OPERATING POLICIES — SECTION 500

NUMBER: 500A
SUBJECT: MEDIA SERVICES
EFFECTIVE DATE: JULY 1, 2016
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011
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500A.1 — SCOPE & AVAILABILITY

BATC will provide learning resources required by faculty and staff in support of all program areas at all locations, including ~~Technology Enhanced Instruction~~ online and hybrid courses and programs. ~~The majority of learning resources are located in the classrooms of the respective programs. Computer labs are conveniently located in several program areas. These labs have Internet access, allowing students to use the UALC databases, encyclopedias, periodical indexes, and other online resources. BATC will ensure that students have access to resources that are current, safe, and adequate to meet their program needs.~~

500A.2 — EDUCATIONAL MATERIALS

Bridgerland Applied Technology College (BATC) has a comprehensive array of learning resources available to students. Each department maintains learning resource centers of current and relevant information specific to their field of study; centers are kept current by department heads and departmental media specialists. In addition, BATC is a member of the UALC (Utah Academic Library Consortium) and the Pioneer Online Library, which are services of the Utah State Library Division. These two libraries provide a virtually infinite array of possibilities for students to access information throughout the United States.

500A.2 — POLICY

~~BATC will maintain a written plan for its media services which is appropriate for the institution.~~

500A.3 — COPYRIGHT AND ETHICS

~~Faculty and students, enrolled in both face-to-face and Technology Enhanced (online) courses/programs, will not use copyrighted information without giving credit to the copyright holder and in compliance with all copyright laws. All information is copyrighted as soon as it is in tangible or fixed form requiring students to acknowledge the creator or author. A copyright holder's exclusive rights include reproduction of the work, preparation of derivatives of the work, distribution of the work, performance of the work in public, or display of the work in public. Students engaging in plagiarism will suffer disciplinary action taken by the College and may be subject to fines and penalties under the law.~~

500A.4 — ACCEPTABLE USE

~~Taken from the College Acceptable Use Policy:~~

~~All computers at Bridgerland Applied Technology College are shared educational resources of the State of Utah for the primary use of professional staff and student access. The use of an individual student account is considered to be a privilege and is permitted to the extent that available resources allow. Classroom computer settings must remain constant to provide a quality training environment for all users. Therefore, any user found adding, modifying, or deleting current computer settings or software (i.e., screen savers, wallpaper, graphics, games, unlicensed software, etc.) will be subject to appropriate disciplinary action and possible termination from BATC.~~

~~Internet use is for the express purpose of encouraging the pursuit of higher knowledge. Users must accept the responsibility of adhering to high standards of professional conduct and act in a responsible, decent, ethical, and polite manner while using the network. Although effort is made to filter out controversial material, each individual's judgment regarding appropriate conduct in maintaining a quality resource system is essential. While this policy does not attempt to articulate all required behavior by its members, it does seek to assist in such judgment by providing the following guidelines:~~

~~1. Any use of the computer or the Internet for illegal or inappropriate purposes or to access materials that are objectionable in a public school environment, or in support of such activities, is prohibited. Language that is deemed to be vulgar is also~~

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prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network and/or purposes and goal. Objectionable is defined as materials that are identified as such by the rules and policies of the Utah State Board of Education that relate to curriculum materials and textbook adoption.

2. All use of the Internet must be in support of a world-class public education and educational research in Utah and consistent with the purposes of the network.

3. The following uses are prohibited: any use for commercial purposes or financial gain; any use for product advertisement or political lobbying; any use which shall serve to disrupt the use of the network by other users; and extensive use of the network for private or personal business.

4. Computer accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account. All communications and information accessible via the Internet should be assumed to be private property. Great care is taken by the network's administrators to ensure the right of privacy of users. However, it is recommended that users not give out personal information like home addresses and/or telephone numbers. Also, passwords should be kept private and changed frequently.

5. This is a legally binding document and careful consideration should be given to the principles outlined herein. Violations of the provisions stated in this policy may result in suspension or revocation of network privileges.

6. Generally, students are not permitted to enter professional UtahLINK or Usenet discussion groups. Under certain conditions, posting privileges to specific news groups may be granted.

7. The above-mentioned use is subject to revision in policy. In all cases, use by professional public education staff shall take precedence.

8. As necessary, the Utah State Office of Education will determine whether specific uses of the Internet are consistent with this policy. The State Office shall be the final authority on use of the network and the issuance of public education user accounts.

500A.5 — TECHNOLOGY ENHANCED INSTRUCTION (ONLINE) ACCESS AND USE POLICY

Participating in a Bridgerland Applied Technology College (BATC) Technology Enhanced Instruction (online) course and/or program is a privilege. With this privilege certain responsibilities need to be understood and carried out by all students while in an online environment.

Students agree to act in an appropriate and responsible manner and must comply with BATC policies and procedures. To ensure that every student's learning experience is productive and of the highest quality, students will be asked to indicate acceptance of the following terms before beginning their work in the course. Users must accept the responsibility of adhering to high standards of professional conduct and act in a responsible, decent, ethical, and polite manner while participating in Technology Enhanced courses. It is the policy of BATC to create and maintain an environment that promotes legal and ethical behavior, in keeping with the standards of academic integrity and appropriate student discipline and conduct established by the College. Students will treat their instructors, fellow students, and support staff with the same level of respect accorded to the members of a physical classroom.

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While this policy does not attempt to articulate all possible prohibited student behaviors, it does seek to assist students by providing the following guidelines:

Inappropriate Behaviors:

1. Sending or displaying intimidating, offensive, or inappropriate messages or pictures
2. Harassing, insulting, or attacking others
3. Using another person's password/account
4. Accessing another person's computer, folders, work, or files without their consent
5. Possessing or using any software tools designed for probing, monitoring, or breaching the security of a network
6. Violating copyright laws
7. Having someone else complete online work
8. Using additional materials to complete online exams
9. Using any commercial materials for financial gain
10. Using any product advertisement for political lobbying
11. Disrupting the use of the network by other users
12. Using the network extensively for private or personal business
13. Regarding e-mail, chat room, and threaded discussions (if applicable), "netiquette" includes:

   (a) Having appropriate e-mail addresses
   (b) Using only language that would be appropriate in any face-to-face classroom at BATC
   (c) Respecting the comments of teachers and other students. Discussions and disagreements over issues are appropriate; however, 'put-downs' or any type of negative comments about another student or instructor is not appropriate.

By enrolling in a Technology Enhanced (online) course, students are agreeing to the terms of this policy and that they:

1. Understand the course requirements and expectations
2. Are comfortable with the skills needed to succeed in a Technology Enhanced (online) course (logging into the course, sending e-mails, submitting attachments, posting in discussion boards, etc.)
3. Will use language appropriate to an academic setting
4. Will clarify questions related to course content or assignments by contacting their instructor
5. Will not disclose their username or password or allow anyone to log into their account for the purposes of completing assignments or taking exams

500A.73 — MEDIA SERVICES SPECIALIST

Each department designates a departmental media specialist to be responsible for implementation and coordination of its media resources. Under the direction of the department head, the specialist maintains and organizes departmental learning resources.

500A.73.1 — ROLES AND RESPONSIBILITIES OF THE MEDIA SPECIALIST

Essential duties and responsibilities include the following (other duties may be assigned to meet department needs):

(a)   Organize library material, equipment, and facilities for effective and efficient utilization and circulation.

(b)   Plan, equip, and maintain attractive facilities for the department.

(c)   Help the department keep collections current within the constraints of the annual departmental budget by purchasing quality print and non-print materials for the department.

(d)   Assist in conducting a periodic inventory of library collection for the department and provide information to the learning resource coordinator.

(e)   Perform other duties as assigned by the department head.

500A.164 — ORIENTATION

New student orientation will include information about the learning resources available in each department and, if needed, UALC and other resources. Training classes will be offered throughout the year for faculty and staff as needed by the departments.

500A.115 — MEDIA SERVICES FACILITIES

BATC is a member of the UALC (Utah Academic Library Consortium) and the Pioneer Online Library, which is a service of the Utah State Library Division. These two libraries provide a virtually infinite array of possibilities for students to access information throughout the United States.

The majority of learning resources are located in the classrooms of the respective programs. Computer labs are conveniently located in several program areas. These labs have Internet access, allowing students to use the UALC databases, encyclopedias, periodical indexes, and other online resources. BATC will ensure that students have access to resources that are current, safe, and adequate to meet their program needs.

500A.115.1 INVENTORY OF RELEVANT EDUCATIONAL MATERIALS

Individual departments will maintain a current inventory of resources. All technology-based instructional equipment media resources will be inventoried by the department heads and accounting staff annually. Departments will assure that a variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials to help fulfill the institution's purposes and support their department. Inventories of program collections, following BATC Capitalization policies, will be submitted to the Accounting Department.

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500A.5.2 — REPLACEMENT

Department heads and departmental media specialists will monitor and determine the ~~learning~~ media resource requirements for the individual departments ~~and Technology Enhanced (online) curriculum.~~ The ~~learning resource coordinator~~ media specialist and department head ~~and Learning Resource Advisory Committee~~ will help establish media learning resource needs for the College; and in conjunction with the Information Systems Department, will determine the best time frame for replacement of computers and other media equipment. Inventory maintained within individual departments will be monitored and updated annually by department heads who will work with the departmental media specialists to upgrade and maintain libraries and media equipment.

500A.5.3~~12~~ — REPAIR AND MAINTENANCE

BATC has an expense budget for the repair and/or replacement of media equipment and supplies administered througheach departmental budget. The Information Systems (IS) and Maintenance staff will work closely with the departments providing installation and set-up of new technology equipment, performing maintenance and repair, and facilitating an annual evaluation of technology resources. Technical problems will be reported through the work order system and a technician from the Maintenance or IS Department will assist with set-up, repair, and upgrades as required. Each instructor is responsible for overseeing the regular maintenance of the equipment in their classroom, and the department heads are responsible for their department resources. Equipment will be serviced on a regular basis.

500A. 5.4~~8~~ — BUDGET AND EMERGENCY PURCHASES

The annual budget for learning resources is administered by individual program budgets. College resources are distributed to each department to support the purchase of professional journals, videos, media equipment, and all learning resources. The Purchasing Committee oversees large purchases that are distributed as needed throughout the College. Emergency purchases and center-wide purchases outside of departmental budgets are done through the ~~Vice President for Finance~~ Campus President and the Purchasing Committee.

500A.5.5.~~14~~ — TECHNOLOGY ENHANCED (ONLINE AND HYBRID ~~AND DISTANCE~~ RESOURCES

~~Technology Enhanced (online)~~ Online and hybrid courses will be coordinated with the Technology Enhanced Instruction Department and the respective instructional departments. The ~~IS~~ Information Systems Department will provide technical support as needed to assist with online courses.

500A.6~~9~~ — ADVISORY COMMITTEE RESPONSIBILITIES

The advisory committee has the responsibility of working with the departmental media specialists to maintain current information at the College. They will also work in conjunction with the Information Systems Department to upgrade and maintain media equipment. The advisory committee will meet a minimum of two times annually to discuss learning resources for the College and make recommendations for improvement.

500A.13~~7~~ — COPY CENTER AND COPYRIGHT

All copies made of a copyrighted publication must have a copy of the permission letter included (provided by the person requesting the copies). Copyright laws and BATC copyright policies (600.611) will be closely followed. All learning resources at BATC will strictly adhere to all copyright laws.

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500A.10~~7~~ — EVALUATION AND IMPROVEMENT

BATC students at all campus locations, and through ~~Technology Enhanced (online)~~ online/hybrid courses, will be surveyed upon completing requirements for graduation to evaluate instruction and services. The information provided by the student evaluations will be used by administration to evaluate the need for learning resources and school-wide performance. Advisory committee members will be used to evaluate current resources, identify future needs, and give recommendations.

~~*500A. 15 — ONLINE LIBRARY*~~

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