Engage

1. **Ensures that the school community is aware of the guidelines for safe, ethical, and legal use of information.**

   Almost all of our 6th graders coming in to our school take a computer course. The district digital citizenship curriculum is addressed during those classes. There are times during research projects with all three grade levels where we address the digital citizenship standards that fit into the those projects. Additionally, we have guideline posters near the Windows desktop machines where most of our students do their online research in order to keep it in the forefront and for us to acknowledge when we see students not following the guidelines. We also address it when we introduce our digital content for research from our collection and the public library collection.

2. **Shares with the learning community policies concerning copyright, privacy, and responsible use of technology and social media.**

   I provided instruction during pre-planning in August to discuss copyright and to notify the staff of tools such as Movie Licensing that are available at our school. We did have two teachers last year that had copyright infractions with Teachers Pay Teachers and a Disney movie site which encouraged our principal to want to have it included in the preplanning sessions.

3. **Promotes the principles of intellectual freedom, information access, privacy and proprietary rights.**

   There are banned books displays in the library occasionally during the year with a poster of some middle school books that have been banned in the past. We also keep those titles near that display to encourage students to read them. We didn't want to just acknowledge banned books during the special celebration in September so the display stays up much of the year.

4. **_Models for learners, other educators, and administrators multiple strategies to locate, evaluate, and ethically use information for specific purposes._**
   Sample exemplar projects are placed on the Schoology site to demonstrate how to use information properly and how to use that information to come up with a final product. With all the research projects and with the video autobiographies and video country documentary projects our school's learning management tool Schoology has been invaluable.

5. **Provides learners with collections of vetted digital and online resources while simultaneously working with learners to ensure that they are able to independently evaluate resources and make responsible and ethical decisions regarding use of these resources.**
   We do use the Destiny Discover to add special collections so students will have at their fingertips many of the resources they will need to complete their project. We do a joint presentation for our 8th graders with the public librarians to show students the public library collections that are available to them with their public library cards. They have a much more extensive collection than we can afford at the school level. We also provides links to American Memories and Florida Memory sites and also provide guidance to every student that comes in the library to use our computers to do research.

Environment

6. **_Provides an engaging learning environment that supports innovative and ethical use of information and information technologies._**
   There are posters about how to use
   Artifact: