

Academy of Careers and Technology

Media Services Plan



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Preparing Students for Their Future

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Media Services Plan

The Academy of Careers and Technology (ACT) Media Services shall be made available to every student and staff member regardless of race, color, religion, sex, sexual orientation, gender identity, or national origin. There shall be a variety of current and relevant educational material made available such as, but not limited to reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and any other materials deemed necessary for educational purposes. Each program instructor is responsible for the implementation and coordination of his/her program's educational materials and is likewise responsible for procuring such materials through proper administrative channels along with requesting educational materials through the school's Library Media Specialist. A media inventory as well as an equipment inventory is to be maintained by each individual program instructor with a copy given to the Director of ACT programs. All necessary repair, maintenance, and/or replacement of media equipment and supplies are made via proper administrative channels such as work or purchase orders. All staff shall be oriented to new technology educational materials via Raleigh County Technology department upon employment and periodically throughout each school year on the most current and latest technology media programs. Students shall be oriented to media resources by program instructors or other such staff members as deemed appropriate and required. Each classroom shall be equipped with bookshelves and adequate space to house such educational media resources and equipment along with a centralized library media center with the Raleigh County Board of Education responsible for the technical infrastructure. Budgetary support for media services and equipment shall be provided through county funds, grant monies, Perkins allocation, and any other revenue sources so made available. The evaluation and effectiveness of media services shall be performed annually by the Faculty Senate members through periodic meetings where such services are scrutinized for educational value, being the most current and up-to-date information, and meets current industry standards in order to modify and improve media services. Media services such as instructional supplies, physical resources, technology, and fiscal resources are available upon request by each instructional program. ACT's media services are available to ensure the achievement of each program's student learning objectives.

Plan for Maintaining Equipment and/or Replacing or Disposing of Obsolete Equipment

All instructional equipment that includes, but is not limited to televisions, Apple TV's, audio-visual equipment, computers, iPads, projectors, document cameras, digital cameras are to be maintained in good working order. If at such time a problem does arise, proper work order form(s) shall be filled out by the program instructor and filed with the correct department either in-house computer repair or county technology repair. If such equipment needs to be replaced, a purchase order request must be filled out and filed with the center's administration for approval. Obsolete equipment must follow Raleigh County protocol to which it has to be shown to no longer repairable and must be salvaged/recycled according to Raleigh County Solid Waste Authority procedures.