

Tri-County Media Services Plan

Scope and Availability of Services

Tri-County maintains specific resource areas that include text, periodical, and video resources for each of the programs offered. Students and faculty have access to three dedicated computer labs containing at least 24 networked computers with internet access, a variety of application software packages, including the MS Office Suite, and printing capability. Smartboard's are available in each of the computer labs as well as in the classroom areas of each program. Services are available from 8:30 a.m. to 10:00 p.m. based on room usage. A schedule is maintained in the library for computer lab availability for student use. Students have access to the library's research resources via internet access and the Tri-County website. The Practical Nursing department has a dedicated computer lab that has 10 networked computers. Tri-County also utilizes "itsLearning" a digital learning management system to connect students and faculty via the internet.

Educational Materials

Each program maintains field specific resources that contain current reference books, periodicals, manuals, DVDs, and textbooks that are available to both students and staff. Students may use the computer lab to access on-line library resources to support their instructional program.

Each classroom has a workstation and projector. Students and faculty are able to connect to the internet through the desktop computers. Each program has access to clicker technology. The cosmetology has a smart TV with internet access in the shop area.

The Tri-County media center provides access to various resources through the Tri-County website. Students have access to Gale Cengage Databases, newspapers, periodicals and access to the Massachusetts Libraries databases as examples.

Staff Responsibility

Program Directors and staff members are responsible for coordinating, implementing, and updating the media services for their programs. The IT department is responsible for the maintenance of computer labs and WiFi infrastructure.

Roles and Responsibilities

Program faculty make recommendations for new media resources such as texts, DVDs, periodicals, and technology (software and hardware) that upon approval, become part of the budget process and are purchased as funds allow.

Each program maintains an inventory of instructional materials, supplies, and equipment. The IT and Facilities department are responsible for routine maintenance and repair of all equipment. Equipment needing specialized repairs are outsourced to local vendors as required. The Library

Media Specialist is responsible for maintaining the school districts library media center and access to cloud based reference sites.

Orientation

Students receive an overview of media resources during program orientation. During the first week of school instructors orient the students to specific program media resources. Training is provided at the beginning of the school year (or as it becomes relevant) in the use of technology, including program specific software. Students are also trained in the use of other software packages as required on a program by program basis.

Tri-County strives to ensure that all instructors and staff receive the training required for them to keep abreast of new technologies available for classroom and lab use.

Facilities

Students and faculty have access to three dedicated computer labs containing at least 24 networked computers with internet access, a variety of application software packages, including the MS Office Suite, and printing capability. There are also three scanners available in these labs for digitizing information. Each program's instructional resources are kept in the program area. There are also additional resources (periodicals, reference text) available in the Tri-County Library.

- The cosmetology program has a classroom equipped with a Smartboard. There is also additional AV equipment available for viewing internet based, DVD and Videotaped instructional material.
- The Practical Nurse program is equipped with 10 desktop computers in the classroom. The PN classroom is equipped with a Smartboard. Practical Nursing students receive access to a web based learning programs from ATI and Shadow Health as a part of their tuition and fees. The web based learning programs are accessible at the school and at home.
- Technical Infrastructure is maintained by the IT department. Plans for maintenance and improvements are addressed in the appropriate plans. The technical infrastructure includes a LAN connecting all computers to the internet and media center. WiFi is accessible to all students and faculty for network and internet access.

Annual Budgetary Support

Program budgets, including media resources, instructional resources, equipment purchases and repairs are recommended by program faculty and approved each fiscal year.

Evaluation

Each program evaluates all media services throughout the year and makes recommendations for the following school year. Technology concerns are included in the media services review and are also reviewed and addressed as part of the Tri-County school districts technology assessments.

Repair, Maintenance, and Replacement

Tri-County's Technology Department includes a full time Technology Coordinator and a full time Technology Assistant that are responsible for repair, maintenance and replacement of hardware and software. Tri-County utilizes School Dude for managing routine repair and maintenance requests. Program faculty request routine maintenance and repair requirements through the School Dude software package, where requests are prioritized and tracked. In "emergency" situations the Technology Department will make every effort possible to rectify the problem so that the instructional process can continue with as little interruption as possible. The Technology Department works with the Adult Education Office to identify budgetary requirements for replacement of existing equipment as well as the addition of new technology. The Technology Department is responsible for installation of new and replacement technology.

Accessibility

Access to onsite materials are available weekdays from 8:30am-10:00pm throughout the school year. Cloud based resources are available any time of day or night. Every student has access to any of the computers within the building through the student log on. Computer labs are available for student and faculty use and have posted schedules identifying open times. Additionally students have access to the schools WiFi network allowing internet access to cloud based research resources.

Evaluation

Faculty and advisory committees evaluate learning resources provided through media services annually in conjunction with curriculum analysis. Recommendations for new or updated resources are developed and proposed through this evaluation process. Requests for new resources are submitted for approval through the budgetary process.