

INSTRUCTIONSoftware Copyright

It is the intent of the Marin County Office of Education to adhere to the provisions of copyright laws in the area of microcomputer programs. In an effort to encourage adherence to copyright laws and to enforce legal copying activities:

1. The ethical and practical problems caused by software piracy will be taught in all schools and programs of the Marin County Office of Education.
2. Marin County Office of Education employees will be expected to adhere to the provisions of Public Law 96.517, Section 7(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that "...it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - a. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - b. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed

in the event that continued possession of the computer program should cease to be rightful."

3. When software is to be used on a disk sharing system, efforts will be made to secure this software from copying.
4. Illegal copies of copyrighted programs may not be made or used on school equipment.
5. The legal or insurance protection of Marin County Office of Education will not be extended to employees who violate copyright laws.
6. Assistant Superintendents and Directors of Marin County Office of Education are designated as the only individuals who may sign license agreements for software for schools and programs of this office. (Each school using the software also should have a signature on a copy of the software agreement for local control.)
7. The Program Manager of each program site is responsible for establishing practices which will enforce this policy at the program level.

Reference: EC 51875

Reference: Education Code 51875

INSTRUCTIONInstructional Media Center

1. The Marin County Superintendent of Schools shall establish, conduct, and maintain facilities which provide instructional media and equipment to contracting districts.
2. Films and filmstrips shall be adopted by the Marin County Board of Education before they are purchased by the County Superintendent of Schools.
3. The films and filmstrips listed in the Instructional Media catalog will indicate the recommended subject area and grade level.
4. The local district board, superintendent, and school principal have the responsibility to control the use of instructional media obtained from the Marin County Schools Instructional Media Center.
5. The local district board, superintendent, and school principals have the authority to obtain instructional media from sources other than the Marin County Schools Office Instructional Media Center.

Reference: Education Code ^{1830) 1834} 892; ~~892.4~~

1/22/74

Approved by
County Board of Education

Marin County Schools Office

Controversial Issues Regarding Instructional MediaIntent of this Policy

The purpose of this policy is to ensure that consideration be given to issues that concern the operation and program of the County Board of Education and the County Superintendent of Schools that may be considered controversial. All issues considered to be controversial shall be reviewed in a systematic manner upon the request of the concerned individual.

2. Identification of Controversial Issues

In order to ensure opportunities for review of controversial issues, the Marin County Superintendent of Schools shall request that individuals identify any concerns relating to controversial issues by submitting a statement in writing. The written statement should contain the following information:

- a. Title of book, recording, film, or other items of instructional media.
- b. Name of author, publisher, producer, and/or sponsor.
- c. Location, context, or practice in which the controversial issue is identified.
- d. Identification of individual and a statement of his basis for concern.

3. Review of Controversial Issues

A report of the written statement and a review of the concern shall be reported at a regular meeting of the Board of Education. The Marin County Board of Education may appoint a committee to review the issue. The committee shall consist of at least three members, including the Marin County Superintendent of Schools or his designate, one of the original evaluators of the material, if possible, a representative from the program, or district involved, and any additional members the County Board may deem necessary.

4. Reporting of Findings of Investigations or Studies

The committee investigating the issue shall submit a report, including recommendations or actions to the Marin County Board of Education.

5. Withdrawal of Materials from Approved Lists

When media are withdrawn from approved lists by the Marin County Board of Education, a notification will be sent to publishers or sponsors and to district and county personnel or other persons involved or concerned with such action.

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Approved by
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Marin County Schools Office

INSTRUCTIONHigh School Graduation Proficiency Standards

High school diplomas of graduation will be awarded to students who meet or exceed the applicable proficiency standards specified below, and who are enrolled in the following secondary level schools or special day classes:

1. schools operated within County and State Department of Correction facilities,
2. Juvenile Court schools,
3. children's institutions schools,
4. special day classes for educationally handicapped students, and
5. special day classes for physically handicapped students.

Each student shall meet, or exceed, the applicable proficiency standards described below, before a diploma of graduation from high school will be awarded.

1. Students enrolled in secondary level schools operated by the Marin County Office of Education within County and State Department of Correction facilities, shall, prior to receiving a high school diploma of graduation:
 - a. satisfactorily complete a minimum of 180 units of credit in supervised courses which include the study of English, American History and government, mathematics and science, and, demonstrate basic skills in reading comprehension, writing and computation by achieving the publisher's passing score on the reading comprehension, writing and computation sections of the General Education Development Test (GED), or
 - b. students, 18 years of age or older, can qualify for a California High School Equivalency Certificate by achieving the publisher's passing score on the General Education Development Test (GED) as described in CAC, Title 5, Section 11530, or
 - c. students who qualify for the California High School Equivalency Certificate may be awarded a high school diploma upon the satisfactory completion of ten units of credit in American History and ten units of credit in U.S. Government.

2. Students enrolled in Juvenile Court schools, shall, prior to receiving a high school diploma of graduation:
 - a. complete a minimum of 200 units of credit in supervised courses which include the study of English, American History and government, mathematics and science, and,
 - b. demonstrate basic skills in reading comprehension, writing and computation by achieving the publisher's passing score on the reading comprehension, writing and computation sections of the General Education Development Test (GED), or meet the proficiency standards of the district of residence, or
 - c. students 16 or 17 years of age may receive a certificate of proficiency as provided in Education Code Section 48412 and CAC Title 5, Sections 11520-11523.

3. Students with diagnosed learning handicaps and disabilities who attend special day classes as authorized in Education Code Sections 56600.2(a), 56604, and 56702(a), shall, prior to receiving a high school diploma of graduation:
 - a. complete a minimum of 200 units of credit in supervised courses which include the study of English, American History and government, mathematics, science and physical education, and
 - b. achieve basic skills in reading comprehension, writing and computation commensurate with instructional goals and objectives as specified in individual education plans (IEP), or, meet proficiency standards of the district of residence, or
 - c. students 16 or 17 years of age may receive a certificate of proficiency as provided in Education Code Section 48412 and CAC Title 5, Sections 11520-11523.

Reference: E.C. 48412, 51215, 51225, 56336.5(c), 56702(a),
W.& I.C. 857, CAC 11520-23 and 11530

Approved by
Board of Education
12/11/79

Marin County Office of Education