Media Services Plan

Mission Statement:

The Bristol Technical Education Center believes all students can enhance their trajectory in life. We provide a safe and structured learning environment where students obtain confidence, employment, and trade and professional skills through learning and support. In this way, we equip students with the necessary tools to respond to the economic needs of the community.

Vision Statement:

The Bristol Technical Education Center will be a trusted learning institution promoting career and technical education to further the economic development, sustainability, and opportunities for the community we serve.

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Bristol Technical Education Center Media Services

Introduction

This technology and media plan is a framework that aligns to state and national standards while offering technological opportunities (i.e., training) for teachers, administrators, students, parents, and the community. The goal of this plan is to develop capacity and define infrastructures that ensure meaningful learning opportunities for students; to develop the skill of staff in the use of the newest technologies; and to provide the leadership necessary for meaningful school-based change. The BTEC embraces the integration of technology into all content areas in order to realize the district's mission statement. The trade/technology curricula have embedded technology skills for teachers to use in delivering the curricula thus creating Technology Learning Environments (TLEs). TLEs are not a stand-alone initiative, but rather a tool to deliver instruction. TLEs embed technology performance outcomes into student performance indicators in each instructional area.

Scope and Availability

Instructional Media

All instructional areas have defined the technology tools necessary to support the TLEs which may include but is not limited to: relevant software and appropriate hardware for student and staff use; teacher instructional resources; peripherals; and suggested classroom configurations.

Each program shall maintain a current inventory list of its instructional media resources and equipment housed in each program area. The master list shall be updated annually and when any additions/deletions occur. A copy of each program's instructional media resources shall be maintained electronically on the BTEC Network Drive. The media equipment inventory list will be maintained by the school and/or extension campuses IT support technicians.

Student Learning Resources

Program-based learning resources are available to students. This includes any relevant instructional media such as alternate texts, current industrial and occupational information, technical manuals, professional journals, audio-visual materials, and program-specific equipment and simulators.

Students shall have wireless access to the Internet on their own devices anywhere on campus through the BTEC Guest portal. Issued Chromebooks can access wireless through the designated Chromebook Wifi channels located in each technology area and all other rooms and spaces.

The BTEC Media Center has several areas arranged for study purposes, computer usage, and professional journals. The Center's computer access consists of 10 desktop computers with printing capabilities.

The extension campuses of each aviation technician school have available online-resources, including online texts and journals. These can be accessed by the student-issued Chromebooks in the theory classrooms and all other areas of the building.

Educational Materials

Bristol Technical Education Center and its extension campuses are part of the Connecticut Technical Education and Career System (CTECS) and are subsumed in the allocation, distribution, resources including online subscriptions and print texts and journals.

Electronic Holdings

The BTEC Media Plan provides for individual electronic holdings that are program-specific and are maintained by the individual programs. In addition, the Media Plan offers a variety of current and relevant web-based educational materials for both students and teachers offered through the CTECS District. Access to any of the restricted district holdings is available to all CTECS staff and registered students through its Internet and Intranet, including Microsoft 365 and Google Education.

All Program Areas: Audio-visual Materials and Equipment

- Touchscreen and computer-accessed Smartboards

- Audio Systems

- Building level Wifi and Internet access

- Printers, Google Classrooms, Tutorials, and training

- Chromebooks and printer capability

Teacher Resources

All instructors and support personnel have been trained in and assigned an array of printed and online technology resources to support teaching and learning.

- PowerSchool and PowerTeacher software for grading and classroom management needs

- Microsoft 365 Accounts and accompanying suite of software

- Google and Gmail for Education

- Individual trades have online texts and instructional software

Coordination of Media Services, Roles and Responsibilities

The implementation and coordination of media services is a shared responsibility by all staff members and supervised by the Principal. BTEC does not have a dedicated staff member assigned to Media Center duties or responsibilities.

The BTEC and CTECS Technology and Media plans detail a specific framework allowing each school and individual program to utilize services to best meet the needs of the students in reference to recommendations from advisory members and the district's technology committee. Each school is supported by an Information Technology Technician who installs, maintains and disposes of any and all equipment, software and subscriptions.

- Roles and Responsibilities

- Program Instructors:

- Review and orient students to the learning formats and policies of BTEC and CTECS

- Retain the acknowledgement roster for CTECS media policies

- Oversee and provide classroom support in using technology

- Create and maintain an online Classroom presence accessed by students 24/7

- Include online resources for student to access

- Attend and maintain technology professional development to support teaching and learning

- Proctor online assessments

Information Technology Technician (ITT)

- Maintain computers, Chromebooks, printers, and network connections at all campuses.

- Respond to issues submitted by the online Helpdesk ticket system and in person in a timely manner.

- Troubleshoot and repair computer and network hardware.

- Assist instructors and administrators with presentation software and any school technological needs

- Install and update a wide range of computer software.

- Troubleshoot software and operating systems.

- Remove viruses and malware causing user problems.

- Reimaging and upgrading computers.

- Restore lost files.

- Keeping computers and users organized in Active Directory.

- Reset staff network passwords.

- Submit requisitions for new computers and related technology.

- Determine when hardware and software is outdated and remove from service.

- Instruct and advise each school's technology coordinator/webmaster on the use of available technology.

CTECS Technology Committee

A Technology Committee initiated by the CTECS central office and overseen by its Director of Technology & Operations who establishes and solicits members from each school, the IT department and other state entities to include and Ad-Hoc committee consisting of instructors and administrators

from varied fields, and an At-Large committee consisting of representatives from central office, financial, state consultants and media specialists.

Duties of the Technology Committee may include

- Monitor technology-based activities at each campus
- Advise to allocate the resources to ensure students receive current and appropriate services
- Advise and monitor the requisite framework and infrastructures to facilitate appropriate uses
- Review and recommend curricula, professional development, training and all of the components necessary to support implementation

Orientation and Training

Staff Orientation

Staff orientation and training on media services occurs upon initial employment. The administration may designate a seasoned "peer teacher" to assist new instructional staff members in their orientation to the media services and technology provided by BTEC and its extension campuses. The CTECS IT departments shall also assist new staff members in accessing a new institutional email account, share computer drives, establish a PowerSchool and PowerTeacher account, Microsoft 365 account and assist in the orientation on the use of the available technology.

Processional development is offered bi-annual with an array of topics and also offered weekly by each school's technology support personnel. Tutorials are maintained online for teachers to access 24/7 with a menu of topics.

https://sites.google.com/a/cthss.org/cthssedtech/home/professional-development

Student Orientation

Instructors shall orient their students to all available media services and resources during their initial program orientation and again as required as each resource is implemented during instruction.

Facilities, Technology, and Infrastructure

BTEC has adopted the guidelines set forth in its districts plan. Digital learning and readiness applies to move teaching and learning to mirror industry standards and needs.

Each campus receives equitable resources, support and funding to maintain and expand its facilities to reflect the standards set forth by the technology committee.

The School District's Technology Committee advises the technology department on budget items and distribution for BTEC and its extension campuses. Central office manages the funding and disburses those funds developed by a yearly request process from the school committee.

The Connecticut Technical Education and Career System (CTECS) is committed to protecting privacy and developing technology that gives students the most powerful and safe educational experience. The District complies with the Family Educational Rights and Privacy Act (FERPA), which has a goal of protecting a student's educational records. Although FERPA regulations apply only to students, CTECS is equally committed to protecting the privacy of all data.

Operating Schools – We collect data such as addresses, phone numbers, gender, and age, as well as information to ensure student safety and accurate reporting to help run our operations efficiently.

Measuring Progress of our Students and Clients – We collect data such as attendance, grades, and participation in school activities to enable students to success.

Improving the Education Program – We collect results and content from local, state, and national assessments to provide teachers, administrators, parents, state, and federal agencies important information about student, program, and school performance.

Striving to Meet the Needs of Students – We collect surveys and other feedback to improve teaching and learning.

Budgetary Support

The Bristol Technical Education Center prepares an annual budget that is disbursed from the district (CTECS) and its appropriation of funding from the Connecticut State Department of Education and Federal subsidies.

Inventory of Equipment

CTECS and each of the schools maintain a list of inventories for all equipment. Items valued above $500.00 are tagged with a state barcode and entered into a school database. An inventory specialist authenticates each item on the list bi-annually.

Repair, Maintenance, and Replacement

Equipment in need of repair or replacement is submitted to the online *Helpdesk* system. Site administrators are responsible for all property at their site.

Lost or Stolen property: All losses valued over $400 involving theft or vandalism shall be reported to Connecticut State Police and the school business manager.

Evaluation for Improvement

The evaluation of media services is conducted annually by faculty with district administered needs analyses and input from each program's advisory committee meetings. The results of the survey information is reviewed by the district technology committee and they determine further actions. The plan is posted on our Teacher Resource Page and public website.

Reviewed by BTEC/CTECS School Committee August 25, 2023

Media Center Schedule

Time	Services	Staffing
7:00am - 9:27am	Open Use Academic Support	Ms. Busse
9:27am – 11:00am	Open Use Academic Support	Ms. Busse
11:00am – 1:50pm	Open Use	None
2:00pm – 3:00pm	Open Use Support	Schedule with Staff