Tri-County Career Center
Media Services Plan

Media Services Plan

Tri-County Career Center strives to provide up-to-date technology and media services to all programs. Instructors and students are given access and availability to needed technology and media services. Equipment and services are accessible and utilized when appropriate as deemed necessary by the program instructor.

Scope and Description of Services

The Student Success Center is a full-service library along with a computer lab. Students and staff may check out books and media online through Info Ohio or Ohio Digital Library as well as in hard copy.

Availability

Media equipment is housed in the individual program lab or classroom to allow maximum access for the instructor and students. Additional equipment is available in the Student Success Center or from the Technology Supervisor. The Success Center is available 8:00 to 2:45 daily. Evening hours need to be arranged ahead of time.

The following resources are available to instructors:

Mobile Laptop Cart
Computer Lab
Computer workstations in classrooms
Relevant industry-related software
Wireless and networked internet access
Textbooks for students and faculty
Resource books in classrooms and success center
DVD's, technical manuals, publications, and a wide variety of additional media service material.

Tri-County has the infrastructure needed for the utilization of the above-mentioned resources. The district maintains numerous servers as well as networked and wireless

networks. Additionally, the center has support staff available to assist with any technology needs.

Orientation Procedures

An introduction session is held for adult students to introduce them to the center's policies and procedures related to adult students, including the district's technology usage policy and the purpose of utilizing technology in the classroom setting. Instructors are given an Orientation when hired or when needed for different areas of the success center. Orientation related to specific media services available to students is provided by the program instructor. The Technology Usage (Student User Agreement), is signed by each student that uses technology.

The agreement addresses the following items:

- Student responsibility for adhering to the center's Technology Usage Policy and abiding by its provisions.
- Student understanding that violation of these provisions may result in disciplinary action
- Student acknowledgement that any use of district technology is not private and may be monitored by the district
- Student consent to district access to all communication sent, received, or stored

The annual budgetary support needed for media services is derived from the following areas:

- Individual program budgets
- Enhancement grant requests
- Perkins funds
- General district funds

Each request must be approved by the Director prior to making the purchase or request to purchase. The success center supervisor evaluates the need for items each year. Input is solicited from instructors to make sure the center is carrying necessary items for each program. The Technology Coordinator helps with the equipment needs and ensures we have the infrastructure necessary to facilitate implementation of any digital resources.

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Personnel Responsible

The instructors are responsible for maintaining and updating media in their classrooms and labs. The Director is responsible for assisting instructors with funding to address the technology needs of individual programs. The Success Center Supervisor and the Technology Coordinator facilitate all purchases of resource material for the success center. The district technology supervisor is responsible for assisting the instructors with instructional and technical issues related to media and also to assist in updating media, when necessary.

Annual Evaluation

The Director meets with the Technology Coordinator and Success Center Supervisor on an annual basis to review expenditures and needs for the center. Each individual program reviews their needs with their advisory committees and recommendations are made from their recommendations.

COE – 5.1-9

Revised 3.06.2022
Revised 4.26.2023