

# **Garnet Career Center Orientation to Technology Process**

## **Goals & Objectives**

Garnet Career Center's individual departments have designated areas designed to support the educational needs of students with access to the most current electronic materials and technology.

At the beginning of each program, the department chairs and instructors have an orientation to prepare the students to utilize the technology such as laptops and printers and other materials to help fulfill the purposes and support the educational programs.

## **Overview: Orientation to Technology**

All students are provided information on computer usage. Before a student is allowed access to a computer, the Telecommunications Policy is presented and an Acceptable Use Policy/Contract must be signed by each student. Each department handles this task during orientation and prior to students using computers. Support is provided by the instructors throughout the tenure of the program.

Process:

1. Student will receive a laptop if applicable to their program
  - a. computers are set up by students with guidance by instructor or school technology specialist
2. review of the Telecommunications: read, understand and sign the Kanawha County Schools "Acceptable Use Policy" for internet access
3. students utilize their laptops or school computers by accessing Schoology, Evolve, and Edgenuity.

## **Personnel Responsible of Overseeing the Process**

Each department chair is responsible to oversee the completion of the Technology Orientation for all students in their programs.

## **Evaluation**

The Telecommunications Acceptable Use Policy form must be completed by every in the school. The forms completed by students are kept in the respective department. The technology orientation is noted in the lesson plans for each program.