

The Preuss School UC San Diego: Copley Library Policies

Student Use of the Library

- Copley Library Hours of Operation: Monday-Friday, 8:00 am-4:00 pm
- Students are allowed in the library before school, lunch or at the request of a teacher. Students must be working on an assignment or reading while in the library. Any disruptive behavior will not be tolerated and the student will be promptly asked to leave. **No food or drinks** are allowed in Copley Library.

Library Book Check out

- Students in good standing may have the privilege of checking out up to three library books at a time. The length of checkout time is two weeks.
- Students with fines totaling **five dollars or more** or possessing any lost textbook debt will be allowed to check-out only one library book and will not be allowed to participate in any school site sponsored extracurricular activities (including athletics). Reinstatement for those privileges will occur only at such time that the fine or debt total has been reconciled or a payment plan has been established.

Library Renewal/Holds

- Students may renew any book if necessary. However, if the book is on hold the student will only have one renewal.
- Students may request books to be put on hold. Once the book has arrived it will remain on hold for a period of one week.

Late/Lost Library Books

- Fines notices are distributed monthly via school email.
- Late library books will be charged \$.05 fine per day up to a maximum of \$5.00 total. Returning the book late does not erase the fine. **THE STUDENT IS STILL RESPONSIBLE FOR THE FINE!** Students may choose to pay for the lost library books at the purchase price or replace by purchasing the exact copy, using the library ISBN from Amazon or other online book vendors. The condition must be new to like new condition.

Textbook Check out

- All students will check out textbooks through their classes. **Students are required to properly cover all hardcover textbooks** (paper grocery bags, **DO NOT use store bought nylon**). Textbooks are not to be loaned to anyone or to be left in their classrooms. The student is responsible for their textbooks even if it disappears from a classroom or a friend misplaces it. Students must report any damage to the librarians at the beginning of the school year or they may be held responsible at the end of the school year.

Late/Lost Textbooks

- Returning textbooks late will not incur a fine. However, late textbooks can keep them from participating in athletics and school sponsored extra-curricular activities. Students may choose to pay for the textbook at the purchase price or replace by purchasing the exact text, using the library ISBN, from Amazon or other online book vendors. If replacing from an online source, the textbook must be in 'very good' to 'like new' condition. Students with late or lost textbooks will only be able to check out one library book during such a period.

Damaged textbooks and Library Materials

- Students will be charged at least \$5.00 for damage that is beyond normal wear and tear. Books with missing barcodes will be charged \$5.00.

Requirements for 8th grade Celebration of Learning and 12th grade Graduation

- Students must turn in all textbooks and library materials and pay all fines in order to participate in all ceremonies. 12th grade students will not receive their diploma until their account is cleared.

Any student not able to pay may volunteer hours in the library to clear their account.

Any questions?

- Please contact Karen Nance or Maria Gonzalez at 858.822.2155 or kgnance@ucsd.edu or mgg001@ucsd.edu

The Preuss School UC San Diego: Copley Library Policies

- Horarios de la Biblioteca Copley: De lunes a viernes a las 8:00 a.m. hasta las 4:00 p.m.
- Los estudiantes pueden usar la biblioteca antes de comenzar las clases, en el horario del almuerzo o cuando se lo pida algún maestro/a. Tienen que estar trabajando en alguna tarea o estar leyendo. No se tolerará comportamiento irrespetuoso y se le pedirá al alumno en cuestión que se retire de la biblioteca. **No se permiten comidas ni bebidas** en la Biblioteca Copley.

Préstamos de libros

- Los alumnos que cumplen con los requisitos de la biblioteca tendrán el privilegio de sacar hasta 3 libros a la vez por un periodo de dos semanas máximo.
- Los alumnos con multas de **2 dólares o más** o con deudas de libros perdidos solo podrán sacar un libro de la biblioteca y se les prohibirá participar en actividades extracurricular llevadas a cabo en la escuela. Los privilegios se les restituirán únicamente al pagar la deuda pendiente o cuando un contrato de pago se haya establecido con la biblioteca.

Renovaciones/Reservaciones

- Los alumnos pueden renovar cualquier libro, si es necesario. Si el libro ha sido reservado el alumno solo podrá renovar su libro una vece.
- Los alumnos podrán solicitar que un libro sea puesto en espera. Cuando llegue el libro permanecerá en espera por una semana.

Libros extraviados o devueltos tarde

- Avisos de los recargos serán distribuidos una vez al mes por correo electrónico.
- Se cobrará un recargo de 5 centavos por día por un máximo de \$5.00. Al devolver el libro tarde no elimina la multa. ¡EL ALUMNO SIGUE SIENDO RESPONSABLE DE PAGAR LA MULTA! Los alumnos pueden optar por pagar por los libros perdidos al precio de compra o reemplazar al adquirir la copia exacta, usando la biblioteca ISBN de Amazon o de otros proveedores de libro en línea. El estado debe ser nuevo o como nuevo.

Préstamos de libros de Texto

- Todos los alumnos adquieren sus libros de texto en sus clases. **Se les requiere forrar todos sus libros de texto que tienen la tapa gruesa apropiadamente**, usando solamente papel grueso como cartulina o bolsa de papel del mercado (No utilice forros de plástico o de nylon). Los libros de textos no se deben de prestar a los amigos o dejarse en el salón de clase. Los estudiantes son responsables por sus libros si se desaparecen de sus clases o si sus amigos los pierden. Al principio del año los estudiantes necesitan reportar libros dañados a las bibliotecarias o ellos serán responsables por los daños hechos.

Libros de Texto extraviados o entregados tarde

- Si el alumno regresa libros de texto tarde no se le cobraran recargos. Sin embargo Se les prohibirá participar en toda actividad extracurricular llevada a cabo en la escuela hasta que su libro sea regresada, o su multa sea pagada o el alumno ha hecho un contrato de pago con la biblioteca. Cuando un libro esta extraviado, el alumno tiene que pagar el precio de compra o el alumno puede comprar el libro por Amazon.com, usando el ISBN del libro. El estado del libro de ser nuevo o como nuevo. Los alumnos que hayan extraviado o regresado sus libros tarde solo podrán sacar un libro a la vez.

Libros o Materiales dañados

- A los estudiantes se les cobrara un mínimo de \$5.00 por daño a los libros más allá del desgaste normal. Se les cobrara \$5.00 por códigos de barra removidos del libro.

Requisitos de participación de las graduaciones del grado 8° y el del grado 12°

- Alumnos deben regresar todos los materiales de la biblioteca y deben pagar todos sus recargos para participar en las ceremonias de graduación. Los alumnos del grado 12 no recibirán su diploma hasta que su cuenta de la biblioteca haya sido resuelta.

Cualquier estudiante que no pueda pagar puede ofrecer horas de trabajo voluntario en la biblioteca para saldar su cuenta.

¿Preguntas?

- Comuníquese con Karen Nance o María González al 858.822.2155 o kgnance@ucsd.edu o mgg001@ucsd.edu

Scholar Technology Acceptable Use Agreement

By signing the Universal Form in the Online Re-enrollment Packet, you agree to the following:

SCHOLAR EXPECTATIONS

As a scholar I will:

1. Never leave my device unattended
2. Make sure my device is not subject to careless or intentional damage
3. Ensure my device is ALWAYS in its protective case (if provided by Preuss)
4. Ensure my device is charged every evening and ready for use the next school day
5. Store my device in a safe place when not in use (e.g., during lunch, EHS, or after school activities)
6. Use my device for the task assigned by my teachers at all times. School issued devices will be used for educational purposes as directed by Preuss staff and faculty.
7. Not decorate the device with stickers or allow it to be subject to graffiti/defacing.
8. Not remove any decals/stickers that were on the device when I received it (e.g. barcodes)
9. Not install or download software that has not been approved by administration or teachers.
10. In the event of any hardware, software, security problems or any displays of information or messages that are inappropriate, dangerous, or threatening, I will email: Mr. Daryl (tech@preuss.ucsd.edu) and the librarians (librarians@preuss.ucsd.edu).
11. I will only let Mr. Daryl make repairs or send any devices to outside vendors.

CONSEQUENCES FOR VIOLATION EXPECTATIONS, ACCEPTABLE USE AGREEMENTS(AUA) AND ACCEPTABLE USE POLICY(AUP)

In the event a scholar breaches any part of the Expectations, AUA and/or AU, consequences will be imposed by the school consistent with the policies in the Student Handbook. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding device usage and/or a complete withdrawal of access to all computer technology in accordance with the Student Handbook.

REVIEW OF ACCEPTABLE USE POLICY

I understand and will abide by the provisions and conditions of The Preuss School Scholar Device/Network/Internet Acceptable Use Policy in the School Handbook. I understand that any violation of the Acceptable Use Policy may result in disciplinary actions, the revoking of computer/network privileges, and any appropriate legal action.

Parent Technology Permission Form

By signing the Universal Form in the Online Re-enrollment Packet, you agree to the following:

_____ I understand that my scholar will be charged for missing/damaged parts (any devices, chargers, carry case).

_____ If the device/s is lost or damaged, student will be charged the replacement cost (approx. \$250.00) plus cost for charger and carrying case if applicable.

_____ I understand that costs for replacement/repair are due upon notification and must be paid before the end of school year or before student checkout, whichever occurs first.

Parent/Guardian will contact the library (858.822.2150) or Karen Nance at kgnance@ucsd.edu to make payment arrangements. Volunteer opportunities are available for currently enrolled Preuss scholars; please inquire when you contact the library.

_____ I accept full responsibility for supervision of my scholar's technology use outside of the school setting. I have read The Preuss School Scholar Acceptable Use Policy in the Student Handbook and understand that school-owned devices are intended for educational use only. I will not hold the school liable for materials or information distributed through or acquired from use of the school's devices. I agree to report any misuse of the device to VP Watson at nwatson@ucsd.edu.

_____ I attest that if my scholar needs a wifi hotspot, we have no internet connection in our place of residence, and the hotspot will only be used for educational purposes.

In signing below, I give my student permission to be issued a device(s) from The Preuss School for use on and off campus. I assume full responsibility for loss or damage to any devices, and I understand that failure to return the equipment when requested will result in forfeiture of future privileges. I also understand that responsible use of loaned devices, including appropriate Internet use, is the sole responsibility of the scholar and the scholar's family.