Somerset Academy Village
Book Checkout Regulations

Elementary Students

Students in grades kindergarten through fifth grade may check out two books per week during class library time. The books are due the following week. A student is allowed to renew the books if he/she is not finished with them. Students will be allowed to check out books only if they have returned one or both books from the prior week.

Middle School Students

Students in grades six through eighth may check out two books per week. The books are then due at the following week. Reference materials, magazines and newspapers may be borrowed during the school day but must be returned to the Library Media Center by the end of the school day.

Lost or Damaged Books

If a student has not returned his/her books for an extended period of time, a letter will be sent home. Also, if a book is returned with extensive damage a letter will be sent home to inform the parent/guardian. The student is then given three options:

1. Return the lost book(s) as soon as possible.
2. Replace the lost or damaged book(s).
3. Send a check or money to the school in the amount of the missing book(s).

The student will not be able to check books out of the library until the item(s) have been paid for, returned, or replaced.

Book Checkout

Library Books: Students may come to the library to check out books during their scheduled library time and before school each day. The loan period for library books is one week. All fines and overdue costs must be cleared before a student may check out a new book.

Student Name:_____ Parent Name:_____

Student Signature:_____ Parent Signature:_____
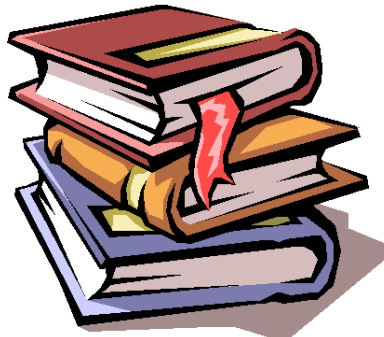
Somerset Academy Village
Computer Use Rules

1. All individuals on a computer:
   a. NO food, gum, candy, beverages, etc.
   b. Hands must be washed and cleaned

2. Students are only to touch

   a. Keyboard
   a. Mouse & Mouse Pad
   b. Disks Front of CPU/tower
   c. DO NOT Touch the antennae or any other part on the back panel of the CPU/tower
3. Books and papers are to be kept on the desk, not on any part of the computer.

4. Do not block the fans on the CPU/tower of the computer.

5. Always log off of the computer when you are finished.

6. Do not print unless you have permission from your instructor to print.

7. If you notice anything on the computer is changed, damaged, etc., immediately notify your instructor or you may be suspected of causing the problem.

8. Students must have a signed Internet Acceptable Use Policy Permission form signed and turned into their homeroom teacher before they can use the Internet.

9. Students are to use the Internet for academic researching, typing, and other academic computer applications.

10. Games of any kind are not to be played on computers.

11. Students are not allowed to download or upload any information on the Internet.

12. The Internet is only to be used for an academic purpose. Checking email, blogging, Facebook, chatting, etc. are not allowed.

13. Students are not allowed to give out personal information of any kind on the Internet. This includes, but is not limited to name, address, phone number, or birth date.

Any violation of the above rules and or Internet Acceptable Use Policy will result in a loss of computer use. First violation of these rules will be 1 month without computer use. The second violation will result in no computer use for the rest of the school year. Any faculty member can observe these infractions and report it to Administration.

Student Name:_____ Parent Name:_____

Student Signature:_____ Parent Signature:_____