Lex La-Ray Technical Center
Media & Instructional
Resources Plan :

Scope of Services

Media Resources

The Lex La-Ray Technical Center has resources available to help students learn current relevant information related to their career field. Some of these resources are in the form of journals, textbooks, internet websites, software programs.

While this box contains an accurate account of the services available at Lex La-Ray, there may be instructor resources and internet resources that are not listed.

This is a short synopsis of Technology being used in Lex La-Ray programs:

Remind 101, Google Platform

I-CAR Curriculum, S/P 2

CDX, Pro Demand, ASE

Elsevier, Shadow Health

Our goal is to continue to evaluate what we have, improve what we offer, and to stay current in our resource availability.

Student Technology Agreement-Students study technology usage policies at the beginning of the school year. Some students study and agree to policies at Open House Night.

Students review their responsibilities when using Lexington R-V technology, and then sign agreement in addition to getting parental approval for their technology usage.

All Lex La-Ray Technical Center buildings have internet access via a WiFi system. Students who have a completed Technology Use Agreement on file are allowed to access the internet when applicable to their classroom activities and assignments; unless such access is prevented by any necessary disciplinary action.

Media Services Availability

Media Resources

We currently have mobile laptop carts and/or a computer lab for students to access resources online. Individual programs have their library resource center located in their classroom on a book shelf.

Instructors decide how often access is available to students, and if resource items can be removed from the classroom.

Students who violate computer access rules can have access denied for a determined period of time. (Student Handbook, technology rules)

Lex La-Ray has control of which media services are available. Instructors can request specific materials, but the director makes the final decision if the services are vital and the funds are available.

Sometimes due to technology issues with the infrastructure or equipment, students and teachers may not be able to access the online resources. In those situations the instructor contacts the IT department and seeks assistance.

Coordinator of Library Services

Media Resources

The Lex La-Ray instructors coordinate their own Media Resource Library where they train students on which resources are good references for different topics. They also check-out materials to students and make sure the materials are returned correctly.

The instructors also train students on how to access various online resources, email etiquette, and Remind 101. This training occurs at the beginning of the school year and throughout the school year as more resources and computer software/internet training is added to the program.

The Lex La-Ray Technical Center has a focus team dedicated to technology. They take requests from staff for trainings and schedule as needed.

Roles for. Staff

Media Resources

Instructors - training students, monitoring resource use, ordering resources

Director - approving funds for resources

Administrative Assistant-notifying instructors when resources arrive

Technology Support (IT Department) - available to help troubleshoot technology issues and help fix technology equipment

Orientation for Users

Media Resources

Instructors train students on accessing online resources, computer usage, and how to use classroom library resources. Instructors are required to orient students in the first week of class on online resources and then throughout the program when new equipment is used. This should be shown through lesson plans and other supporting documentation.

Annual training for instructors on digital curriculum and advances in technology will be provided by the Lexington R-5 School District's curriculum team. If additional training is needed for the online software,this will be provided by the software company. Professional development funds are set aside for this kind of training.

New teachers attend a New Teacher Orientation that provides training in the use of media services available to the program.

Facilities Assist Media

Media Resources

Facilities at the Lex La-Ray Technical Center that assist media include:

<u>Furniture</u>:

Bookshelves for Media Center (Library areas)

Brackets to hold projectors in place

Laptop carts for storing laptops

Tables for supporting computers

<u>Technology Equipment</u>:

Digital cameras/ GoPro(Classroom teachers)-used to take pictures of students in action, recognize Student-of-the-Month, and to document student work.

Printers-print pictures, researched items, print student work, and run copies of articles for students to read and discuss together

Speakers-project sound

Chargers, power strips, etc.

Projectors

Chromebooks/Surface Pros

Technical Infrastructure

Lex La Ray Technical Center will make technology available to every student. Each classroom shall have enough Chromebooks so that every student has one. In addition, Ipads will be available to be checked out. Each Chromebook and Ipad will be set up to connect to the Lexington R-5 School District's network for Internet access.

Lexington R-5 School District / Lex La Ray Technical Center will ensure each device will have security and antivirus to protect students

Lexington R-5 / LLRTC will provide a network that is safe and secure for students and staff

Lexington R-5 / LLRTC will provide each staff member / student the appropriate software in order for them to complete their work

LLRTC will utilize the Lexington R-5 Technology coaches to ensure staff is trained properly and up to date on the latest technology

LLRTC will follow any additional policy that the Lexington R-5 School District has in place regarding technology.

Annual Budget

Media Resources

• There is a budget set aside yearly for media resources funded by tuition and Perkins Funding per program.
• Regular requests are submitted when budget requests are completed in the spring.
• Immediate needs are taken to the direct supervisor.

<u>Evaluation of Media Services:</u>

Media Resources

Advisory Committees review the curriculum, reference materials, technology, and other media resources used. Advisory committees evaluate the effectiveness of media resources. Students provide feedback through surveys at the end of the year and are reviewed by the leadership team. Any suggestions are taken into consideration to improve media services.