



Public Charter School • 1445 North Wood River Drive • Idaho Falls, ID 83401

Teacher: Mary Meyer
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2016-2017

Middle School Computer Applications

Program Concentration: General computer use and computer applications

Course Title: Middle School Computer Applications, **Grades 7-8**

Instructor Information

Name: Mrs. Mary Meyer

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Room: 9

School Phone: (208) 552-0397

Course Description – Using project-based instruction, students are introduced to the principles of computer use, Microsoft Office applications, introduction to basic programming concepts, graphics, and ongoing keyboarding skills. This course will also help students to use computers effectively in their lives, thus providing a connection of computer science and business careers.

The goal of this course is to focus on basic computer skills and responsible computer use. Students will develop a basic understanding of Internet safety, ethical computer use, keyboarding, opening, editing, and saving software files, accessing and saving to the school server, copying and pasting files or text, copyright laws, and searching the Internet. This course will cover basic and intermediate skills and shortcuts using, but not limited to Microsoft Office applications, photo editing, Adobe file formats, usage of Google docs, Google applications and online presentation software. Personal, professional, and ethical standards of behavior for the school will be reinforced in the classroom.

Course Objectives:

- To develop basic and intermediate computer skills
 - To be a responsible computer user
 - Develop and/or improve computer terminology and vocabulary
 - Develop a basic understanding of Internet safety, ethical computer use, and copyright laws
 - To develop and/or improve skills such as opening, accessing, editing, and saving software files
 - To develop and/or improve skills of saving to school server or uploading into Google docs (high school preparation skill)
 - To develop and/or improve knowledge, skills, and abilities using a variety of Microsoft Office Applications and online presentation software
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Supplies: REQUIRED: positive learning attitude – gmail account

Class Expectations:

1. Respect yourself and others
2. Respect property of others, especially the school's property
3. Take responsibility for your school work, your grades, your actions, and all of your choices

Class Rules:

1. Follow directions
2. **No food** (including candy or gum) or drinks in lab
3. Keep yourself and your property to yourself
4. Be safe with equipment and on the internet
5. Always be ready to learn.

Consequences & Discipline: As a Harbor School, each and every teacher and class has a high expectations for behavior. Students are expected to follow all classroom and school rules at all times. Those who choose to be disruptive or behave in a way that is not acceptable at school will have one or more of the following consequences.

- Warning
- Sent to office
- Loss of computer use for an agreed upon time
- Phone call home
- Discipline referral to Mr. Wendt

Grading Policy**70%**

- Class assignments
- Individual Projects
- Group participation
- Daily work & participation

A = 90 - 100

B = 80 - 89

30%

Assessment activities

- Oral tests
- Teacher-made tests

C = 70 - 79

F = 69 &
below

Work will be due on the assigned due date. Students will learn to turn all assignments in electronically. I will accept late work with a conversation with the student. If late work becomes a habit the conversation will extend to parents and Mr. Wendt. ***Any assignment that is due and has not been received will be entered in as a zero until it is received and graded.***

Academic Honesty

Today's technology has made the ability to share information and resources much easier than in the past. Do not allow yourself to use this as a temptation to cheat. Your grade should reflect what you have truly learned, not what you could acquire from others.

Tardies and Absences

Absences will follow school protocols from handbook.

Other Items of Importance

- No computer games, videos, or inappropriate web sites! Each year this becomes a challenge, but will be continuously enforced.
 - No food or drinks allowed in the lab unless it is associated with a class assignment.
 - All students must be in appropriate dress to enter the class room. Please refer to the student handbook for information regarding dress code.
 - You are expected to monitor your grades and progress through Powerschool. It is your responsibility to know when you missed and to come to me for the assignment. All assignments are posted ONLINE. If you are absent, it is your responsibility to download the do the assignment. If you have questions please ask.
 - You are expected to know and abide by the rules set forth in the Student Handbook.
 - Be prepared for class! Be in your seat and ready to go at the start of each class.
 - I understand the need to respond to "mother nature" but excessive requests to leave the room will not be approved.
 - Remember that this is a learning environment. I understand that you may make mistakes, but I also expect you to own up to them and accept consequences for your actions.
 - Remember the three R's: respect for yourself, respect for others, and responsibility for your actions.
 - **HAVE FUN AND LEARN!!!!**
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Access to Google

Technology requires learning to do much more school work online and today the most common online source is Google. As a part of middle school computer applications course ALL students must have a Google / gmail account. Students will be learning how to do work online, save, upload, and download items into Google docs. There are many educational advantages using Google apps and Google drive. Middle school students need to learn how to do this now because many high school assignments will be turned in through Google drive. Many college professors use Google drive as well. As technology keeps moving forward, this is a necessary skill.

Access to a gmail account includes many other educational pieces that Google offers. However, not all parts of Google will be used in school. It is up to parents, students, and teachers to work together in order to continuously teach and enforce positive and effective online safety.

Please read all the technology and internet rules and regulations in the student handbook with your parents.

Student Parent Agreement

I have read the Computer Applications Syllabus with my child and understand the requirements and regulations for this course. I understand that my student will be taught internet and technology safety and it is up to my student to act according to school rules and regulations as stated in the handbook. My child has my permission to participate in the Computer Applications course. Also, attached is the "Internet / E-mail User Safety and Code of Conduct Agreement." Please read, sign, and return

Parent Signature

Date

Student Signature

Date



Internet / E-mail User Safety and Code of Conduct Agreement

To prepare students for an increasingly computerized society, TCPCS has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign this user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications e-mail using TCPCS computers are not private and may be monitored by School staff.

Computers and computer networks, including Internet access, provide valuable tools that support the education of students at TCPCS. The student and his/her parents/guardians should read and discuss the policies concerning computer use.

In many cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through Internet access. Also, the Internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. TCPCS will make prudent efforts to limit improper use of computers at the school.

All students and parents/guardians must agree to sign this Internet / E-mail User Safety and Code of Conduct Agreement Form. If not signed, the student will forfeit his/her privilege of Internet use. Students will be held to the highest standard of moral conduct while using the Internet and e-mail and the computers at TCPCS.

Students must sign and agree to the following Internet/E-mail Code of Conduct Agreement:

1. I will not download any unauthorized items, nor install any unauthorized software on any school computer.
2. I will only use the Internet as part of my education, and I will only access information that is useful to me in my studies and assignments.
3. I will only use my email account as part of my education, and I will only use the email at school when it is useful to my studies and/or assignments.
4. I will obey all classroom rules while using the Internet and e-mail.
5. I will only send e-mail over the Internet at school, after I have been given permission to do so by my teacher.

6. I will not give out personal information such as my surname, address, telephone number, parents/guardians work address/telephone number or the name and location of my school without my parents/guardians permission.
7. If I find myself in unsuitable Internet locations, I will immediately click on the home or back button and inform my teacher or my parents/guardians.
8. I will tell my teacher or my parents/guardians right away if I come across any information or receive email that makes me feel uncomfortable.
9. I will not respond to any messages that are mean or in any way make me feel uncomfortable.
10. When publishing web pages and composing e-mail messages, I will only use language I understand is acceptable in my school.
11. I will not publish to the Internet using material from other web sites as my own unless I have permission from the person who created the material or have properly cited that source.

Breaches of the rules will cause the student to lose his/her Internet/e-mail access rights for a period of time determined by his/her teacher, parents/guardians, and/or the School Administrator. Students will be assigned a network login. With this access comes responsibility.

Being assigned a login on the school's network system is considered a privilege. Students are expected to use only the software made available to them by their teachers or designated technology staff. They are allowed to save documents and other school related files to their home directories on the network or other drives only as specified by their teachers or designated technology staff. A student who inadvertently gains access to inappropriate material on the Internet is expected to discontinue access as quickly as possible and report the incident to a staff member.

Junior and Senior High School Students:

**A gmail account for the junior high school students will help them to learn how to use Google docs in preparation for high school. Some high school teachers (and my college professors) want the students to upload assignments via Google docs.

- I agree that my student, _____, can sign up and use a free gmail e-mail account. I understand that my student will use this gmail account **at school** for computer applications educational purposes. I understand that **outside of school**, it is the responsibility of the parent(s) / guardian(s) and the student to continue to use this account using proper, safe, and ethical practices.
- I do not want my student, _____, to have access to a free gmail e-mail account. I understand that this will **not** affect my student's grade in class.

I have read this Internet / E-mail User Safety and Code of Conduct Agreement Form with my parent(s) / guardian(s) and I agree to use the school internet and email in a safe, ethical, and proper way. I agree that if I violate any of these policies that I will lose internet and email access while at school and that could affect my grade.

Student printed name

Parent / Guardian printed name

Student signature & date

Parent / Guardian signature & date