MHS Production and Managerial Arts | KAKX 89.3FM
Technology Use Information Guide

Being a media program there's some level of assumption that technology is used in the classroom. But consistently every year both parents and students ask the same question: How do students engage with technology in the class? What software is being used? What are the rules surrounding technology in your classroom?

So instead of being overwhelmed by everyone asking me the same questions. I figured I'd be more transparent about technology and its use in the Media Lab.

I split this guide into three parts:
1 – Software
2 – Classroom Expectations
3 – Parental Access Form

Thank you for taking the time to read through this guide. If you have any questions or concerns feel free to contact me using the info below:
E-Mail: mbrown@mendocinousd.org
Cell: (707) 367-8148

Software

What is software? Simply put, it's all the applications that we interface on all of our devices (Hardware). This can range from productivity applications like Microsoft Word, Pages, and Trello. Professional applications like Adobe Photoshop and Avid ProTools. And even your favorite music streaming applications Apple Music and Spotify.

What software do we primarily use in the lab? Good question! Here's a list below:

<u>Classroom Management</u>

Google Classroom –
This is the main LMS (Learning Management System) used in the Media Lab. All the warm-up questions, assignments, special activities, tests, and announcements happen here. So you could say that it's used daily and on a frequent basis. All students can utilize Google Classroom and other Google Apps for Education (GAFE) resources using their @musdstudents.org e-mail. If you'd like to learn more about Google Classroom, visit: Classroom.Google.com

Remind –
Although Remind does a lot of things, it's mostly used for instant mass announcements. With a couple of clicks I can message every single one of my students and make an announcement. This could range from reminding folks of an open studio, an event that we need staffing for, or reminder of a big test that will be taking place later in the day. If you want to learn more about Remind, visit: Remind.com

Class Dojo –
The newest tool – pilot year – to be utilized in the Media Lab, ClassDojo is a powerful resource that provides a day-to-day look into the classroom for the student, parent, and teacher. This application will mostly be used to help track both personal skills that are positive (Helping others, On-Task) and skills that need developing (Distracting Others, Inappropriate Cell Phone Use). But it also has a social feed – so you can keep up to date with what a student is doing, portfolio management – to preserve projects and work, and a messaging channel for the Parent and Teacher. If you want to learn more about ClassDojo, visit: ClassDojo.com.

All three Classroom Management tools have parental access and I encourage you to reach out if you'd like to join. You can do so by subscribing to the class that your student is enrolled in on the last page or reaching out to me personally using the e-mail mbrown@mendocinousd.org

Professional Applications

Adobe Creative Cloud – More historically known for their applications Photoshop, Illustrator, and Flash. This suite of software gives us the tools that professionals use. Did you know that *The Martian* and Marvel's *Deadpool* was edited using Adobe Premiere Pro? Neat! We use Adobe Audition – Digital Audio Workstation – to hone audio editing skills and Adobe Premiere – Non-Linear Editor – to hone video editing skills. You can listen to most final product on air via our flagship station KAKX 89.3FM "Student Powered Radio" or on our website KAKX.org. In addition you can view most of our final product on our YouTube Channel: youtube.com/user/mendocinohighmedia. To learn more about Adobe Creative Cloud, visit: Adobe.com/creativecloud

Reason –
With Version 1.0 releasing in 2001, the Swedish software developer Propellerhead Software have been meticulously building a Digital Audio Workstation (DAW) that's more than just a tool, but an experience. Users are able to virtually assemble large audio racks of mixers, synthesizers, signal processors, and virtual instruments in ways that I can't even describe. It's also the only DAW that provides an opportunity to physically practice the complex nature of audio signal flow. Students can tap a button and instantly get to the rear of each virtual instrument and re-route things every which way. All music that has been or will be created in the Media Lab utilizes this application for production. To learn more about Reason, visit: Propellerheads.com

Productivity Applications

Google+Education –
G Suite for Education boasts many applications that serve most of our students needs. It features a Word processor, PowerPoint slide creator, Calendar, and Google Classoom. All major assignments/projects will have a handout that can be viewed via Google Docs and most of those documents will be posted on Google Classroom. All students enrolled at Mendocino High School are given an @musdstudents.org e-mail that allows them access to these tools. To learn more about G Suite for Education, visit: edu.google.com

Expectations

In addition to the table below, here are my overall expectations for technology in the classroom:
1. All technology is for educational purposes
2. Leave computer settings alone
3. Do not access inappropriate material
4. Cell phones off and away
5. Bring your Chromebooks/Personal Laptops every class session. Make sure they are charged.
6. Be gentle and respectful to all equipment in the lab

Be Safe, Be Respectful, and Be Responsible is the school-wide expectation for behavior on campus. But in the Media Lab there are a few extra things to be mindful of. All of which are listed below:

Be Safe	Be Respectful	Be Responsible
• **Use language in accordance to school and FCC guidelines** • Walk a professional pace in the lab • Lift objects using taught methods • Use lab equipment and tools that you are instructed to use	• **Use language in accordance to school and FCC guidelines** • Use a quiet voice • Keep food and drink outside of the lab • Treat lab equipment and tools with care • Use of personal computers only when instructed by the teacher	• **Use language in accordance to school and FCC guidelines** • Complete work completely and accurately • Be on time for class • Hold yourself to a high standard • Communicate with the teacher • Help keep teacher accountable for timeliness and consistency • Come to class prepared

Now "Walking a professional pace in the lab" or "Keep food and drink outside of the lab" doesn't say technology or software in the statements. But when thinking big picture and the entire laboratory filled with expensive cameras, mixers, audio interfaces, computers, and FM-Radio equipment. Everything listed above starts to take on more meaning. The Media Lab has a large cache of supplies that professionals use, so the expectation is that all technology is treated and used like professionals.

Parental Access

If your child is enrolled in a Media Lab class, you have access to subscribe to all three of the classroom management applications we use. I encourage any parent/guardian who's interested to stay up to date with what we do.

You can subscribe to one or all three of the applications by filling out the form below and turning it in to Marshall.

MHS Multimedia Arts | KAKX 89.3FM
Technology Enrollment Form – Parent

Name:

E-Mail:

Cell Phone:

Applications I'd like access to:
- ☐ Google Classroom
- ☐ ClassDojo
- ☐ Remind

If you'd like to opt out, please indicate by checking the box below:
- ☐ I choose to opt out

By signing below you agree to receive notifications from said applications that you sign up for. Do not contact the teacher about the amount of notifications you receive, you can adjust notifications in the settings of your phone.

_____   _____   _____
        Date   Parent Name   Parent Signature