

Mitchell's Academy

Media Services Plan

Scope and Availability of Services

The media services offered at Mitchell's Academy include a variety of supplemental resources selected with the intent to enhance classroom delivery.

The supplemental resources include the following:

- Web access to additional information to supplement courses
- Web access to periodicals
- Web access to business, professional and technical reference materials
- Internet access
- Publisher provided resources such as instructor manuals, charts, handouts, and related instructional resources

Media services are available to faculty, staff and students during regular hours of operation. Copy machines are readily available to all faculty and staff members to meet their copying needs. Larger quantities of copying are requested and provided through the corporate office. All classrooms have connectivity for overhead projectors.

The institution maintains a limited number of on-shelf reference materials for students wishing to utilize them. Students are permitted to borrow on-shelf materials one item at a time which they are permitted to keep for one week. Should the collection grow substantially the checkout policy may be revisited.

Instructional resources are available to instructors to use in their class presentations. Topical instructional media resources such as charts and similar visuals are maintained on the campus and are available to all instructors. Course specific supplies are ordered as needed and maintained with the designated classrooms in which the courses are taught. Other instructional supplies are ordered when determined appropriate and needed.

Implementation and Coordination of Responsibility

The School Director, with assistance from trained instructors, is designated to be responsible for the implementation and coordination of the plan. The instructional staff is responsible for the integration and utilization of instructional resources into the classroom.

Responsibilities of the individual overseeing the plan:

- Engage in on-going professional development
- Oversee the orientation of students and faculty to media services
- Maintain current listings of hardcopy materials
- Follow established procedures for reporting equipment in need of maintenance or replacement
- Oversee the on-going evaluation of media services and resources

Responsibilities of the instructors include the following:

- Integrate learning resources into the curriculum as appropriate
- Request and maintain equipment and supplies required for instructional purposes
- Report the need for any repairs or maintenance to instructional equipment
- Request any needed instructional resources
- Provide input into the selection of media service, technology, and materials
- Provide input on the appropriateness of the facilities
- Provide input on the appropriateness of media materials including the relevance and validate they are comprehensive in meeting course objectives

Responsibilities of the School Director:

- Ensure periodic evaluation of media and resources by faculty
- Review and request approval for relevant purchase requisitions as funding permits
- Promote the utilization of resources by faculty and students
- Facilitate new student training and orientation to media services

Orientation of User Groups

As part of their orientation to the institution students are trained on the resources available and policies on use of these materials. Student orientation to resources takes place during their first grading period.

Instructors receive orientation on media resources and the plan during their orientation period. Follow-up training occurs for all instructors as new media and equipment are acquired.

Internet Acceptable Usage Procedures

Students using the institution's internet access are responsible for appropriate behavior online just as in a classroom or other area of the school. The same general rules for behavior and communications apply.

The following uses of school-provided internet access are not permitted:

- Accessing, uploading, downloading, distributing, transmitting or displaying pornographic, obscene, or sexually explicit material
- Transmitting obscene, abusive, sexually explicit or threatening language
- Vandalizing, damaging, or disabling the property of another individual or organization
- Damaging, debilitating, or disabling computers, systems, or networks through any means, such as the intentional misuse of electronic distribution or storage space, or the spreading of computer viruses or worms through the inappropriate use of files or storage media
- Accessing another individual's materials, information, or files without permission

- Violating copyright laws or otherwise using the intellectual property of another individual or organization without permission
- Violating any local, state or federal statute

Students violating the Internet Acceptable Usage Policy and rules may be asked to leave the classroom or school property. Additional disciplinary action may be determined at the corporate office level in keeping with existing procedures and practices regarding inappropriate language or behavior.

Budgetary Reports

Provisions for the support of media services are made in the annual campus budget. At least annually each School Director confers with instructors for suggested supplements they would like to see added. The School Director works in conjunction with the corporate office to determine the final approval for new resources or equipment. If approved the office purchases the items through its normal purchasing procedures.

Evaluation of the Effectiveness of the Plan

The effectiveness of media resources is measured through evaluations completed by students, faculty, and communities of interest at least annually. The evaluations completed by students relate directly to the effectiveness of the plan in meeting their goals. The evaluations completed by faculty address how the resources support their lesson planning. Communities of interest evaluate the overall plan from the perspective of how well it provides materials that are relevant to the working world. The institution evaluates all input and uses it to determine the need for future acquisitions.