



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:

Blackboard, Gmail, Remind 101, Google Classroom

I-CAR Curriculum, S/P 2

CDX, Pro Demand

Career Connections

ATI

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.

These are some technology staff trainings that have been incorporated into Lex La-Ray programs in the past few years:

2017, 2018, 2019, 2020- Google Drive (Amanda/Jamie B.)

2017, 2018, 2019, 2020-Remind 101 (Jamie B.)

2017, 2018, 2019, 2020- NEE (Amanda)

2017, 2018, 2019, 2020-SIS (Jamie L./Jamie B/Krysta S.)

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.

Annual training for instructors on digital curriculum and advances in technology will be provided by the Lexington R-5 School District's curriculum team.

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:

Furniture:

Bookshelves for Media Center (Library areas)

Brackets to hold projectors in place

Laptop carts for storing laptops

Tables for supporting computers

Technology Equipment:

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

Annual Budget

Media Resources

- Budget support comes from LLRTC codes on the annual school budget for supplies, equipment, and textbooks.
- Regular requests are submitted when budget requests are completed in the spring.
- Immediate needs are taken to the direct supervisor.

Evaluation of Media Services:

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 is reviewed by the leadership team. Any suggestions are taken into consideration to improve media services.

