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Welcome to the BHS Media Center

The Benjamin Banneker High School Media Center is a vital part of the instructional program and is dedicated to helping teachers and students become effective users of information and educational technology.

Integration of the BHS Media Center Program with the BHS curricula fosters a partnership with teachers and ensures that students learn to ethically and effectively acquire, evaluate, analyze, synthesize, create and share information utilizing multimedia tools and formats for a variety of authentic purposes across all content areas. We strive to foster a culture of inquiry and method for learning that provides the scaffolding necessary to empower learners who have diverse interests and abilities with integral information skills that will enable them to function successfully in an information society.

This handbook is designed to provide faculty, staff, students, and parents an overview of the media program and to adhere to the standards, procedures, policies and guidelines for media programs within the Fulton County School System and the State of Georgia.

We hope you will visit the BHS Media Center soon and often.
Our Philosophy

In keeping with the philosophy of Banneker High School, The BHS Media Program seeks to create a 21st century environment that promotes learning for the members of its entire community, including students, teachers/staff, administrators, and parents by providing equitable access to information, teaching information literacy skills, and encouraging lifelong learning. The BHS media center strives to be a center of collaborative learning that produces creative individuals who have an appreciation of literature, exhibit critical thinking skills, who are good digital citizens, are adept at problem solving, and who show a respect for others and self.

Mission Statement

Our mission is to aid in the instructional process of Banneker High School by acquiring and providing access to information, books, reference materials, technology and other library resources that meet the needs of our students and teachers and contribute to the development of 21st Century Learners and responsible digital citizens, while providing programs and services that support the educational, cultural, recreational, and informational needs of the diverse community of BHS.

Goals and Objectives:

Our primary goal is to promote information literacy by reaching the following objectives:

• To offer resources that complement, support, and integrate into the curricula of BHS

• To offer electronic resources that support the curriculum, including online databases necessary for research, eBooks, and tech devices and software

• To offer instruction that encourages all students to be good digital citizens, focusing on safe and ethical internet usage

• To offer current and classic reading materials to encourage a life-long love of reading
Personnel

The BHS Media Center is currently staffed by Ms. Tina Criss and Ms. Tracy Crews.

Ms. Criss serves as our Media & Educational Technology Instructor (METI) with an emphasis on information literacy, digital citizenship and curriculum technology integration. She provides operational leadership for the media center and is responsible for administrative duties. Ms. Criss may be contacted at crissw@fultonschools.org or 470-254-3495.

As the Media Paraprofessional, Ms. Crews manages circulation and check out procedures, as well as classroom scheduling. She also produces the Banneker Morning Broadcast on BBTV and is the contact for school announcements. Ms. Crews may be contacted at crews@fultonschools.org or 470-254-3424.

Additionally, BHS Media Center staff will implement a student library assistants program that will utilize the services of students to assist in customer service tasks such as check-out, shelving, technology assistance, etc.

Volunteers: Parents and community members are encouraged to volunteer in the media center.

Your Media Center is a now a Learning Commons…And We are Instructional Leaders! Here's What We Do...

- Assist educators with designing and teaching effective instruction
- Promote personalized and engaging learning experiences tailored to students
- Evaluate and create data using a broad range of tools and technologies
- Nurture and strengthen the love of reading by providing current, high quality, literature and materials
- Supply instructional materials to educators, staff, and students that reflect current informational requirements
**Library Hours**

The library is open Monday-Friday from 7:50am- 4:00 pm. Students are allowed to enter the library each morning before advisement without a pass (7:50am-8:15am). Otherwise, students must have a pass from their teachers to enter the library during school hours and must sign in, using their student I.D #. Students are also permitted in the library during their lunch period with a pass from the lunch monitor, with the exception of the last 10 minutes of their lunch period.

**Scheduling:**

The BHS Media Center has a flexible scheduling policy and is available for use at any time during normal operating hours. Special consideration is given to faculty who may need to use the library outside of these hours (up until 5:00pm).

Teachers who wish to bring an entire class to the library must schedule and sign up in advance. An appointment with a member of the media center staff is required to discuss curriculum objectives before bringing in a class. Also, teachers who wish to utilize any of the small group discussion areas for their students (up to 5 without teacher; 7 with teacher) to work on projects or collaborative assignments must reserve the space in advance.

Teachers may also send small groups of students (up to 4) without reserving a room or a specific time. The students must have a pass that includes the date, time, students’ names, purpose, and the teacher’s signature. Students arriving to the library without this information will be sent back to class.

Substitute teachers should not bring their classes into the media center for class work unless the arrangements were made prior to teacher’s absence.

Students will not be given passes from the media center to any class unless media center staff or equipment error causes an unforeseeable and/or unavoidable delay.
Library Resources

Books
Reference Materials
Magazines
Newspapers
Computers
Videos
Audio/Visual Equipment

General Office Equipment:

- Copy Machine
- Poster Maker
- Cutting Board
- Laminating machine (for teacher use only)
- Stapler, hole puncher, etc.

Tech Bar/Power Station (to charge electronic devices)

Online Databases:

The following online databases make digital resources accessible 24/7, allowing ANYTIME, ANYWHERE utilization:

Destiny Web is the catalog database of all the resources housed by the BHS Media Center.

MackinVIA is the official digital resource management system of Fulton County Schools and provides easy access to the numerous eBooks, audiobooks, videos and 32 educational databases owned by BHS with just one login. Users can view, utilize, and manage all of their eResources via this one program. Further, MackinVIA allows simultaneous, unlimited access to multiple users and is mobile friendly.

Student log in credentials: (Note: Parents may utilize student’s credentials).
User name: Student I.D. number (lunch number)
Password: Student birthday

Staff log in credentials:
User name: yourname@fultonschools.org
Password: your employee password

GALE/Cengage Learning Center is an edtech and digital nonfiction content provider which delivers authoritative, curriculum aligned resources designed to improve student engagement, encourage collaboration, and foster critical thinking. GALE is accessed through the MackinVia portal and enhances the media center’s ability to aid in deep research of a wide array of topics using primary resources.

GALILEO is the Georgia Library Learning Online suite of databases. An initiative of the Board of Regents of the University System of Georgia, GALILEO provides BHS Media Center patrons with access to over 100 databases that include vetted and scholarly materials, including books, magazines, academic journals, newspapers, and encyclopedias, business directories, and government publications. GALILEO is also accessible through the MackinVia portal.

NOTE: The BHS Media Center works in collaboration with the Atlanta/Fulton Public Library system. The public libraries have a wide variety of additional resources and the staff are glad to work with you in your search for information or to find a book for your next leisure reading experience. All students are encouraged to obtain a public library card from the public library.
Library Services

In addition to providing the aforementioned resources, the BHS Media Center staff is pleased to offer the following services:

- Provide media orientation for all students and staff
- Recommend and select books, materials, and other resources
- Maintain a professional development collection with access to current professional journals for faculty and staff desiring to remain up to date in their field of study/instruction
- Collaborate with teachers to assist with integration of technology into classroom curriculum, lesson planning, and other instructional design activities
- Provide pathfinders/library guides and other content-related information for students and teachers as needed
- Provide staff development in current technology trends, database usage, learning management systems (LMSs), and ethical use of information (copyright and plagiarism laws)
- Develop mini-lessons for students to provide additional learning opportunities on topics such as ethical use of information (copyright and plagiarism laws), database usage (MackinVIA, Galileo, etc.), website evaluation (validity and credibility), etc.
- Offer assistance in writing of research papers and essays to students upon request
- Provide instruction on proper use of equipment (digital, audio/visual, electronic, etc.)
- Maintain a teacher work space and production area
- **Internet access and use:** Teachers and students are welcomed to utilize the computers in the media center or their own digital devices to access the internet. Student access is for research purposes only and there must be both an Internet Permission Form and an Ethical Use Policy Form signed and on file for each student accessing the internet via BHS wi-fi services.
Media Center Rules and General Policies

In addition to the rules and policies below, all BHS school rules remain in effect during each library visit.

1. **Sign In:** Students must present pass and sign in upon arrival.

2. **Be respectful of others:** Please do not interrupt the productivity of others in the media center.

3. **Quiet Environment !:** The BHS Media Center serves as a “quiet environment” for studying, research, and information access. Students may use small group conference rooms for collaboration on projects and other assignments with permission. Outside of the conference rooms, noise should be kept to a minimum.

4. **NO FOOD OR DRINKS** (opened or unopened) allowed in the library. THIS INCLUDES FACULTY AND STAFF. Students who attempt to enter the media center with food or drink items will be redirected.

5. **BYOD:** Students at BHS are permitted to bring their own tech devices with approval. When in the media center, all devices are subject to monitoring by the media center staff to ensure that devices are being utilized for educational purposes only.

6. **CELL PHONES are not permitted** for use in the media center, unless they are being utilized for instruction under a teacher’s guidance.

7. **Students may use headphones, with prior approval,** to listen to class assignments, podcasts, etc.

8. **PRINTING-** For instructional purposes is FREE for up to 10 pages BLACK & WHITE. Color Prints are FREE for the first 3 prints if for instructional purposes, otherwise they are $0.50 each.

9. **CLEAN UP! CLEAN UP!** Your mess is yours to clean. If you make a mess, clean up after yourself. Trash cans are throughout the media center for your use; however, NO FOOD or DRINK Containers are to be placed in the media center trash cans.

10. **DIGITAL CITIZENSHIP:** Desktops are for instructional purposes only. Please adhere to copyright laws and our ethical use policy.
Check-Out Policies

1. **Student Checkout policy**: Students are allowed to checkout up to four (4) books at any one time and may keep books for up to two weeks. Books may be returned and then renewed without penalty. Students should not have more than four books out at any one time. Fines of 10 cents per day are accrued on overdue books; however, students are permitted to “**read off their fines**” by coming to the library for leisure reading, during their lunch break. Each 20 minutes of reading will subtract up to $1.00 off their fine. Sign-up and check-in with the media center staff is required. Until fines are cleared or books are returned, students will not be allowed to check out any new materials. Lost books must be paid for in full to prevent a “hold” being placed on student records. Magazines, newspapers and reference materials are not allowed to be checked out and must be utilized in the library.

2. **Faculty Checkout policy**: Faculty may check out an unlimited number of books or other print resources at any one time and may keep them for up to 30 days. After 30 days, teachers must renew checkout, unless prior arrangements are made. Teachers are solely responsible for any materials checked out for use in their classrooms. If a class research project is assigned, teachers may reserve materials for student use in the library to ensure that they are available to meet the expectations of the assignment.

3. **Equipment Checkout policy**: Each classroom at BHS is currently equipped with a White Board and projector, eliminating much need to check out projectors and presentation equipment from the media center. However, there are a limited number of document cameras, digital cameras and other equipment available via the media center for **teacher** checkout. Please sign up in advance to reserve this equipment. All equipment must be returned to the media center by the end of the day.

4. **Carts on Wheels (COW)**: There are a limited number of laptop carts available on an as-needed and per availability basis. Teachers must check out COWS themselves and return them at the end of the day.

5. **Video Checkout and Use Policy**: The BHS Media Center has a video collection available for educational purposes only. These videos may be checked out by **teachers only** and must be shown in a face-to-face
(classroom) setting. Due to copyright restrictions, no one (including teachers and media center staff) is allowed to broadcast rental videos over closed-circuit system. Prior to showing any video that is not in our collection, the teacher must fill out a **Video Approval Form**, which can be obtain from media center staff. The principal must approve this form before the video can be shown. Additionally, parental permission may be required depending on content and motion picture ratings (R) and at the discretion of administration. NC-17 and X-Rated materials are not to be presented at any time at BHS. Further, **Teachers and staff may not stream videos from services such as Netflix, Hulu, Amazon Prime, etc.**

**Library Discipline Action Plan**

The following steps will be followed if students are observed breaking Media Center rules or failing to adhere to procedures:

1. **First Violation:** Students will receive a verbal warning.

2. **Second Violation:** If a student continues to violate rules and/or procedures after initial warning, library privileges will be revoked and student will be sent back to class (or cafeteria, if during lunch period). If second violation is on a different day, and of a different nature, student will receive a second verbal warning, but subsequent failures to follow rules of any kind will be considered as a fourth violation.

3. **Third Violation:** Library privileges will be revoked for one week.

4. **Fourth and subsequent violations:** Student is denied library privileges for the semester unless with a class.
Process for Resource Selection

The following section details the library collection development process, which has been developed to ensure that students and instructional staff are provided a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.

The Media Technology Advisory Committee

The Media and Technology Advisory Committee (MTAC) serves to strengthen Banneker’s library media services program by serving in an advisory capacity to the Library Media Center staff and assuring the maintenance of a collection of resources that reflects curricular and individual needs in all formats.

Approved by the principal, who also serves on the committee, the Banneker MTAC generally is composed of an assistant principal, a representative from each grade level or department chairs, a parent representative, at least 2 students, the school technology specialist, and Media Center staff.

The MTAC members for 2016-2017 are as follows:

- Dr. Duke Bradley, Principal
- Ms. Doryianne Gunter, Asst. Principal
- Mr. Matthew Patterson, ELA Chairperson
- Mrs. Keshia Shields, Data Support Specialist
- Ms. Youlanda Spencer, Parent-Community Liaison
- Zephaniah Jones, Student
- Tyruss Hardin, Student
- Mr. Allan Thomas, Tech Support
- Ms. Tracy Crews, Media Para
- Ms. Tina Criss, METI

Each member contributes to the MTAC. Typically, The Media Center staff and Technology representative serve as co-chairs and provide leadership and expertise in evaluation, selection and management of resources, equipment and technology related issues. Teachers and Curriculum Coordinators add their knowledge of the curriculum content, instructional needs, learning styles, and teaching methods. The Principal and or Assistant Principal provides information on budget, curriculum, textbook adoption, and special projects. Students provide information related to personal needs and preferences of the student population. Parents represent the community concerns, morals, and standards.
Budget Priorities

The Benjamin Banneker High School’s media priorities are contingent upon allocation of funds.

Funds for library resources (print and non-print materials) are allocated according to the discretion of the principal, state SPLOST funds, and media center fundraisers. It is the responsibility of the METI to use these funds to enhance the instructional program of the school based on sound library principles with input from the administrators, the MTAC Committee, the faculty and staff, and the students, as all are stakeholders in the success of the library. To this end, these funds may be spent on books, e-Books, digital resources, videos and computer software, and other materials that support the efforts of the library media program.

The METI should consult with administration, the MTAC Committee, and other stakeholders as to the selection of equipment for purchase based on established priorities and the identified needs of the school.

Repair of equipment should be judged in relation to the usefulness of the equipment and the cost of replacement versus repairs.

Weeding & Collection Analysis

*The BHS Media Center is expected to have a minimum of 10 books per student based on the school’s student count.*

Weeding of the collection must be a part of budget priorities so that out-of-date, worn and damaged materials are replaced in a timely manner. Analysis of the collection should be done yearly to assure the significance of the collection in relation to the instructional goals of the school.

Selection of Materials for the Media Center

The volume of materials available; print, non-print, audio-visual and software; makes a wise selection of appropriate materials increasingly important. Changes in curriculum and teaching strategies make it especially important that good selection policies be followed by the METI to ensure that the collection of media center resources meets the demands of the BHS curriculum.

A wide range of tools shall be used to assist in the development of the resource collection for the BHS library media center. Those include, but are not limited to:

1. Jobber (Mackin) Collection Analysis
2. Library Supply Vendors Recommendations
3. Book Lists
4. Book Awards
5. Teacher Requests
6. Student Requests
7. Book Reviews
8. Novelist (GALILEO)
9. Media/Technology Advisory Committee Recommendations
10. Professional Industry Standards/ Peer Recommendations (AASL, Other Media Specialists, Library Journal etc.)

In addition to utilizing the tools mentioned above, the Media & Educational Technology Instructor shall select materials for collection development considering the following outcomes:

1. Providing materials that enrich and support the curriculum, taking into consideration the diverse interests and abilities of the students.

2. Providing materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

3. Providing materials, which will enable students to make intelligent and conscientious judgments in their daily lives.

4. Providing materials on opposing sides of controversial issues, guiding students in the practice of critical reading and thinking.

5. Providing materials which display appreciation and respect for the diverse religious, ethnic and cultural groups that have contributed to our heritage.

6. Placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the stakeholders and users of the BHS Library Media Center.

The METI shall ensure that all items are permanently marked as property of the school and a barcode.

All materials must be ordered barcoded and with full MARC records whenever possible. Any materials not purchased this way must be barcoded and manually entered into the automated system. It is the METI’s responsibility to order and keep on hand barcodes for this purpose.

**Selection of Instructional Equipment**

The following criteria should be considered when purchasing instructional equipment:

- **Needs assessment:** Does the school need the item being considered?
• **Portability**: Is the equipment easy to handle and is transportable?

• **Cost**: Does the item’s cost compare favorably and/or reasonably with similar brand items?

• **Operation/Ease of Use**: Is the machine easy to operate or does it take extensive training?

• **Maintenance and repairs**: Is equipment easy to maintain/repair? Can minor adjustments be made easily? Are replacement parts readily available at reasonable cost?

• **Service**: Are repairs and emergency services readily available?

• **Manufacturer/Dealer**: Does the manufacturer make the item primarily for school use? Is the manufacturer reputable and is the dealer reliable?

• **Warranty and guarantee**: What is the warranty for this item? Is an extended warranty available? Is it on-site or must the item be sent off for repairs? If so, who is responsible for shipping and handling?

• **Standards**: Are there any standards recommended on the national, state or local levels in regards to equipment being considered?

*Note: Outside of service/maintenance repairs included in contract and warranty agreements, all equipment repairs should be handled at the school level with the approval of the principal. If the repair cannot be made, or the repair is too costly, then it is the job of the METI to obtain a minimum of three (3) bids for replacement equipment.*

### Acceptance of Gifts and Donations

While gifts are generous, they must be judged in light of their benefit to the school’s instructional program. Gifts should be accepted only if they add to the strength of the media center’s collection and with the approval of the school principal.

The Media /Technology Advisory Committee should develop and review policies consistent with system policies, which clearly define what types of gifts are desirable and make decisions concerning their disposition.

The following guidelines are currently used for handling gifts:

- Consider the need of the gift being donated
- Consider motive of donor and expectations upon acceptance
- Keep a list of resource needs readily available (duplicates are a good choice such as classics)
• Consider time necessary to process gift
• Always write a thank you note, using a standard form
• Follow established procedures for disposal of gifts, labeling and handling of monetary gifts

Handling Book Challenges

With a wide variety of resources available, libraries are often faced with challenges by individuals or groups concerned about the appropriateness of particular library materials. While the Fulton County Schools will handle all media public relations, The BHS Media Center staff has crafted the following plan to address all school-level challenges in an effort to assure that the needs and concerns of the community are considered, while the understanding of intellectual freedom principles are still conveyed:

Communicate in a non-threatening manner, focusing on defusing emotion and clearing up any/all misunderstandings. The goal is to resolve complaints quickly and at the school-level whenever possible. While the FCS spokesperson and/or principal will communicate with all media, the library staff is most likely the first point of contact for concerned parties. Therefore, they should be trained and on one accord in procedures for handling complaints and understanding the importance of treating all people with respect.

➢ All complaints, whether received by telephone, letter, or in person, to staff members shall be reported to the principal and Media & Educational Technology Instructor immediately.

Review Banneker High School’s borrowing and collection development policies and the American Library Association’s Library Bill of Rights.

➢ Supply the concerned party with a packet of materials consisting of the school’s instructional goals, library objectives, materials selection policy, the challenge procedure, and a standard printed form which shall be completed and returned before formal consideration can be given to the complaint.
➢ Within two weeks the Media/Technology Advisory Committee will meet to consider the complaint. This committee shall read the questioned material and professional reviews before reconvening to respond to challenge.

Know who you are dealing with—whether they are parents, community activists, teenagers, etc., know their ethnic background, religious affiliation and anything else that will help you focus your remarks.
Upon receipt of a completed objection form, the principal and the METI will contact the complainant to acknowledge beginning of review process and then convene a meeting of the Media Technology Advisory Committee.

**Listen** more than you talk. Practice “active listening.” Take time to really listen and acknowledge the individual’s concern. This can be as simple as “I’m sorry you’re upset. I understand your concern.”

**Talk** about freedom of choice, the media center’s role in serving all people and the responsibility of parents to supervise their own children’s library use. Share the library’s procedure for selecting materials

- No questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.

**Avoid** library jargon. Do not make others feel as if you are talking down to them.

**Assure** the concerned party that their argument will be seriously considered and be clear about when a decision can be expected.

- The Media /Technology Advisory Committee should reconvene within one month to render a recommendation. The principal will notify complainant of the decision of the committee.
- If concerns remain, they may be addressed at the FCS level.
Ethical Use Policy

Understanding that information is more readily available via digital resources including the internet, and realizing the incredible and numerous opportunities that technology provides for our students to learn, connect, create, and collaborate, we encourage its use and strive to integrate technology into the classroom curriculum whenever possible. Therefore, it is the policy of the Benjamin Banneker High School Media Center to instruct students in the ethical use of and safe retrieval of information, to make certain that we are creating information literate individuals who are not only able to locate information, but are also able to analyze it for authenticity, reliability/credibility, timeliness, and relevance. In stressing ethical use of information, students are instructed on proper source citation and are required to give credit for ideas and information when applicable. Ethical Use policies and internet safety rules are posted throughout the media center.

Additionally, in our quest to build a positive school culture that promotes the safe and responsible use of technology, Banneker will join thousands of other schools across the globe in becoming recognized as a Common Sense Digital Citizenship Certified School. To this end, students of Banneker High School are required to complete 3.75 hours of digital citizenship training, wherein which they will be guided through courses addressing cyberbullying, privacy, safety, and other digital dilemmas. With this training students can build skills around critical thinking, ethical discussion, and decision making.

NOTE: Plagiarism is stealing! It is neither encouraged nor tolerated at BHS. Media Center staff are available and willing to assist all students/teachers in their research projects, and other writings to make sure that rules of conduct and ethical behavior are adhered to.
BHS Media Center FAQs

The questions presented below are asked frequently by students, teachers, and administrators who seek to incorporate the library media center and its resources into their daily instruction. If you need more information on either of these subjects or have other questions regarding the library media center, feel free to stop by the media center from 7:50am-4:15pm daily or contact Ms. Criss @ crissw@fultonschools.org or 470-254-3495 or Ms. Crews @ crews@fultonschools.org or 470-254-3424

Online Databases

Q: When conducting research, or seeking answers, why can't we just “Google it”? Are the other online databases even necessary?

A: While Google is a very useful resource and the first stop that many people make when seeking quick answers to questions, the online databases suggested through the media center have been thoughtfully selected with the specific needs of our students and teachers in mind. Using databases, such as MackinVIA, GALE, and Galileo, allow for a more streamlined, effective and efficient search experience by providing access to information that is more relevant to the scholastic achievement that we strive for here at BHS. Information found on free search engines like Google should be checked for accuracy and validity, whereas the online databases accessed through the media center are already vetted and are typically more reliable sources of information.

Critical Thinking

Q: How can the media specialist or METI help students develop critical thinking skills?

A: By working with teachers to plan instruction that builds critical thinking activities into the curriculum, the media specialists (or Media & Educational Technology Instructor at BHS) can play a huge role in helping students to develop critical thinking skills. Media specialists/METIs also strive to teach students how to become skillful researchers, which requires the critical thinking process.

Collaboration

Q: How can we boost collaborative efforts between teachers and the media center staff?

A: In an effort to achieve established academic goals and assure student success, it is the METI’s goal to be viewed as an instructional partner by the teachers of BHS. By providing specialized knowledge of technological resources and information literacy, collaborating with the teachers to integrate these aspects into the lesson planning activities, the METI’s inclusion in the instructional design process should prove to increase student participation and ultimately success. Marketing the media center as a hub for instructional success is important. Offering
staff development, attending planning meetings, and providing a welcoming atmosphere for all teachers and students could lead to positive collaborative experiences.

Writing a Technology Plan

Q: What elements would you suggest be included in our school’s technology plan?

A: There are several elements that could be included in a technology plan. After considering the specific needs of Banneker High School, I would suggest that the following elements be addressed in our technology plan:

1. **Revised BYOD policies**: Currently students are allowed to bring laptops and tablets, but cell phone usage is not permitted on campus. As technology advances have made it possible for useful applications to be downloaded to cell phones and a larger percentage of students have access to cell phones than do have access to other devices, policy revisions should be considered to include the safe and ethical usage of cell phones on campus for academic instruction.

2. **Development of E-learning Programs**: Seniors are required to complete an e-learning course prior to graduation. Strategies for how this course will be created, implemented, monitored, and assessed should be included in the technology plan. Additionally, e-learning could prove beneficial in staff development endeavors, foreign language classes, and for virtual visits from subject matter experts.

3. **Set-up and maintenance of computers in media center**: How might computers be arranged in the library to maximize space, allow monitoring, and promote usage? How will these computer areas be maintained? Will the technology lab be available for school-wide access?

4. **Conduct staff development**: Keep teachers abreast of new software and other technology that may be used to assist with instruction. Plan staff development sessions to facilitate training on best practices, product info, available resources, etc.

5. **Plan mini-lessons for students**: Prepare lessons on website evaluation and plagiarism to assist students with ethical issues and effective use of technology and other resources.

Filtering/ CIPA Regulations

Q: Why can’t students access social media sites at BHS?

A: Currently students are not allowed to access any social media sites such as Facebook, Twitter, Snapchat, or Instagram. Filtering does occur and any attempts to access these sites or similar ones are blocked by protective firewalls. Our goal is to adhere to the Child Internet Protection Act (CIPA), which requires that protective measures be in place to prohibit access to offensive internet content while on school computers. Fulton County Schools and BHS use a filtering system to ensure that students cannot view inappropriate material or any content that may create a danger to their wellbeing or the wellbeing of the student body.
Jim Bosco, of the MacArthur Foundation Project on Participatory Learning: Policy and Leadership, challenges school policymakers to develop Acceptable Use Policies (AUPs) that not only shield students from harmful material, but also enables access to beneficial internet resources. As we are now in the Web 2.0, Social Media, and Mobile Era, we agree that this challenge must be a priority at BHS and we recognize that as Bosco suggests “we are responsible to see that young people know how to use the tools of their culture in a responsible, safe, intelligent way.”

Therefore the BHS Media Center staff does offer training in digital citizenship to minimize risks; however, at this time the restrictions must be fully enforced.

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