



Plan Name:	Media Services Plan
Effective Date:	August 1, 2014
Revision Date:	Aug 1, 2023
Evaluate:	Annually
Standard:	Standard 5: A 1-9

Media Services Plan

Goals & Objectives

The goal of the Waynesville Career Center (WCC) is to provide adequate, up-to-date technological and media services to instructors and students in a cost effective manner. Equipment and services will be accessible and utilized when appropriate as deemed necessary by the program instructor.

Process Overview and Applicability

The majority of technological equipment will be housed in the individual programs to allow maximum access for instructors and students. Equipment not housed in individual classrooms may be checked out through the Technology Integration Specialist.

The following resources are available to instructors:

- Computer workstations, including mobile labs
- Two computer Labs
- Audiovisual equipment as each program requested, such as CleverTouch Boards, cameras, projectors, televisions, and printers
- Relevant industry software
- Wireless or hardwire internet access
- Textbooks for students and faculty (on-line and/or hard copies)
- DVDs, television programming and a wide variety of media resources through the district media services department

The WCC has the technical infrastructure needed for the utilization of the aforementioned equipment. A server is maintained as well as hardwire and wireless networks at the WCC. Additionally, the district has support staff available on site and off site to assist with technical related issues. The district technology department evaluates and updates infrastructure as needed.

Procedures and Specific Guidelines

School district employees annually review board policy on technology usage and sign an Employee Technology Usage Agreement. Technology usage forms are completed during student and staff orientations. Orientation for Adult students is given by instructors. Onsite media personnel will provide additional support as needed. Students are briefed on the district's technology usage policy and the purpose of utilizing technology in the classroom setting.



A Waynesville R-VI School District Adult Student Technology Usage Agreement form is completed and signed by each student.

The agreement addresses the following items:

- Student responsibility for any unauthorized costs or damages
- Student names and photographs usage for publications
- Student responsibility for adhering to the district's Technology Usage Policy EHB and administrative procedure EHBAP
- Student acknowledgment that any use of district technology is not private and may be monitored by the district

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

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

Each request must be approved by the WCC Director prior to making the purchase or request to purchase. The evaluation of effectiveness will be done by reviewing adult student surveys once per year and gathering input from occupational advisory members and institutional advisory members at least twice per year. The objective and anecdotal data is used to improve program specific and building wide media services.

Personnel Responsible

The instructors are responsible for maintaining and updating the media in their classrooms. The WCC director is responsible for assisting instructors with funding to address the technology needs of individual programs. The technology integration specialist is responsible for assisting the instructors with instructional and technical issues related to media and also assist in updating media. More complex technical issues are handled by the Technology and Information Systems departments.

Reference Location or Policy

Adult Student Technology Usage Agreement

Employee Technology Agreement

Board Policy (EHB) Technology Usage

Board Policy (EHB-API) Technology Usage

Board Policy (EGAAA) Reproduction of Copyrighted Materials

Waynesville R-VI School District
Adult Student Technology Usage Agreement

Student Name _____ Teacher _____ Student Number _____

ADULT STUDENT TECHNOLOGY AGREEMENT

I have read the school district's Technology Usage Policy EHB and administrative procedure EHB-AP, which are on the district website (<http://waynesville.k12.mo.us/Page/2994>) or provided in paper form by the school media center, and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and dismissal from school.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages I incur due to my use of the district's technology resources.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Note: Student photographs and names may be published in the school yearbook, local newspapers, and school websites. If you do not wish for your child's photograph or name to be published, please contact the principal of your child's school. _____

Signature of Student _____ Date _____

Printed Name of Student _____ Home Phone _____

Home Address _____

**TECHNOLOGY USAGE
EMPLOYEE TECHNOLOGY AGREEMENT
WAYNESVILLE R-VI SCHOOL DISTRICT**

I have read the Waynesville R-VI School District Technology Usage Policy EHB and Technology Safety EHB-AP(1) and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and termination.

I understand that my technology usage is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages I incur due to my use of the district's technology resources.

I have read and understand the district's Copyright Policy EGAAA and regulations regarding duplication or materials and use of instructional materials. I agree to abide by these regulations, using only materials purchased and cataloged by the district to support instruction of the district curriculum adopted for the appropriate grade level of my students.

Signature of Employee _____ Date ____/____/____

School _____

Home Address _____

Home Phone _____