



7TH GRADE SYLLABUS / Computer Technology

Teachers:

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Dear Parent,

What is the best way to contact you, should the need arise. Please provide number or email

Text- _____, email- _____, Phone- _____,

Other- _____

Detach and return with your child

Purpose of Class: Keyboarding is our primary focus in 6th/7th grade computer applications. This focus will allow students to make improvements in the touch method of keyboarding. The ability to operate a computer with reasonable speed and accuracy is essential to being an efficient computer user. Proper technique and operation of a computer software program to produce written text will be emphasized throughout the semester.

General class information Students spend the majority of time developing speed, accuracy, and good technique usage on the keyboard. We are using the software package Microtype Pro 3. Microtype combines the latest technology with a time-tested method of instruction to provide an all-in-one program covering letter keys, numbers and symbols, and numeric keypad basics. Through the effective use of animation, movies, and skill building games, Microtype Pro teaches correct finger placement, builds basic skills, but the primary focus is on speed and accuracy.

Good typing techniques are taught by skill and drill methods. As encouragement, student will earn a game day for each five (5) lessons completed. Their goal will be set to type one complete lesson every class period.

Most work for this class will be done in class. Later in the semester your child may have homework (worksheets or vocabulary) for this class but it is rare. The lab will be open for students to make-up work 1-2 days a week after school as well as during tutorials. The student can make arrangements between his parents and me to do this. Also, it is a sign of a more successful student who chooses to practice keyboard at home on a regular basis to improve what is taught in school, especially if that student has made it a goal to receive an "A" in the class.

Grading:

Grades: The results and scores in every lesson in the Microtype Pro program are kept in the record keeping area of the Microtype Pro program. We refer to this as the "GWAM" score (gross words a minute score.) The first week in class is an introductory ease-in-period and your child will not have a grade. This gives your child time to ease into the program and get the feel of how it works. By the end of the second week, I will take the recorded scores from the database in the Microtype Pro program, and assign the equivalent grade into the grade book. The grade will be averaged with their technique and participation grade. Their best score is always kept by the program in the Build Skills area. The score results will also indicate to you whether your child needs to practice more in developing keyboarding skills at home. Some need to, and some don't. There are website available for home use, the sites are listed below and the links are on our class webpage. I can also provide a textbook, if you don't have internet, to enable your child to practice at home. Contact me to, or have your child request a practice book.

GWAM Grade	
A	28
A-	25
B+	20
B	18
B-	16
C+	14
C	12
C-	11

To compute the words a minute score into a letter grade, you need to look at the chart at the left of this document.

At the end of the keyboarding section, there is a final exit test on the keyboarding skills. Your child will take this twice and the best score is the one that is recorded.

One other factor that can affect your child's grade is not using correct keyboarding procedures (correct use of home row keys, posture in chair, etc"). Students are constantly reminded to use correct keyboard techniques. Those who don't show evidence of this in their keyboarding result in a lowered grade. Accuracy grades are also taken. Student should strive for 95%. Speed times will be lowered by 1 GWAM per every percentage missed.

Behavior

Appropriate Class Conduct

- ❖ Classroom participation
- ❖ On time and prepared for class
- ❖ Completes assignments on time
- ❖ Respectful towards peers and adults
- ❖ Follows classroom expectations
- ❖ Sets a positive example

Inappropriate Class Conduct

- ❖ Not prepared for class/missing work
- ❖ Tardy for class
- ❖ Interrupts learning environment of peers
- ❖ Interrupts classroom teaching time
- ❖ Inappropriate behavior
- ❖ Insubordination
- ❖ Disrespectful towards others and/or classroom environment

Materials for class:

This class is taught in a PC computer lab operating Windows 7. Software utilized most in this class will be Microsoft Office 2007, Open Office, and Microtype Pro 3. Students will also have regular access to the Internet.

1. A great attitude!
2. Blue or Black Ink Pen, colored pen and/or a highlighter. (**Never** use a pencil in the computer lab)
3. Paper
4. 1 box of Kleenex (please, this is an important item)
5. A flash/thumb drive, at least 1 GB (OPTIONAL)

*Although I don't think it will be necessary for 6th graders, I am **recommending** all secondary students purchase a 1 GB (or larger) flash drive. Prices will range from \$6 to \$15, depending on where you shop.*

Additional support: If you high-speed access to the internet, then there are two websites which offer online typing practice: www.powertyping.com and www.typingmaster.com. If you are looking for a keyboarding program for your home computer you may want to check out the Typingmaster program or Mavis Beacon. You can download a demo and see how the first few lessons are designed and how the screen is laid out. There are several drill games which don't have time limits on them. Also www.kidsdomain.com/brain/computer/type.html (this site gives you several options including downloads to your computer - NOT all are FREE. They also, under PC downloads, offer age level programs that you may find helpful.)

CLASSROOM EXPECTATIONS/CONSEQUENCES: In addition to all school rules, the following expectations are held for students:

RESPECT for self, others and property.

RESPONSIBILITY for completing work, attendance, proper equipment use, and appropriate classroom behavior.

RELIABILITY for following directions and making good decisions. Consequences for not meeting expectations will be discussed in class and are outlined in the student handbook.

INTERNET ACCESS/WEB PUBLISHING POLICY:

The Channing School District policy for Internet access and network use will be followed strictly in this class. The policy can be found in student handbook. It is the students' responsibility to read and abide by the District's Acceptable Computer Use Policy that will be issued with the student handbook. ----- I didn't **KNOW** is **NO** excuse.

Behavior in class is also related to student success. Since all work must be done in class, it is imperative that students stay on task and allow others to do so. We discuss citizenship guidelines in class so students are clear on expectations for behavior with no ambiguity.

Contact Information: I can be reached on my conference period at: 9:44-10:30 and by email at rhonda.ziegler@region16.net

I look forward to your child being my student, and I am confident that the skills learned here will translate into practical usage in other areas of your child's home/school experiences.

Please keep in touch. Together you and I make a team to help your child succeed this year in school!

Thanks.

Mrs. Rhonda Ziegler and Mrs. Reagan Reynolds

CODE OF COOPERATION

1. Be present and on time. Be a self-starter; start your work immediately. (You will be considered tardy if not at your station working when the bell rings—that doesn't mean coming through the door!!!)
2. Demonstrate businesslike, orderly behavior, and efficient work habits.
3. Show courtesy and respect toward everyone. Listen attentively while someone is speaking. Share discussion in a positive, interested manner.
4. Be a responsible user in the care of the computer system, software, equipment and materials to be used.
5. Bring required materials to class every day.
6. All assignments missed must be completed in the computer labs under the supervision of the teacher.
7. Only class work assigned or approved by the teacher should be keyed, stored, or printed.
8. Students do not work at any computer other than that assigned by the teacher.
9. Observe safety rules for school facilities at all times. Use machines, software, materials, and all school property as directed and with care.
10. Do NOT tamper with or move any equipment or its parts. Report any missing materials or equipment to the teacher immediately upon arrival in class.
11. Gum, candy, and/or food, are NOT allowed and drink (including water) never near the computer.
12. Grooming is NOT permitted in the computer lab—no combing/brushing hair, cosmetics, hand lotion usage, perfume/cologne, etc.
13. Student will follow the district policy regarding appropriate internet use. Please see the Acceptable Use Contract in the student handbook:
 - a. Standards that apply to all users of the District's electronic information/communications systems:
 - i. The individual in whose name a system account is issued will be responsible at all times for its proper use.
 - ii. System users may not use another person's system account.
 - iii. System users must sign off their computers when not in use. System users must not share passwords and must change passwords in accordance with District directives.
 - b. Acceptable Activities:
 - i. The system is to be used for student centered activities and research in support of Channing ISD educational objectives under the supervision of a qualified staff member.
 - c. Prohibited Activities:
 - i. Making unauthorized copies of software, or using software in violation of the license agreement is absolutely prohibited.
 - ii. Only district-authorized personnel may load software on a computer system. All such software is Channing ISD authorized and legally licensed.
 - iii. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
 - iv. Transmission or access of any material in violation of any U.S. or state regulations, including, but not limited to, obscene or threatening material, copyrighted material, or material protected by trade secret is prohibited.
 - v. Students may not distribute personal information about themselves or others by means of the electronic communication system.
 - vi. Students may not access the system without supervision by a qualified staff member.
 - vii. Students may not incur or attempt to incur any financial liability. This includes, but is not limited to, accessing any fee-based services.

- viii. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained, in writing, directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, (EFE Legal, Local, Exhibit) and administrative regulations. Copies of any such authorizations must be provided to the District Technology Director.
 - ix. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
 - x. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
 - xi. System users may not waste District resources. Storage of personal, redundant, or out-of-date materials wastes valuable and expensive resources. Users are periodically to review their files and delete unnecessary information.
 - System users may not gain unauthorized access to resources or information.
 - xii. Channing I.S.D. reserves the right to examine all data stored in all district computer systems to make sure that all users are in compliance with these regulations. Channing I.S.D. also reserves the right to use electronic means to restrict access to questionable material and to track and monitor system use, including electronic mail, Internet, and files.
14. A defaced, damaged or missing SpeedSkin will be replaced by the responsible student at a cost of \$14.00.
15. A defaced, damaged or missing computer component (i.e., keyboard, mouse, mouse ball, monitor, CPU, etc.) will be replaced by the responsible student at district replacement cost.
16. Excessive paper use from inappropriate printing will be charged to the responsible student at a cost of \$.10/page.
17. Keep your workstation orderly, neat, and clean.
- a. Due to the limited space beside computers, only binders and other materials needed for the class period should be placed on workstation counter tops.
 - b. Please remain at you workstation until it is time to leave. (NOT gathered by the door for the bell!!)
 - c. Leave your work station orderly—computer properly logged out, books and book prop put up, chair pushed under table, paper discarded.
18. Academic Dishonesty (cheating):
- a. Each student must complete his/her own work.
 - b. Students will not be allowed to work on or in another student's directory.
 - c. No student may copy a file from another student's directory.

A student-teacher conference will be necessary if problems in cooperation occur. Conference time is before school or after school as arranged with teacher. If inappropriate behavior continues, detention, parental involvement, and/or office referral will result.