Syllabus Guide

7th and 8th Grade Computers

Teacher: Mr. Kingsbury

Phone 989-834-2271 Ext. 1223

Email: [keith.kingsbury@ovidelsie.org](mailto:keith.kingsbury@ovidelsie.org)

**Competencies**

**7th Grade**

* District’s network use, policies and procedures
* Basic concepts of word processing, photo editing, multi-media presentation, desktop publishing and spreadsheet software
* Introduction to cloud-based storage
* Knowledge and use of basic computer hardware
* Navigation of Windows Operating System
* File Extensions and their functions
* File Management
* Introduction to Web 2.0 Tools
* Safe and responsible use of technology

**8th Grade**

* Continuation of skills and knowledge gained in previous grades
* Use of software for creative projects requiring organizing, analyzing and presenting information
* Public speaking through multiple presentations
* Internet research and communication skills
* Computer-generated projects that integrate with core curriculum
* Web-based career exploration
* Ethical and current technological issues

Learning objectives for both grades are based on the Michigan Educational Technology Standards (METS), the International Society for Technology (ITSE), and the National Educational Technology Standards for Students (NETS).

**Grading:** This course uses the current Middle School Grading Scale which is as follows:

|  |  |
| --- | --- |
| Percent | Letter Grade |
| 100-98 | A+ |
| 97-94 | A |
| 93-90 | A- |
| 89-88 | B+ |
| 87-84 | B |
| 83-80 | B- |
| 79-78 | C+ |
| 77-74 | C |
| 73-70 | C- |
| 69-68 | D+ |
| 67-64 | D |
| 63-60 | D- |
| 59 or below | F |

**Extra Credit:** Extra credit is done at the discretion of the instructor. For this class, no extra credit will be offered as part of the course.

**Late Work:** Assignments will be considered late when it is received three (3) days after the due date. Late work can be turned in up until the end of the semester for no more than half (1/2) credit.

**Homework:** Due to the nature of the class, there will be very little homework assigned specifically to be completed at home. With resources like Google Documents and cloud-based storage and creation options available; students may choose to work on their assignments anytime and from anywhere. This time is not a substitution for working in class. Plenty of time is given to complete assignments in class.

**Email, Chat, Games, Social Networking, Texting and Other Electronic Communications:** Students will not be allowed to participate in these activities in class unless it is for school related/teacher assigned purposes. Students must have teacher approval before doing any of the above. Violations will be subject to the building’s discipline policy. Playing computer games in class will result in lunch detention.

**Class Expectations and Policies:**

* Any misuse or abuse of any equipment or furniture shall be viewed as vandalism.
* Do not write on or damage computers, walls, bulletin boards, posters or other displays, tabletops, or other equipment.
* Do not mess with the computer configurations (e.g. desktop backgrounds, cursors, display colors, display sizes, etc.), monitor settings or volume levels.
* Do not roll around the room in the chairs. Get up and walk!
* Check your workstations over at the beginning of each class and report any problems immediately or you could be held responsible for any damage reported by the next student using that station.
* Always sit in your assigned seat.
* Never share any of your usernames or passwords with anyone.
* DO NOT BRING FOOD OR DRINKS INTO CLASS. The only exception is drinks in a sealed container and they must be kept on the shelf in the back of the room.
* Come to school regularly. This is important for this class because you are given enough class time to finish assignments here so that you have access to the right programs and software. If you are not in class, then you will need to find time to make up the work outside of regular class time.
* Come to class on time and prepared.
* Be respectful of others and their property.
* Use class time productively.
* Work quietly and stay focused and on task.
* Remain in your assigned seat unless you have permission from the instructor to get up.
* All classroom assignments will be completed during regular class time.
* Raise your hand if you have questions or a comment.
* Practice good listening skills. Follow directions the first time they are given. Take notes if you need to so that you can go back and review information as you need to.
* You are always expected to do your own work. This includes citing any images that are not your own when creating projects for class. As stated in the student handbook, academic dishonesty is subject to academic penalty and disciplinary action.
* Before leaving class, exit all programs and log-out and leave the computer on the log-in screen. Do not write messages in the login screen username and password area before leaving. Push in your chairs, clean up your work area and exit the library quietly.

**Students may NOT access or use the following:**

* Chat rooms
* Instant messengers
* Computer configuration settings
* Computer games (of any kind)
* Computer history logs
* E-mail (unless it is for class purposes and is only their school-provided email)
* E-mail as a chat or instant messaging service
* Internet (unless it is for class purposes)
* Music CD’s
* Proxy sites
* Social networking sites
* Cell phones
* Tablet or tablet-like devices
* Others as needed

Use of these may result in loss of computer privileges or disciplinary action.

**Class Website**

All assignments can be found on our class websites. For 7th graders it is <http://mrkingsbury7thgrade.weebly.com> and for 8th graders it is <http://mrkingsbury8thgrade.weebly.com>

**Drill Procedures:**

**Fire Drill**: In the event of a fire drill, do not take the time to log off. Drop everything you are doing immediately, calmly exit the room and proceed to the designated fire exit or other alternative as directed. No pushing, shoving or running. Remain with the class so that you can be accounted for. Attendance will be taken at the designated meeting place to ensure everyone is accounted for.

**Tornado Drill:** In the event of a tornado, drop everything you are doing immediately, calmly move to the back of the classroom and sit along the wall. Remain seated and wait quietly until further instructions are given. No pushing, shoving or running.

**Emergency Lockdown:** An announcement is made to move to lockdown. Students will immediately move to the designated area within the classroom, sit down, remain calm and quiet and wait until the all clear is given.

\*\*Please note: Ovid-Elsie administrators and instructors reserve the right to change this syllabus at any time and for any reason.\*\*

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_