional needs. Staff members are encouraged to make suggestions for the purchase of materials for these areas.

COMPUTING POLICY

In order to meet the school's programmatic needs, a variety of computer software is available. The Information Center will house multi-media computers for students, parents, and teachers to use within the library. All persons requesting the use of software need to adhere to copyright laws. Students are allowed to use the Internet in conjunction with class assignments. Users of the Internet are held responsible for adhering to the provisions stated in the Acceptable Use Policy. A copy of said policy can be requested through the Information Center or can be accessed at:

<http://www.dadeschools.net/technology/Acceptable Use Policy.htm>

STUDENT AIDES AND VOLUNTEERS

Students will have an equal opportunity in becoming aides. Student aides who work before and after school need parental/guardian permission. Teachers sending student library aides on a regularly scheduled

basis will need to notify the media specialist of the dates and times so that productive activities can be arranged.

Parent volunteers are important to the media center and are encouraged to partake in the program. Volunteers and Information Center staff will plan a mutually convenient schedule so that meaningful activities or important duties can be arranged. The volunteers will be trained in various work-related areas of interest.

COPYRIGHT

The media center offers many videos and software programs that can supplement and/or reinforce curriculum. ITV and Teacher's Choice also offer many educational videos and programs.

The Information Center offers many resources and equipment to support, enhance, and supplement the curriculum. Items such as videos, computers, photocopying machines, VCR's, DVD players, and software are available for use. However, it is important and expected that the Fair Use and Copyright laws are followed. Video rentals from outside sources are discouraged and require administration approval.

ADVISORY COMMITTEE

To ensure that the library media program meets instructional needs, it is necessary to have an existing advisory committee. Said committee will meet once every grading period and will consist of the media specialist, teachers, parents, administration, and students. The purpose of the committee will be to review library media procedures, to assist and partake in the drafting of the Information Center budget, and to analyze the information needs of the media center users.

DISTRICT SERVICES

- ***Instructional Television Services***

Miami-Dade County Public Schools offers a variety of appropriate educational films and videos to help supplement, reinforce, and enrich classroom instruction. In order to ensure the availability of your requested material at the time of need, it is suggested that requests be done in advance. To access the video catalog, log on to <http://webmax.dadeschools.net>

Instructional Television programs are also offered through our district's WLRN ITV at <http://wlrnitv.dadeschools.net/>. If assistance is needed in requesting and scheduling these programs, arrangements should be made through the Information Center.

Additional instructional programs can be requested through Teacher's Choice. To order videos on line, log on to <http://wlrn.org/internetbooking>. The media specialist can assist and train you in requesting these educational programs. (Teacher's Choice telephone: 786-275-0800)

PROGRAM EVALUATION

In order to maintain and/or improve the Information Center's program in its goal to provide a variety of instructional and recreational materials, a needs assessment will be conducted yearly. The library advisory committee will meet every grading period to review and make suggestions. Completion of the forms by the users of the Information Center will be needed in the evaluation process so that the Information Center can continue to meet high standards and provide quality instruction and materials.

John A. Ferguson Senior High School

Honor Code

Academic Misconduct (Cheating)

Education is based on learning specific skills and forming lifelong work habits according to each student's unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Academic misconduct robs students of their opportunity to become competent.

Academic misconduct includes:

- ✎ copying, faxing, e-mailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- ✎ fabrication of data, citations, or other information.
- ✎ exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- ✎ using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- ✎ using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- ✎ sharing files in a computer-based class.
- ✎ giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so.
- ✎ unauthorized signing of another person's name to school related documents.
- ✎ intentional and unauthorized alteration of student, teacher, or library materials.
- ✎ accepting outside assistance on a project and claiming the work as solely your own.
- ✎ recycling a paper, assignment, project, etc. done previously or for another course.
- ✎ taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- ✎ working with one or more persons on an assignment that is supposed to be completed by a single individual.
- ✎ accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- ✎ using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.
- ✎ lying or misrepresenting facts either by altering or omitting the truth to gain academic advantage or lying to avoid taking a test, turning in an assignment, or accepting a consequence.

Plagiarism

Plagiarism is a specific sub-category of academic misconduct. Excellent written expression of well-formed ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of the student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his/her potential.

Plagiarism includes:

- ✎ taking someone else's work or portion of their work and submitting it as your own.
- ✎ submitting material written by someone else, all or in part, or rephrasing the ideas of another without giving the author's name or source.
- ✎ presenting the work of others as your own.
- ✎ submitting purchased papers as your own.
- ✎ submitting papers from the Internet written by someone else as your own.
- ✎ patchwriting: keeping the core ideas and/or framework of a sentence, paragraph, or entire paper and changing the words.
- ✎ supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

Alternatives to plagiarism and academic misconduct:

No student needs to plagiarize or engage in academic misconduct. John A. Ferguson Senior High provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize.

The following behaviors promote true student achievement:

1. Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life.
2. Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.

5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
6. Assignments should be considered individual unless the instructor states otherwise.
7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
8. Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
10. Know what constitutes cheating, including all the variations of plagiarism.

The role of parent/guardian support in their children's achievements and ethical development:

Parent/Guardian support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents/guardians in promoting true student achievement:

1. Teachers may be available for extra help after school. Resources are available for individual assistance. In addition, peer tutors are available when extra help is needed. Encourage their use.
2. Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.
3. Don't push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
4. If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified, the sooner steps can be taken to alleviate it.
5. If your child is involved in academic misconduct and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

Reporting Honor Code violations

In order to maintain the integrity of the Honor Code, faculty, staff, and students must not tolerate violations. Anyone who is aware of an infraction is obligated to report it. There are several reporting options available to students.

1. A student may approach the teacher of the class in which the violation allegedly occurred. Together they can determine if a violation occurred and if further action must be taken.

2. A student may approach a trusted faculty or staff member and notify them of the alleged violation. Together they can determine an appropriate course of action.
3. A student may choose to turn himself/herself in. If the student comes forward before action is initiated by another source, the penalty for the violation may be lessened.

Consequences of academic misconduct:

Be aware that cheating is often a joint undertaking. Cheating is always harmful to all parties involved. It sacrifices the integrity of the person who provides the materials and robs the copier of the opportunity to learn. When cheating is not an individual activity, all parties involved are equally guilty and will be subject to the same consequences. Intellectual honesty on the parts of all students is fundamental to their ethical development.

Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken.

First Offense:

- Conference with the student and parent/guardian
- Loss of all credit for the assignment. Student is required to re-do the assignment. It will be left to the teacher's discretion when and how to count the assignment.
- Loss of all credit for the test/quiz with no make-up permitted
- Placement on probation with a contract (in the class of the infraction) for the remainder of the class

Subsequent Offense(s):

- Conference with the student and parent/guardian
- Loss of all credit for the assignment/test/project with no make-up permitted
- Reduction of conduct grade to an "F" and effort grade to a "3" for the grading period
- Removal from all elected or appointed leadership positions for the remainder of the school year
- Referral to the assistant principal and notation made on student's record
- Possible suspension from school



Copyright Quick Reference

Dig Deeper

iSAFE America Inc.

5963 La Place Court Ste. 309 Carlsbad, CA 92008

Tel: (760) 603-7911

www.isafe.org

Copyright Basics

Copyright is the legal right granted to a creator of a work to the exclusive publication, production, sale or distribution of it. Copyright laws are based on the concept that someone who creates a tangible work deserves to be compensated for it, thus promoting new work and benefiting society as a whole. Therefore the laws are designed to protect the creator's right to compensation and to control how his or her work is used.

Unlike the term "intellectual property," which can refer to intangible items, items which are copyrighted must be tangible. Therefore an oral folktale isn't protected by copyright until its written down or recorded. In addition, for something to classify as copyrightable it must be inherently creative. To write down a fact is not copyrightable, but a clever collection of facts or work accumulating such facts might be copyrightable.

Thus nearly every original tangible item is copyrighted. Copyrights begin upon creation of a work in tangible form. That work does not have to be registered, or protected by a symbol (although copyright

lawyers recommend it).

Sometimes it is easier to look at what is not protected by copyright. The following is a list of items that are excluded according to the U.S. Copyright Office:

- Works that have not been fixed in a tangible form of expression.
- Titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents.
- Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices—as distinguished from a description, an explanation, or an illustration.
- Works consisting entirely of information that is common property and contains no original authorship, such as standard calendars, height and weight charts, tape measures and rulers, and lists or tables taken from public documents or other common sources.

***Note: Some of these items are

protected under other intellectual property regulations, such as patents.

In addition, items become available for use when they enter the public domain. However, not many items fall into this category as one might think. The U.S. Copyright Office defines public domain as:

- Works published before January 1, 1923.
- Works published between 1923 and 1978 that did not contain a valid copyright notice.
- Works published between 1923 and 1978 for which the copyright was not renewed.
- Works authored by employees of the federal government.
- Works that the copyright owner has freely granted to the public domain.

However, any item published after January 1, 1978, will not pass into the public domain until 95 years after publication. This is important to note since almost all new technology and online works will not be available to the public domain for many years.

What Is Fair Use?

Many teachers have heard the term "Fair Use" and take that to mean they can use items for educational purpose. In truth the "Fair Use" doctrine was created to allow the use of copyrighted works for criticism and commentary, parody, news reporting, research and scholarship, and classroom instruction.

However, the guiding idea behind Fair Use is that by using the work one is not diverting monetary income from the creator.

Four primary guidelines can be used to determine whether one is operating fairly under the Fair Use doctrine.

1. The purpose and character of the

intended use.

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.

4. The effect of the use upon the potential market for or value of the copyrighted work.

Preventing Plagiarism

In this day and age adults and students alike have easy access to research and information via the Internet. However, that easy access sometimes proves too tempting to simply cut and paste for reports and projects. To avoid plagiarism follow these simple tips:

- *Identify and evaluate sources of information as you gather them; always give credit where credit is due.*
- *All ideas, judgments, and inferences of others that are not your own must be attributed.*
- *Ask permission to use someone else's work; a polite request is often granted.*
- *Carelessness in failing to use quotation marks is no excuse, look up questions online at sites like www.mla.org.*
- *Learn the laws of copyright, fair use, and intellectual property.*
- *Realize that writing is supposed to be original thinking—that takes time and creativity.*
- *Cutting and pasting into papers is known as e-plagiarism, aka cheating!*

Any form of plagiarism is dishonest. It could harm your reputation or worse. Instead honor the original creator by citing them.

Technology, Copyright and Fair Use

Copyright codes and law were written before many new technologies ever came into existence. With the Internet, many resources are much more easily found and "used." However, the Internet is not in the public domain. In fact because the Internet is a global resource, The Berne Convention for the Protection of Literary and Artistic Works, an international treaty, was designed to protect copyrighted work found there. The basic premise of the treaty is that the country the work was created in is the one whose copyright code applies.

So how does one apply concepts

like Fair Use and copyright restrictions to multimedia resources? A good rule of thumb is to relate the resource to a print resource and follow those rules. Also remember, copyright law protects at least some aspect of the program code, structure, content, organization, and user interface of every computer software program unless it has been released into the public domain. Also freeware *is not* in the public domain.

Due to the advances in technology, groups have been attempting to come together to establish guidelines on Fair Use. In 1994

the Conference on Fair Use (CONFU) was established by the U.S. Department of Commerce in an attempt to clarify Fair Use concerning technology between interested parties. Despite spending over two years drafting guidelines in three areas: digital images, distance learning, and educational multimedia, the participants were unable to reach a consensus on them. Thus again, Fair Use law is being written through trial and error and court cases.

Copyright Quick Reference

This reference guide is only intended as a day to day reference and does not cover all aspects of the copyright law. For further clarification see your media specialist or call the media supervisor.

School Board Policy - School Board employees may reproduce copyrighted materials under the copyright provisions of the United States Code, Title XVII. Any reproduction of copyrighted materials shall be done either with the written permission of the copyright holder or within the bounds of the Congressional "Fair Use" guidelines; otherwise, the individual responsible for reproduction may be liable for breach of copyright under existing laws.

Willful infringement may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the Board paying any judgment rendered against the employee or paying any attorney's fees or costs incurred by the employee in conjunction with a lawsuit, and may render the employee liable to the Board for any damages the Board is deemed liable to pay. (See Board Policy 3.33)

Copyright Definition: Copyright is a property right granted to authors, the purpose of which is to advance the public welfare by promoting artistic and scientific progress.

Length of Time Protected:

Works copyrighted prior to 1978: 28 years annual renewal of 47 years. (This means in 2003 works copyrighted before 1928 are fair game.)

Works copyrighted in and after 1978: Life of the author plus 70 years. (If joint authors, life + 70 years of surviving author.)

Works Eligible for Protection: Any tangible medium of expression, now known or later developed, which can be perceived, reproduced, or otherwise communicated, either with the aid of a machine or device....

Author's Rights Protected:

Author has exclusive rights to do and authorize:

1. Reproduction of work
2. Prepare a derivative work based on copyrighted work
3. Distribution of the work by sale, transfer of ownership or by rental lease or lending
4. Performance of the work publicly
5. Display of the work publicly

Liability: \$ 750.00 to \$ 30,000 per infringement. If proven law broken by willful intent, statutory penalty may be raised to \$ 150,000; 500.00 to \$ 250,000 per infringement and/or 1-5 years imprisonment if found guilty of willfully infringing the law for private or commercial gain. Note: Court must waive statutory penalty of employee of a nonprofit educational institution or library where infringer can prove they believed they were operating under Fair Use interpretation. Does not eliminate possibility of a civil suit.

Photocopying:

Teacher/Classroom Use (one copy)

1. A chapter of a book
 2. An article from a periodical or newspaper
 3. A short story, short essay or short poem
 4. A chart, diagram, *cartoon or picture from a book, periodical or newspaper
- Copyrighted, syndicated cartoon characters are not permitted to be copied

Teacher/Classroom Photocopying: (Multiple Copies)

1. A complete poem if less than 250 words
 2. An excerpt from a longer poem, not to exceed 250 words
 3. A complete article, story or essay of less than 2500 words
 4. Excerpt from a larger article, story or essay not to exceed 1,000 words or 10% of the whole, whichever is less
 5. One chart, graph, diagram, *cartoon or picture per book or periodical issue
 6. Special works containing prose, poetry and illustrations, but limited to no more than 10% of the total
- Copyrighted, syndicated cartoon characters are not permitted to be copied

Limits to Preceding

Photocopying: 1. Copying is made for one course only

2. One work from a single author
3. No more than 3 authors from a collective work
4. No more than 9 instances of multiple copying in one term
5. Copying does not replace or substitute for anthologies
6. Same item not reproduced term to term
7. No charge made to students beyond actual photocopy cost
8. Copying of "consumable" works is absolutely prohibited.

Photocopying of Out-of-Print Material: Out of print is not necessarily out of copyright. If copyright is still in effect, you must request permission.

Off-Air Videotaping for Classroom Use:

1. Privilege only for nonprofit educational institutions
2. Programs taped must be used directly for instruction and not for entertainment
3. Programs may only be taped from open-air broadcast stations for which no payment is made to receive programs
4. Program taped may be kept 45 calendar days after taping, then must be erased
5. During 45 day period, may only be used with students during first 10 consecutive school days
6. Recordings may only be made at the request of teachers
7. No broadcast program may be recorded off-air more than once for the same teacher, no matter how many times broadcast
8. Limited number of copies may be made to service all teachers requesting use, but all governed by same 10 day use, 45 day erasure period
9. Program must be recorded in its entirety and may not be altered (edited)

Taping From Satellite or Cable for Classroom Use:

1. Requires permission of the copyright holder
2. Payment of appropriate fees for satellite broadcasts

3. Permissible when copyright holder offers rights without requesting (Ex. Cable in the Classroom programming; C-Span; special satellite broadcasts)
4. May tape programs from cable that may also be received on local, open air broadcast stations (Same channel you can receive with "rabbit ears" is carried on cable.)

Utilizing Videotapes With The Home Use Only Warning Label: Alachua County Media Services has purchased a public performance license for movies from the following vendors; Walt Disney, Warner Bros., Dreamworks, MGM, Hollywood Pictures, Paramount Pictures, United Artists, Columbia Pictures, TriStar Pictures, Universal Pictures, Miramax Films and Touchstone Pictures. Videos from these vendors may be shown in classrooms or on closed circuit with no restrictions. Schools, of course, should preview all films and set up guidelines as to appropriateness of all videos shown. Caution should be shown in airing anything other than G rated films.*Films from producers other than the ones listed above must follow the limitations below.

***Using videos from vendors not licensed with Home Use Statement (See above)**

1. Purchased videos may be used for direct instruction only and may not be used for entertainment
2. Rental videos may be used for direct instruction only and may not be used for entertainment. However, if a school or individual signs a membership form or rental agreement limiting the use of the videos to "Home Use Only", this constitutes a contract and the video would not be able to be used in the classroom
3. Libraries may acquire and loan videos
4. Libraries wishing to make videos available for public viewing in the library would need to obtain public performance rights

***Using Videos On Closed Circuit Systems:** It would be permissible to show the following types of video programs on a CCTV system within a single institution. All programs may only be used for direct instruction, not entertainment.

1. Videos purchased by the educational institution with closed circuit rights
2. Videos for which the copyright holder has granted closed circuit use rights :(Ex. Cable In The Classroom Programming)
3. Videos produced by the institution and not containing copyrighted material (unless permission has been obtained)
4. Simultaneous transmission of live broadcasts
5. In general, most instructional programs purchased from instructional production companies. However, some may charge for closed circuit rights or may permit CCTV use (read literature carefully)
6. In general, most programs provided by state departments of education, higher education governing boards or state library systems. (Check to verify)

The following programs remain questionable as to whether they may be used on closed circuit systems: (Current legal interpretations lean more toward the not permissible side)

1. Programs taped off-air under the 10 day use, 45 day erasure guidelines
2. Purchased or rental videos with the "Home Use Only" label

Making Copies of Computer Software:

By law, the legitimate owner of a legitimate copy of the software may:

1. make a copy or adaptation of the program in order to be able to use the program with the machine
2. make a copy for archival (preservation) purposes (cannot be used as another working copy)

Copying from CD ROM Sources:

In general, may copy information from CD-ROM periodicals, encyclopedias and other printed works, applying the photocopying guidelines

Copying from the Internet:

Unless otherwise stated, one should assume that all materials on the Internet, including web sites, are copyrighted and that existing copyright guidelines apply. When in doubt, permission should be secured from the copyright holder.

Using Copyrighted Material in Multi-Media Productions

User Limitations:

1. Students may create, perform and display multimedia productions, for educational uses, only in the course for which it was created and may retain for portfolio use
2. Educators may create, perform and display multimedia productions for educational uses, for the purposes of face to-face instruction, assigning students to self-study, for remote instruction to students, at peer conferences and may retain for their professional portfolio

Time Limitations:

1. Students may only use their productions for and during the course for which it was prepared. However, they may retain, indefinitely, for their personal portfolio.
2. Educators may use their productions up to two years after the first instructional use with a class. It may be retained indefinitely for portfolio use

Portion Limitations Motion Media:

1. May take up to 10% or 3 minutes, whichever is less, in the aggregate, of a copyrighted motion media work

Portion Limitations Text Material:

1. May take up to 10% or 1,000 words, whichever is less, in the aggregate, from a copyrighted work consisting of text material
2. May use an entire poem of 250 words or less; no more than three poems from one poet or five poems from different poets from an anthology
3. Poems longer than 250 words, may use 250 words, but no more than 3 excerpts by a poet, or 5 excerpts from different poets from a single anthology

Portion Limitations Music, Lyrics, Music Video:

1. May use up to 10% or a maximum of 30 seconds of the music and lyrics from an individual musical work (or in the aggregate of extracts from an individual work)
2. Any alterations to a musical work shall not change the basic melody or the fundamental character of the work

Portion Limitations Illustrations & Photographs:

1. When using photographs or illustrations from a published collective work, not more than 10% or 15 images, whichever is less, may be used
2. No more than 5 images by an artist or photographer may be used

Portion Limitations Numerical Data Sets:

1. May take up to 10% or 2500 fields, whichever is less, from a copyrighted database or data table

Copy Limits:

1. Educators may make two use copies of the work they produced, only one of which may be placed on reserve.
2. One additional, preservation copy may be made which may be used to generate replacement copies in the event a use copy is lost, stolen or damaged.

Using Copyrighted Materials In Distance Learning; In general, this requires prior permission from the copyright holder(s) in order to convert from one format to another and to transmit such materials, with exception of the following, TEACH Act privileges.

TEACH Act and Distance Learning- Provides educators and government employees limited privileges in using copyrighted materials, without requiring prior permission.

Activities Permitted:

1. Analog or digital transmissions
2. Delivery of "mediated instruction" within a finite amount of time, comparable to teaching a specific class session.,
3. The performance of any form of copyrighted work, but only in "reasonable and limited portions.
4. Displays of copyrighted works comparable to that used in a regular class session, i.e. pictures, photo graphs, charts, diagrams, sculpture.
5. Temporary transmission copies of the copyrighted works may be made. Also permits the conversion of "portions" of works from analog to digital, solely for the purpose of the transmission.

Activities Which are Restricted/Not Permitted:

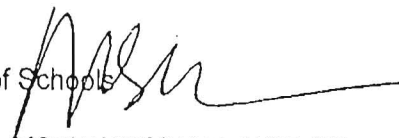
1. Converting complete works from analog to digital.
2. Converting videotapes or other analog sources to digital format for the purpose of video streaming or to set up on demand video servers, when the purpose and use of the materials would extend beyond the time of a normal, class period or session.
3. Transmission restricted to students/government employees enrolled in course.
4. All performances and displays must be at the direction or under direct supervision of the teacher/instructor.
5. Copyrighted material transmitted must be an integral part of the class session and not supplemental or an enhancement.
6. Copyrighted works marketed for use specifically in distance learning may not be used under the TEACH Act. Use would be governed by contract or license agreement.
7. Performance and displays may only be made from copies lawfully made or acquired.

Copyright Office Address Telephone Numbers and Web Site:

1. Copyright Office, Library of Congress, Washington, DC, 20559-6000
2. To speak to an information specialist, M-F. 8:30-5:00, call 202-707-3000 (They do not interpret the law)
3. To request publications or applications forms, 24hrs/day, call 202-707-9100
4. Web site: <http://lcweb.loc.gov/copyright/>

Taken from Copyright: A Guide to information and Resources, 3rd Edition @2003 Gary H. Becker

TO: All Principals

FROM: Merrett R. Stierheim, Superintendent of Schools 

SUBJECT: ADMINISTRATIVE DIRECTIVE: THE INSTRUCTIONAL USE OF
VIDEORECORDINGS IN MIAMI-DADE COUNTY PUBLIC SCHOOLS

Miami-Dade County Public Schools (M-DCPS) encourages and supports the use of a wide variety of instructional materials to engage students in teaching and learning. It is important, however, that instructional staff selects materials that are age appropriate, related to classroom instruction or to staff development programs, and used in a manner that is consistent with Federal Copyright Law. Videorecordings can be an appropriate source of information to expand classroom lessons when properly utilized. It is the principal's responsibility to inform staff and to enforce the instructional use of videorecordings in the school setting.

Teachers or administrators who are seeking video materials to be used in classroom instruction or staff development programs should first seek those materials from their school library media center. Most library media centers have developed videorecording collections to support an individual school's curricular needs, and all library media specialists can provide information concerning the extensive collection of videorecordings from the M-DCPS Film and Video Library, WLRN-TV, Channel 17, Teacher's Choice, or from programs broadcast by public or commercial television stations.

The only videorecordings authorized for use in M-DCPS are those obtained from these sources, and used under the following conditions:

- Video materials that have a specific and direct relationship to the content under the goals of classroom instruction;
- Videorecordings obtained from the M-DCPS Film and Video Library;
- Videorecordings purchased specifically for use in classroom instruction by individual schools and circulated from school library media centers;
- Videorecordings viewed on, or copied from broadcasts on WLRN-TV, Channel 17 or Teacher's Choice. These programs can be scheduled for broadcast at a time appropriate for classroom use, or they may be recorded, shown within a ten-day period, and then erased;
- Original videorecordings produced by teachers or students that do not make more than a minimal use of copyrighted visuals or music;

- Videorecordings obtained from rental sources only if used in direct teaching. The use of ~~a rental videorecording as a reward, or for any purpose not related specifically to course objectives and content,~~ is both inappropriate and a violation of copyright law which could subject those using, or permitting the use of the rental videorecording, to both criminal and civil penalties. Any use of a rental videorecording other than the use specifically authorized is prohibited; and
- Commercial or public television programs broadcast for use by the general public without charge which are recorded off-air and meet the "Guidelines for Videorecording of Broadcast Programming for Educational Purposes."

Principals should be aware that the Federal Copyright Law has specific guidelines concerning nonprofit educational institutions use of off-air videorecordings or commercially-produced videorecording rentals. Therefore, it is essential that everyone involved in curriculum be familiar with the appropriate use of videorecordings and that they are used in a manner that is consistent with Federal Copyright Law. These guidelines are available from your library media specialist in the *Library Media Services Policies and Procedures Manual*.

If you have questions or need additional information, please contact Dr. Nancy L. Teger, Instructional Supervisor, Library Media Services, at 305 995-2283.

MRS:nt
(M)1323

cc: School Board Members
Superintendent's List B
Ms. Christine Master
Dr. Nancy L. Teger
Library Media Specialists
UTD Stewards

TEACHER'S CHOICE

- Teacher's Choice is an automated, video-on-demand service that allows teachers to select and schedule programs that can be televised directly into their classrooms.
- Programs can play instantaneously, or they can be scheduled up to 14 days in advance, for play at a later date and time.
- A daily menu listing of pre-ordered titles is shown on the assigned channel between scheduled broadcasts. The school site ITV channels available for viewing are: 25, 27, 28, 31, 32, 34, 35, 36, 37 and 38.
- Menu of Titles are continuously listed on school channels 39 and 41.

TO ORDER VIDEOS ON LINE

- Teachers can use the automated system anytime and any where, even from home, by logging on to wlrn.org/internetbooking.
- Your **M-DCPS employee Number** is your login ID number.
- To search for a video title, select any of the following listings: category, alphabetic or numerical.
- Videos can be scheduled to play immediately, or they can be scheduled to play at a later time.
- Under the Event List you can see a list of videos that you selected or you can also view a list of all the scheduled videos for a given date.

HOW TO REACH WLRN ITV SERVICES

wlrnitv.dadeschools.net
7003 S.W. 4th St. • Miami, FL 33144
Phone: 786.275.0800 • Fax: 786.275.0838
wlrnitv@wlrn.org



Instructional Television Services
Division of Media Programs



Miami-Dade County Public Schools
giving our students the world

WLARN's Instructional Television Services department (ITV) provides instructional programming services and support to the students, teachers and staff of Miami-Dade County Public Schools through the Video & Film Library, Teacher's Choice (a Video-On-Demand service), and Distance Learning Services (Professional Development & Training). There are twenty channels of ITFS (Instructional Television Fixed Service) providing students and teachers with a host of video choices such as the NASA Channel, The Florida Knowledge Network, and The Weather Channel.

VIDEO & FILM LIBRARY

- The Video & Film Library is the district office that purchases, catalogs, and makes available for loan videos that support all phases of educational instruction throughout Miami-Dade County Public Schools (M-DCPS).
- It is a branch of M-DCPS' Division of Media Programs (WLRN).
- The library offers over 7,000 video titles that support the full spectrum of instruction from pre-kindergarten through adult education.
- Borrowing privileges are extended at no charge to all M-DCPS administrators, teachers and staff.

ACCESSING THE VIDEO LIBRARY COLLECTION

- A state of the art, user-friendly online catalog and booking system for the Video & Film Library is available by logging on to webmax.dadeschools.net.
- At the **User Number Field** enter your **M-DCPS employee number**. Password is the word **media**.
- Program titles correlate to the Sunshine State Standards and include access to topical website and teacher guide links.

EASY AND CONVENIENT

- Daily delivery of videos with prompt attention to any special needs or requests.
- The collection is relevant to the current curriculum and is continually updated.
- Give us your feedback. Video evaluation forms go out with each order.
- Send orders to us by fax: 786.275.0838, school mail: (AV-1), or online at webmax.dadeschools.net.

DISTANCE LEARNING SERVICES (DLS)




- **DLS** provides on-line professional development for educators in Mathematics, Reading and Language Arts, Science and Instructional Technology in partnership with PBS TeacherLine. These on-line professional development opportunities are available to teachers statewide. For information, go to: floridateacherline.org
- The format for PBS TeacherLine courses: 6 weeks online, easy to navigate online format, facilitator-guided instruction, discussion groups and a final product. Local facilitators are trained by national PBS TeacherLine master teachers. The courses are produced by PBS TeacherLine with a grant from the US Department of Education.
- **DLS**, in partnership with M-DCPS' Department of Professional Development, provides professional development opportunities for Miami-Dade teachers for in-service credits.
- **DLS** coordinates educational and informational closed circuit broadcasts through the Instructional Television Fixed Service (ITFS) Channels to M-DCPS school sites. Program sources include the US Department of Education (USDOE), the Florida Department of Education (FDOE), Annenberg/CPB and other educational institutions and agencies.

To learn more about Distance Learning Services, contact Mary Kemp at 786.275.0803 or mkemp@wlrn.org

John A. Ferguson Senior High School
Library/Media Center
Video Usage Request Form - CCTV Distribution Center

Please adhere to school district memo on videos and copyright laws.

YOU MUST:

-  Complete the form
-  Schedule a date and time on the monthly video calendar
-  Place completed form in the designated binder

Teacher's Name: _____ Today's Date: _____

Department: _____ Grade: _____

Title of video: _____

Approximate running time: _____

Please check one of the following: _____ from the Ferguson video collection _____ Other ***

Movie rating: _____

(Please have parents return a release form if movie is "R" rated. File the signed forms.)

CBC Objective (required):

Requested viewing date: _____

Requested viewing time: _____

Department Chairperson signature: _____

*** Note: You will need administrative approval, regardless of rating, for playing the video if the selected movie is not part of the school's library collection.

.....
(Do not write below this line - for administration only)

Approval by administrator: _____ Date: _____

Disapproval by administrator: _____ Date: _____



John A. Ferguson Senior High School
Parent/Guardian Form

Date: _____

Dear Parent/Guardian:

I would like to inform you that I will be using an "R" rated video in my class. The content of the video, _____, contains information relevant to my curriculum. If you feel that this film is not appropriate for your child an alternate assignment will be given. Please sign below to indicate your permission or request for an alternate assignment. Thank you for your cooperation and involvement in your child's education.

Sincerely,



Parent/Guardian, please check one of the selections below and return to your child's teacher by _____.

_____ I give permission for my son/daughter to view the movie named above.

_____ I do not give permission to my child to view the movie. I am requesting an alternate assignment be given.

Parent Name: _____

Parent Signature: _____

Student Name: _____

Setting up classes in FCAT Explorer

1. Go to <http://www.fcatexplorer.com/>
2. Enter your sign-in name and your password. (See Ms. Lissette Alvarez for your sign-in name and password)
3. Click "Sign-in"
4. Read the notice and click "I agree"
5. Select the "Class Roll Options" button
6. Select a program from the drop down menu that you would like your students to work on. (Ex. "Math Timeline" or "Reading Timeline". You may select programs for lower grades)
7. Enter a name for that class or period. (Ex. Algebra Honors 1 or Reading Gifted period 3)
8. Click "Save"
9. Use the "Student Directory Search" section located at section 2 to add students to the class you have just created.
10. Select "Print" from the left menu field to print a copy of your class roll. You will need to give each student their username and password.

Students may now begin using FCAT Explorer from school, home, or anywhere they have a computer with Internet access. They will need their username and password to sign in. They will then select the program you enrolled them in (ex. Math Timeline or Interactive Library). Students may work on their FCAT Explorer programs independently and you may monitor their progress using the "Run Reports" option.

You may assign FCAT Explorer for homework and send messages to individual students and/or the entire class.

Class Sets in the Information Center

Title	Author	# of books in set	
Digital Fortress	Dan Brown	30	
A Long Way Home: Memoirs of a Boy Soldier	Ishmael Beah	30	
A Child Called "It"	David Pelzer	35	
It's Not About the Bike	Lance Armstrong	10	
19 Minutes	Jodi Picoult	30	
Prey	Michael Crichton	30	
City of the Beasts	Isabel Allende	12	
Twilight	Stephanie Meyer	10	
Go Ask Alice	Anonymous	10	
Ender's Game	Orson Scott Card	10	
Monster	Walter Dean Myers	25	
Fallen Angel	Walter Dean Myers	10	
Notebook	Nicholas Sparks	10	

John A. Ferguson Senior High School Needs Assessment Form

Name: _____

Department: _____

Catalog: _____

Date: _____

Please list the library/media resources you will like to have available for your department. Return form to Ms. Lissette Alvarez.

(Format: print, DVD, CD, VHS, audio tape, software, etc)

Grade	Title	Page #	Author	Publisher	Price	ISBN	Format	Ordered

INTERLIBRARY LOAN REQUEST

Date of request: _____

Name of borrowing library: **John A. Ferguson Senior High**

Address: **15900 S.W. 56 St.**

Miami, Florida 33185

Media Specialist: **Lissette Alvarez**

Work Location #: **7121** Tel. #: **(305) 408-2700** ext. **2037**

Fax #: **(305) 408-7781**

Patron requesting item: _____

ID # _____ Room: _____

ITEM REQUESTED

Title of item: _____

Author: _____

Call #: _____ Format: _____

Name of lending library: _____

Address: _____

Media Specialist: _____

Work Location #: _____ Tel. #: _____ Fax #: _____

If this title is not available, please forward this request to the next school on the

chain:

1) School: _____ Location #: _____

2) School: _____ Location #: _____

3) School: _____ Location #: _____

Date item received at borrowing library: _____

Date item mailed back to loaner: _____

Teacher: _____

Date: _____

Period: _____

Men's Restroom

Women's Restroom

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