**6th Grade Computer Class Syllabus**

**Class Location:** Computer Lab room 113 (NO FOOD OR DRINKS ALLOWED)

**Course Description:** During this Semester course students will focus on basic computer skills and

responsible computer use. Students will develop a basic understanding of Internet safety, ethical

computer use, keyboarding, opening and closing software files, accessing and saving documents, 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. This class will not be limited to the use of computers. We will explore digital cameras and other peripheral tools as well.

**Supplies:** headphones(small ear bud type recommended), jump drive or SD card(4+GB) at the end of the semester to store projects.

All students must have a digitally signed (by parent and student) Acceptable Technology Use

Agreement form.

**Class Expectations:** I have three expectations of my students:

*1. Respect Yourself*

*2. Respect Others and the Property of Others*

*3. Take Responsibility for Your Choices*

Consequences & Discipline: I have high expectations for behavior and expect my students to

abide by the school rules and class expectations 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

-removal from class to fill out a “Stop and Think” form

-loss of computer use for the remainder of the period

-phone call home

-discipline referral

-a visit with Mr. Sauceda for further consequences/ ISS

**Grading Policy:** You will be graded on keyboarding, effort/attitude, skill lessons, activities and

projects that demonstrate skill mastery. The grading scale is as follows:

97-100 A+

93-96 A

90-92 A-

87-89 B+

83-86 B

80-82 B-

77-79 C+

73-76 C

70-72 C-

67-69 D+

63-66 D

60-62 D-

0-59 F

**Tardy/Attendance:** I will follow the Besteiro Middle School Tardy Policy. When the

classroom door is closed students will be counted as tardy. There are occasional times when the

door is not closed, but a student will be counted tardy if he/she is late. Students who are

frequently tardy or absent will have difficulty staying on top of the learning that will take place

because this class is activity and project based. Alternate assignments may be given in place of

classroom activities and projects. Homework will be virtually nonexistent in this class. I expect

students to use class time wisely and ask for help when they need it.

**Make Up & Late Work:** Students will be given an opportunity to make up work from absences,

but due to the hands-on project-based nature of much of our learning make up work may not

directly reflect what happened in class. It is the student’s responsibility to find out what

he/she missed during their absence. I may send a comment on Edmodo and it usually explains what a

student needs to do to make up the assignment. Late work will be accepted for most assignments and

projects.

**Extra Credit:** Occasional Extra Credit opportunities will be given.

Extra Time In Class: Students finish projects and activities at different times. There will likely

be times when a student has spare time. This time can be used in several ways. Students may

use spare time, not class time that is to be spent on class work, to check Power School, use one

of the programs or applications we have available to us on our computers, or to visit the

Internet. Students must have approval to visit some websites. I have an approved list of

websites that students can visit located under the “Spare Time” tab of the class website.

Students MAY NOT check their personal email, chat, visit websites that have not been

approved by me or listen to music during class. Students caught doing any of these

things will lose the use of the computers for the remainder of the class period. If this

becomes a repeated problem there will be further consequences.

Parents/Guardians: Please do one of the following to let me know that you have read

through the class syllabus.

 Send me an email that tells me you read the syllabus. My email address is at the

top of the syllabus. Make sure you let me know who your child is in your email.

 Sign this paper below and have your child show it to me.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6th Grade Tech Apps updated on 8/20/13