

# Canyon Crest Academy Learning Commons

## Student Guidelines

The CCA Learning Commons (LC) is designed for learning independently or as part of a class/group. Students are encouraged to use the LC to complete classroom assignments and/or read for pleasure. The LC houses a variety of resources so students can study and work in ways that are best for them. We have desktop computers and Chromebooks. The waiver is available on line on media center link or in the LC. In addition, an online library catalog and access to public online database subscriptions are also available for use at school and home. Please note that the district offers a wireless connection for those who choose to bring in their own electronic devices to access the Internet.

### HOURS

- **Open daily 7:15 am-3:30 pm. Supervised Study Hall is offered in LC Monday-Thursday, 3:30-5:00 pm.**
- **On Late Start Wednesdays, the LC opens at 9:15 am.**
- Events (e.g. testing, district meetings, library in-service) during the year will necessitate changes to LC hours. When this occurs, information will be posted on the LC webpage and there will be signs posted on the LC doors.

### POLICIES

- The LC is a facility for learning and students should respect the rights of those who are there to study in a quiet place. Students who wish to socialize should leave the LC so they will not disturb others. Cell phone usage is also limited in the LC.
- **Food and drink are not allowed.** Students are expected to clean up after themselves.
- An SDUHSD Acceptable Use Policy (AUP) requires signatures of all students and parents before any computer is used. Depending upon availability, the Chromebooks can be checked out for independent use during school hours if a student and parent have a signed waiver on file for the current school year.
- Computers are to be used for research and school assignments ONLY. Computer game playing is prohibited and students will be asked to leave and then lose privileges if unable to comply with any part of the signed AUP.
- All students are allotted a limited number of FREE prints for the school year.

### CIRCULATION

Student ID cards must be carried at all times and must be used to check out library materials. If a student card is lost or stolen, please report it immediately to the ASB store. Materials checked out in a student's name become the student's responsibility and need to be protected from damage or loss. If materials are damaged or lost, students are required to pay for them. All items should be returned to the circulation desk or dropped in our book return bin located inside the LC.

Most items may be borrowed for three weeks and can be renewed once. Students can renew by going by the circulation desk or through our school's online public access catalog called Destiny. A username and password must first be setup to utilize online catalog services, (i.e.: online book renewal, placing holds online). Please stop by the library for any questions about username or log in procedures for any of our district-supported technology services.

Lastly, the San Dieguito Union High School District highly recommends that each student obtain at least one public library card from the three San Diego public library organizations that are in our surrounding community: San Diego Public Library/City of San Diego, San Diego County and Carlsbad City. All three library systems offer a wealth of resources on site as well as online. With a library card these resources are free and allow access to all online resources at any time, at any place with Internet access. Although a student who is under 18 may register for a library card online, a parent or guardian needs to sign for responsibility of the card's use in person. Please take the time to visit one or more of these libraries to apply for a **free** library card.

I look forward to assisting students! Stop by, say hello, and browse through our collection ☺

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