CALVARY CHAPEL CHRISTIAN SCHOOL

Library / Internet Information Sheet 7th – 12th Grade

WELCOME TO THE LIBRARY!

Listed below are the rules and policies for the Calvary Chapel Christian School Library. Please read them carefully.

Rules and policies for hardcover textbooks and computer internet use are also included.

GENERAL LIBRARY POLICIES

Check-out Limit: 7th-12th graders: two books. Additional books may be checked out after presently checked out books are returned. Students working on special projects may check out additional books at the librarian's discretion.

Check-out Time: 7th - 12th graders: 2 weeks. Books may be renewed twice, with additional renewals at the librarian's discretion. The due date will be stamped on the book. Students are responsible to know when their books are due.

Fines: **Late items are charged at 10 cents per day, per item.** Weekends and school holidays are excluded. No other exceptions are made (such as absences due to illness or vacation). Books may be renewed by telephone or returned to the book drop in the student's absence. A fine of $5.00 will be assessed for any item that is returned with a missing or damaged barcode. All fines and fees must be paid before any additional items may be checked out.

Lost/Damaged Items: **Lost items will be charged at the price of the book plus a $2.00 processing fee**. Damaged items will be charged a fee depending on the cost to repair the damage, as determined by the librarian. If the book is damaged beyond repair, student will be charged the price of the book plus a $2.00 processing fee.

Conduct: The behavior rules will be explained to each class at the beginning of the school year. **Access to the library may be limited or withheld at the librarian's discretion to any student whose behavior is unacceptable while visiting the library**.

RULES AND REGULATIONS OF INTERNET USE

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ACCEPTABLE USE POLICY

Students may only use the Internet for school assignments and projects.

Students must sign the computer log and inform the librarian when they would like to utilize a computer.

Students must ask a librarian for permission before inserting a flash drive, CD/DVD into the computer. Permission must be obtained each and every time, even if you were previously given permission for the very same device.

Students will not vandalize, re-configure, add, or remove any hardware or software (including the desktop icons and screensavers) on the computer.

Students may not intrude into unauthorized areas of the computer.

Students are not allowed to play music or games, or access websites that contain game information of any kind (including "cheats" and "fan sites").

Students may not use the Internet, computer programs, or network for any commercial, illegal, or unethical activity.

While on the Internet, students will not use obscene, harassing, or abusive language or violate the rules of common sense and etiquette.

Do not post any personal contact information about yourself or others. This includes such information as home address, telephone number, financial information, etc.

Students are not allowed to download any materials onto the library computers.

Students may not attempt to access sites that are considered to be obscene in nature. *This includes typing inappropriate words and phrases in a search engine, whether or not an actual Internet site is accessed.*

Students must immediately notify a librarian if they find any information online that is inappropriate or makes them feel uncomfortable.

Students may access Gmail accounts for school use ONLY!. Gmail is not to be accessed to send or receive e-mail for personal use at any time while using library computers.

Students are not allowed to enter or participate in chat rooms.

Students are advised that they have no expectation of privacy for any files that they save on a library computer.

Calvary Chapel Christian School assumes no responsibility for any damage students may suffer due to loss of data or interruptions in service, including but not limited to, loss of Internet access, failure of hardware or software, electrical failure and computer glitches.

Consequences of violations could result into receiving one of the following from Library staff, Saturday School, suspension of library computer access, referral to an Administrator, paying the cost of repair to any damaged hardware or software, and/or school suspension/expulsion.