

POLICY 5002

INSTRUCTIONAL RESOURCES

I. Selection of Instructional Resources

The Board of Education and Superintendent are responsible for the selection of instructional materials and textbooks. The authority to select instructional materials is delegated to the administrative personnel and academic content experts of the District. Textbook selection is determined based on committee as specified in 70 O.S. § 16-110.

Gift books and materials must meet the same selection criteria as materials purchased with District funds. Once accepted, these materials become the property of the District.

A. Guidelines for Selection of Instructional Materials

1. Responsibility for Selection of Materials

Every teacher and administrator has a responsibility to use instructional materials that support the objectives of course content, while being appropriate and accurate.

2. Criteria for Selection of Materials

The following criteria must be considered when identifying instructional materials for classroom use:

- a. The materials have value for the lesson taught and relate to the PASS and District objectives for the lesson.
- b. The materials are age and grade level appropriate.
- c. The materials are based on sound research from a respected authority.
- d. As much as possible, the materials present all opinions on a topic.
- e. The materials are accurate and error free.

B. Reconsideration of Instructional Resources

1. Student and Parent Choice

A student or his/her parent or guardian has the right to reject the use of instructional resources which seem incompatible with his/her values and beliefs. Alternate assignments will be provided upon request; no parent or guardian has the right to determine the instructional resources for students other than his/her own children.

2. Requesting Removal of Instructional Materials

Any person requesting reconsideration of library materials or textbooks must make a written request, using forms provided through the building principal; completed forms must be returned to the principal. Upon receipt of the request, the principal will meet with the complainant. If the principal is unable to satisfy the complainant during a conference, the matter will be referred to a District Review Committee.

No administrator, library media specialist or teacher may withdraw a resource without referring it to the Review Committee which determines whether the resource should be withdrawn from any or all schools.

The Review Committee shall be appointed as needed; the Director of Media Services will recommend members for the Superintendent's approval. The committee's membership shall consist of:

- a. Voting Members: Assistant Superintendent of Educational Services, appropriate Director of Curriculum, lay person(s), the Director of Media Services, and a principal, library media specialist and teacher appropriate to the level at which the resource was used.
- b. Non-Voting Members: Complainant(s) and the principal, library media specialist and a teacher representing the school which received the complaint.

The resource will be reviewed and judged for its conformity to selection criteria and instructional goals. The decision of the committee will be shared with the complainant and a file of the objection and decision will be kept by the Director of Media Services. In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the Board of Education through the Superintendent. The final decision rests with the Board of Education.

II. Duplication and Use of Copyrighted Materials

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws as they affect the District and its employees.

Copyrighted materials, whether they are print or non-print, will not be duplicated or used unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

Details about “fair use” (that copying and/or use which is allowed by federal law) will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each duplicating machine used for making copies. A summary of these standards will be made available in the school library media center.

The Board does not sanction illegal duplication or use in any form. Employees who willfully disregard the district’s copyright position are in violation of Board Policy; they do so at their own risk and assume all liability personally.

III. Using Technological and Internet-based Instructional Resources

Norman Public Schools recognizes the advantages and opportunities associated with using internet-based instructional resources. The District also acknowledges that misuse of such resources can be harmful to students and their educational endeavors. All individuals using the computer-based resources of Norman Public Schools will be expected to do so responsibly and legally.

Each student who uses the internet must sign an agreement to follow the Norman Public Schools rules for internet use.

Students will be asked to sign a new agreement each school year before they are given access to the Internet. Students, and if appropriate, students' parents/guardians, may be asked from time to time to sign a new policy, for example, to reflect developments in the law or technology. Such new policy must be signed before internet use is continued.

A. Internet Uses and Behavior

The District provides access to its computer network and the internet for educational purposes only. Students should consult their teacher or librarian if they question the appropriateness of an internet activity, site, or resource.

The District recognizes that online based instruction can expand course offerings not currently available in the District, for recovery of credit, or in certain cases to fulfill graduation requirements. Credit will be granted only for courses that have been approved by the District and for students who have met requirements outlined in regulation. Prerequisites for online courses are the same as for regular courses.

The Principal or designee shall determine the appropriateness of course/s for each student.

B. Netiquette

All students must abide by rules of network etiquette, which include the following:

1. Being polite.
2. Using appropriate language.
No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language that is offensive to other users. Distributing, jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation is prohibited.
3. Asking permission.
Forwarding email or materials without permission of the sender is prohibited.
4. Being considerate when sending attachments. Be sure that a file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

C. Unacceptable Uses of the Internet

The following are among the uses considered unacceptable and a violation of this policy.

1. Uses that violate the law or encourage others to violate the law.
Students may not:
 - a. plagiarize works found on the Internet;
 - b. transmit offensive or harassing messages;
 - c. offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy;
 - d. view, transmit or download pornographic materials or materials that encourage others to violate the law;
 - e. intrude into the networks or computers of others; or,
 - f. download or transmit confidential, trade secret information, or copyrighted materials. students should assume that all materials are copyrighted unless explicit permission is given to use them.
2. Uses that cause harm to others or damage to their property.
 - a. engaging in defamation (harming another's reputation by lies);
 - b. using another's password or some other user identifier that misleads message recipients into believing that someone

- other than the student is communicating or otherwise using his/her access to the network or the Internet;
 - c. uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism;
 - d. participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- a. disclosing or sharing their password with others;
 - b. impersonating another student or member of the District Staff.
4. Uses that are commercial transactions.
- a. selling or buying anything over the Internet.
 - b. disclosing private information about themselves or others, including credit card numbers and social security numbers.
5. Uses for the purposes of campaigning and/or lobbying.

D. Internet Safety

Students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every student must take responsibility for his or her use of the computer network and Internet and avoid these sites. Parents of minors are the best guides concerning inappropriate materials. If a student finds that other students are visiting offensive or harmful sites, he or she should report such use to the appropriate staff member.

Students should be safe. In using the computer network and Internet, students should not reveal personal information such as home address or telephone number. Students should not use their real last name or any other information that might allow a person to locate them without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they "meet" on the computer network or Internet without their parent's permission. Students should never agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

The District-provided Internet access utilizes filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct

observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age seventeen (17) and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

E. Privacy

Network and Internet access is provided as a tool for educational purposes. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no student shall have any expectation of privacy regarding such materials.

F. Compliance

A student who violates the District's internet policy will be subject to disciplinary action.

G. Warranties

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or his or her parent(s) or guardian(s) arising out of the student's use of its computer networks or the Internet under this policy. By signing the agreement, students are taking full responsibility for his or her use, and the student who is eighteen (18) or older or, in the case of a student under eighteen

(18), the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims or damages resulting from the student's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the student. The student or, if the student is a minor, the student's parent(s) or guardian(s) agree to cooperate with the school in the event of the schools initiating an investigation of a student's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District's network.

Regulation 5002-1
Selection of Instructional Resources

I. Textbooks

Textbooks will be selected following the procedures outlined in state law. The superintendent will appoint a textbook committee that includes three (3) to nine (9) teachers, one (1) lay member, and a committee chairman (70 O.S. §16-111). The committee will evaluate state approved texts in order to provide information to the District's teaching staff. Adopted texts will be selected by a vote of the teachers of the respective subject. Those texts uniformly adopted throughout the District are referred to as system adopted texts.

II. Library Resource Materials

Materials for the library resource centers are selected by the library media specialists with the cooperation of faculty, administration and, when feasible, the students.

III. Other Instructional Resources

Teachers are encouraged to use media-based instructional resources. Such resources must be approved by the site principal or assistant principal at least forty-eight (48) hours prior to the intended time of use, using NORMAN PUBLIC SCHOOLS REQUEST FOR VIEWING FILM AND VIDEO FORMATS form.

IV. Considerations for Selection of Non-fiction Materials and Resources

Non-fiction subjects which are topics of criticism are carefully considered before selection for library resource center shelves. Among these are:

A. Religion

Factual unbiased materials representing all major religions may be included. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in magazine indexes.

B. Ideologies

Factual information about ideologies or philosophies of current or continuing interest may be included.

C. Science

Medical and scientific knowledge suitable to the developmental stage of the students should be made available without any biased selection of facts.

Regulation 5002-2
Internet-Based Instruction

In order to offer credit recovery and to expand instructional options for students, internet-based instruction will be used by the District. Only courses approved by the District may be used to earn graduation credits. Students must be regularly enrolled at a high school in the District to participate in online courses for credit.

I. Tuition

Students who choose to enroll in a District approved internet-based course must pay a fee, which includes the cost of the course. The District, however, will assume the cost of a course for students who wish to enroll in an approved course that is not offered by the District. The District also will assume the cost of a course for students who are enrolled in an online course through an alternative educational program. If a student drops a course, within 30 days of the date the course begins, tuition will be refunded on a pro-rated basis.

II. Guidelines for Online Courses

- A. Courses must be completed within 120 calendar days of enrollment unless extended by reason of technical difficulties on the part of the provider.
- B. Students must complete the application process at their high school
- C.. Prior to the beginning of instruction, students and parents/legal guardian must sign a contract. The contract shall include the following:
 - 1. Permission of the principal or designee.
 - 2. Statement of receipt of the course outline.
 - 3. Statement of certification that the work will be performed by the student and only the student.
 - 4. Commitment of responsibility for payment of the fees prior to beginning the course.
 - 5. Statement that the student and parent will not hold the District responsible for technical difficulties on the part of the provider.
 - 6. Statement of acceptance of individual student responsibility for completion of the course.

- D. For attendance purposes, enrollment in one online class is equal to one class period at school.
- E. Regardless of the type or number of online courses being taken, all students in the District shall participate in the Oklahoma School Testing Program in accordance with state law, State Board of Education regulations, and District policy.
- H High school administrators will establish guidelines for, enrollment in, and completion of, online courses for alternative educational programs.

III. Enrollment Procedures

- A. A certified staff member is available at each site for assistance in enrolling. Information can be obtained from the principal's office.
- B. Only students who are enrolled in a high school in the District shall be allowed to enroll in online instruction for credit.
- C. A student wishing to enroll in an Internet-based course shall fill out a written request. Forms are available in the principal or designee's office.
- D. Enrollment requests will be reviewed by the principal or designee, on an individual basis. The student's ability to complete online courses shall be considered when determining the appropriateness of online courses.
- E. The principal/designee shall accept or deny a request for enrollment within five school days. A student denied a request for enrollment may appeal in writing to the superintendent/designee within five school days, who will issue a final decision in writing within five days.

IV. Granting Credit

- A. The District shall grant credit upon completion of the course as determined by the course instructor and approved by the principal or designee.
- B. The Internet-based instructor shall provide the principal or designee with data regarding the student's progress in the course, including graded assignments, tests and time spent on unit objectives and overall coursework.
- C. Any student not receiving credit from an Internet-based course, disagreeing with the decision may follow the District academic appeals process.

- D. To complete graduation requirements, students who have dropped out of school or who have been suspended from school, upon approval of the Principal or designee, may choose to enroll utilizing online courses.
- V. Data Collected
- A. Data collected on an individual student shall be used solely for the purpose of determining the student's progress and completion of the course. Such data will not be used for any purposes other than those that support the instruction of the student.
 - B. The District may collect and maintain district-level aggregated data that may be used to determine the effectiveness of online instruction. Such data will not identify any particular student and will not be used in violation of a student's rights to confidentiality.

**Regulation 5002-3
Agreements for Internet Use**

INTERNET AND INTERNET SAFETY FOR THE COMPUTER NETWORK

STUDENT'S AGREEMENT

I understand and agree to abide by the terms of the foregoing Internet and Internet Safety for the Computer Network policy. Should I commit any violation or in any way misuse my access to the District's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Student name (PRINT CLEARLY)

Home phone

Student signature

Date

Address

User (place an "X" in the correct blank): I am 18 or older _____

I am under 18 ___

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy

PARENT'S OR GUARDIAN'S AGREEMENT

Student's name (PRINT CLEARLY)

To be signed by parent/guardian of any student under the age of 18.

As the parent or legal guardian of the above student, I understand and agree that my child or ward shall comply with the terms of the District's Internet and Internet Safety for the Computer Network Policy for the student's access to the District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am therefore signing this policy and agree to indemnify and hold harmless the school and the District against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. I hereby give permission for my child or ward to use the building-approved account to access the District's computer network and the Internet.

Parent or Guardian name(s) (PRINT CLEARLY)

Home phone

Parent or Guardian signature(s)

Date :

