

Carver Career and Technical Education Center

Media Services Plan

Objectives

The Educational Resource Center (ERC) at Carver Career and Technical Education Center (CCTEC) is designed to help support the educational needs of students.

The objectives that CCTEC strives for in regard to media services include, but are not limited to

- 1) Practice responsible usage and ethical behavior when using media resources, equipment, and online resources.
- 2) Demonstrate an understanding of the strengths and limitations of the Internet and evaluate the quality and appropriate use of Internet resources, databases, and virtual libraries.
- 3) Read a variety of print and digital materials for academic need, training, and lifelong learning.
- 4) Utilize technology to ensure success within their programs.

Overview of Media Services

Within the Kanawha County School District, we have a technology enhancement/improvement plan with Apple. Most every student in the district has an iPad and all teachers and support staff have MacBooks and iPads deployed to them by the Board of Education. We have a renewal program every three years to update the devices. The Kanawha County School District Technology Department and Information Systems work to ensure that we have the technical infrastructure, security, and access needed for learning and student success.

At CCTEC we have taken strides to improve the technology over the past few years. Through various funding sources, we have upgraded 26 desktop computers in the ERC, purchased several laptop labs, several iPad labs, and replaced obsolete or nonfunctioning equipment. All classrooms are now equipped with Wi-Fi access points and/or ethernet ports to ensure strong Internet connections. Each program is well equipped with technology to suit the needs of the instructors and students. Mobile laptop labs and iPad labs are also available to instructors for research, online orientation, and other programs and projects.

Our Learning Management System is Schoology, an online platform for posting assignments, turning in assignments, messaging, conferencing, and grade reporting. Print resource and audiovisual materials are easily available to faculty members and students which are located primarily within the classrooms or online. Items such as smart boards, computers, smart televisions serve as valuable instruments in enhancing student engagement and learning.

Some online services, such as EBSCO Information Services, Thinkfinity, Win Career Readiness Courseware and Tooling U are available through the WVDE, the WV Library Commission, and the Internet. Other programs we utilize are CareerSafe, DRC Insight (hosts the TABE and TASC tests), Microtype 6, Microsoft 365, Adobe Cloud, among others.

Printers are abundant throughout the center which enable students to print their respective documents as well as saving their information on the local H: drive.

The school's computer technologist is available anytime to monitor and resolve technical issues as well as provide professional development in keeping up with updated technology trends.

Personnel Responsible of Overseeing the Plan

The Job Placement Coordinator is also the computer technologist for CCTEC. She assists and collaborates with all staff, students, and instructors to ensure that everyone has access to and responsibly uses technology in the facility. The school's computer technologist is primarily responsible for overseeing the Media Services operation. However, the ultimate responsibility in seeing the effectiveness of the plan rests upon the judgment of the principal. In order to ascertain that the media services plan is working effectively, monthly technology meetings are held, discussion is heard, and recommendations are reviewed and evaluated.

The Kanawha County School District Technology Department and Information Systems work together to ensure that the technical infrastructure is maintained, secure, and available for staff and students. All devices are password protected and only authorized individuals are permitted access to media services and equipment.

Orientation to Media Services

Each school year, new staff members learn how to request equipment, sign up for lab time, borrow mobile labs, obtain learning resources, and receive instructional support during their orientation. Additionally, all students are provided information on computer usage. Before a student/staff member is allowed access to any device connected to the network, an acceptable use policy/contract is given in which the student/staff member must sign and return.

Budget

Carver Career and Technical Education Center receives funding from the WVDE every three years to update computer labs, based on funding determined by the state legislature. Yearly, the WVDE and Kanawha County Schools offer "Program Modernization Grants. These requests are written by program instructors for the addition of new technology for their programs. Historically, CCTEC has received approximately \$10,000 a year from the individual grant requests. Emergency purchases for the acquisition/repair of equipment are made through program funds, local school funds, or from the faculty senate at the discretion of the principal.

Evaluation

The school's computer technologist meets with each instructor to discuss current needs of their program and how the media center can respond to these needs. Suggestions are solicited from instructors as to what title of books, magazines, or software would best support their programs. Suggestions are also solicited from students as to how to improve the media services and delivery within the school environment. The principal and assistant principal are responsible for the evaluation of the various program areas and their utilization of media in their instruction.