

## **Student LMC Procedures**

- Students may use the LMC before and after school as well as during their lunch period.
- When not under the guidance of a staff member, students must have a student planner signed by a staff member to utilize the LMC. Students must also sign -in and sign-out at the checkout desk.
- Students are expected to behave in a productive manner while in the LMC: working on homework, researching, using a computer, and reading for pleasure.
- The student code of conduct as stated in the student handbook applies while using the LMC.
- Any disruptive behavior will not be tolerated. (Loud talking, misuse of LMC materials, etc.)
- Food and beverages of any kind are prohibited in the LMC.
- Backpacks, gym bags, book bags are prohibited in the LMC.

## **Borrowing Privileges**

- F.H.S. School issued student ID's are required to check out all LMC Materials.
- Books are checked out for two weeks and may be renewed.
- Reference materials, magazines, and newspapers circulate for two days.
- Calculators may be checked out overnight.
- Fines are charged for overdue, damaged and lost materials.
- Fines must be paid before student is allowed to check out additional materials.
- Current replacement costs will be charged for lost or damaged materials.

## **Student Internet Use**

- The Acceptable Users Policy Rules And Procedures Agreement must be on file with the F.C.S. Technology Department.
- Student Internet use is to be assignment related or for research.