

## **MEDIA SERVICES PLAN**

Auburn Career Center faculty, staff, and students are encouraged to use a variety of educational materials, audio-visual materials, Schoology, computers, Promethean Boards, network, and internet connection (“Network”) for educational purposes. There are dedicated computers for classroom use and in common areas, as well as laptop carts available to support instruction and student learning.

When using the Network, faculty, staff, and students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines may result in disciplinary action. Prior to accessing the Network; students, faculty, and all staff must sign a Technology Agreement.

Ongoing technology support is provided to the faculty with individualized faculty training and technology support as needed. Please see the “Edutech” section on the next page.

Faculty will provide students with media services orientation within the first week of each class to ensure students have the appropriate access to the technology that will be used in the classrooms. The IT department is available for ongoing technology and training support when needed. Please see the “Edutech” section on the next page.

The District provides annual budgetary support for media services. Should you require additional technology or equipment for the classroom, please follow these steps:

- Prepare a request in writing addressed to the Director of Adult Workforce Education including the equipment requested, cost associated with the equipment/materials, and required timeline for implementation. The Director of Adult Workforce Education will review the request and make a recommendation to the Superintendent regarding the purchase.

There is an ongoing means of evaluating the effectiveness of media services and the utilization of the results to modify and improve media services.

1. The adult team will analyze the Edutech request pages and compare them to what has been accomplished and what is still in need of being done.
2. In addition, the team will evaluate the end of course surveys and discuss the results of the question that asks students to evaluate the effectiveness of current media services.

If this question is not yet added, the programs will add the question. The results of that survey will be used in the annual evaluation of the plan.

3. Instructional staff provides feedback on an ongoing basis as requests are made for instructional support.
4. An annual technology meeting will take place in the Spring of each year to review the District and individual technology needs.

### **Technology Agreement**

The student forms are handed out the first day of class. Once the agreements are reviewed and signed, they are returned to the Adult Workforce Education office to be included in the student file.

Faculty and staff receive a copy of the Technology Agreement during the completion of the human resources paperwork.

### **Media Equipment**

Auburn Career Center has media equipment available for instructor use; this equipment includes video cameras, laptops, digital cameras, etc. For available equipment and to reserve their use, contact the Administrative Assistant in the Adult Workforce Education Office. Some media equipment, such as a promethean boards are available in many of the labs and classrooms on campus. For training on this equipment, please contact the Adult Workforce Education Office to arrange for training with the IT Department.

The Adult Workforce office, maintains the primary responsibility for the Media Services Plan. The IT department is responsible for the IT Systems & Networking plan, and provides the support and training for Adult Workforce Education.

Auburn Career Center maintains a current inventory of media resources that are available district-wide. Auburn Career Center staff maintains a current inventory of media and instructional resources pertinent specifically to adult education learners.

### **Technology Help (Edutech Help)**

Go to the Auburn Career Center website and scroll to the Staff Portal at the bottom of the home page. Choose Technology Incident Ticket. Enter your email and password for your google account. Sign In. Choose your location and room number. Choose your technology need. Describe your issue. Submit your password (everyone has the same password which is the word Password). Submit.