Garnet Career Center
Media Services Orientation
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 educational materials, such as reference books, periodicals and manuals; audio-visual materials and equipment; internet access to sites with educational and reference materials appropriate to the program; and other materials to help fulfill the purposes and support the educational programs.

Each staff member also goes through an orientation provided by Kanawha County Schools during the Safe Schools Online Training telecommunications and media sessions. This online training is required of all Kanawha County Schools employees at the beginning of each school year.

Overview: Orientation to Media Services

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.

Step-by-Step Orientation Process by Department:

The Automotive Technology program utilizes a variety of media and training resources. Students are informed during program orientation of their availability. Students are:

1. Issued CDX Learning Systems "Fundamental of Automotive Technology" textbook and workbook
2. To read, understand and sign the Kanawha County Schools "Acceptable Use Policy" for internet access
3. Given CDX Learning Systems access code to create personal login and password for online self-study training software
4. Informed of training DVDs in media cabinet
5. Informed of online access of vehicle service/repair information online via computer terminal in the garage
6. Informed of automotive magazines and periodicals located on the magazine rack in the classroom

Medical Assistant and Practical Nursing students:

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

Personnel Responsible of Overseeing the Plan

Each department chair is responsible to oversee the completion of the Media Services Orientation for all students in their programs. The principal and Kanawha County Schools Human Resources staff monitor the completion of the Safe Schools Online Training. Staff receive frequent emails to update their progress through this training.

Evaluation

The Telecommunications Acceptable Use Policy form must be completed by every student and staff member in the school. The forms completed by students are kept in the respective department. The forms completed by staff are kept with the principal and the school technology specialist.