

Mr. Christensen's Classroom Guidelines
6th grade Exploring Computers Syllabus - 2007-08
<http://www.lewis.edu/steve/teachpage>



email: schristensen@sandi.net
phone: (619) 583-3233
room: 410

About the Class

Being computer literate is a necessity in this world. This one semester, broad-based introductory course will cover various aspects of computers according to the standards below. The most fundamental component of using a computer is being able to keyboard efficiently. Therefore, we will spend the first few weeks of this class learning or improving our keyboarding skills. These keyboarding techniques will continue to be emphasized and practiced throughout the class (keyboarding grades will be based on effort and proper finger technique rather than based on speed). Successful completion of this class meets the high school graduation requirement for computer literacy.

Class Standards:

- Develop **Keyboarding** skills
- Develop **Word Processing** skills (*Word*)
- Create **Spreadsheets** w/ formulas and graphs (*Excel*)
- Create and manage a **Database**
- Become familiar with **drawing** tools and **DTP**
- Intro to **Multimedia**; Create a presentation in *PowerPoint*, video editing, webpage design
- Be exposed to the **internet** and search techniques
- Be exposed to computer **vocabulary** and **theory**

Website: <http://www.lewis.edu/steve/teachpage>

At my teacher website you can obtain this same information plus by clicking on the "Homework/Classwork" link, you can stay informed about what we are working on each week in class. There are also curriculum related links as well (ie: webquests, quizzes)

Rules and Procedures

1. No food or drink is allowed in the computer lab. (water bottles must remain in backpacks.)
2. Most work requires concentration, therefore, talking must be kept to a minimum.
3. On most days, students may begin working as soon as they come in, until clean-up time.
4. All students will need to have internet access (signed by parent) ASAP.
5. This is an electronic classroom, most of the work will not be printed. Do not print anything without permission.
6. When the teacher asks for the class's attention, please give full attention to all directions and demonstrations. This will help your grade immensely.
7. At the end of the period, always save your work, exit the program, and leave the computer on and at the menu. (you will also want to save your work often throughout the period)
8. Hall passes are for emergencies, please take care of personal business between classes.
9. Be **on time, all the time**. Both academic and citizenship grades will be affected if tardy.
10. Be respectful of the person talking and show consideration at all times. Put downs and foul language are not acceptable. **Always keep hands to yourself.**
11. Bring a pen or pencil and any needed materials with you every day to class.
12. Students are not to wear hats or hoods at school (unless it is raining on their heads), particularly in the classroom. Pants must be worn around the waste.
13. The bell does not dismiss the class, the teacher does.

Computer Use:

1. Computers are not for personal use but are used for educational assignments.
2. Students must treat computers properly and with respect at all times. Never unplug or remove any part of the computer. Students may not download software onto a computer or in any way alter the computer settings.

3. The computers are password protected. Any attempt to by-pass a password and get into a part of the system they are not allowed to access or sharing of passwords will result in removal from the computer.
4. Students may only visit sites that are school appropriate according to the district Appropriate Use form signed at the beginning of the year.

Consequences:

Computer use is a privilege. Any mistreatment of the physical computer, system, or inappropriate use may result in financial charge and being taken off the equipment for a portion, or for the duration of the class, jeopardizing students grade. Intentional damages that exceed \$100 will be reported to the administration and referred to school police.

Grading

Student grades will be determined by the **points** earned on lessons, assignments, projects, and tests. Much of the work will be graded at the end of each week, with a weekly grade given. It is very important to keep up with assignments and make up work that is missed. Good attendance is critical. It is the student’s responsibility to find out what was missed and complete it. Homework is rare. Therefore, productive class time is essential. Grade report print-outs will be sent home periodically to be signed and returned with points for timely return.

The grading scale will be as followed:

- 90+% = A
- 80+% = B
- 70+% = C
- 60+% = D
- below 60% = F

* Period 5 only - Attached to period 5 is KBAR (Kick Back and Read). A silent sustained reading period. Period 5 citizenship grade will be impacted by citizenship and behavior including the bringing and reading of a book each day. (see additional KBAR info sheet)

Helpful Hints

(these things will help students be successful)

- Attend class regularly and be on time.
- Listen to and follow ALL directions.
- Treat equipment with respect at all time.
- Make sure all work is saved properly.
- Work productively during class.



Please sign and return portion below. (students will not be allowed to use computers until syllabus is signed and returned)

Student Name (print) _____

Per. _____ Date _____

Student signature _____ Parent signature _____

(We understand the above rules and consequences, especially pertaining to computer use)