7th Grade Computer Essentials Syllabus

Class Location: Computer Lab room 202  (NO FOOD, GUM OR DRINKS ALLOWED)

Course Description: During this 9 week 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 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 the Adobe, Microsoft Office, Google and iLife suites. This class will not be limited to the use of computers. We will explore digital cameras, video and other peripheral tools as well. This class will use the Canvas Learning Management System for all assignments. Do not expect homework for this class, unless students are falling behind.

Class Location: Computer Lab room 202  (NO FOOD, GUM OR DRINKS ALLOWED)

Class Location: Computer Lab room 202  (NO FOOD, GUM OR DRINKS ALLOWED)

Supplies:
RECOMMENDED: pen/pencil, planner/agenda & headphones (small ear bud type recommended)

REQUIRED PERMISSIONS: Students who do not have these permissions will not be able to fully participate in this class. Please contact me if you have questions, concerns or need clarification on these requirements.

All students must have:

- Responsible Technology Use Agreement signed by parent and student. This form is available through Power School to view and sign. Parents must log into the parent account to sign. Students must log in to their account to sign. You may also request a paper version from the office to complete and return.
- Yes on Web 2.0 Tools: We use Google Apps and Canvas regularly for this class.

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

Class Rules: I have five rules for class.
1. Follow Directions
2. No Food, Gum or Drinks in the Lab
3. Keep Hands, Feet and Objects to Yourself and Your Computer
4. Chairs are NOT Vehicles or Amusement Park Rides
5. Treat Equipment Gently

Personalization of Student Learning:
Students will be given great voice in how they go about learning the skills and applications we focus on in class. Each topic area will be in a Module in Canvas, which will work like a Playlist of assignments, projects and activities that they can work their way through, sometimes in their choice of order. The module will include skill development lessons, mastery projects and extension activities. Some students may not get beyond the skill lessons. Others will complete several extension activities within a
topic of study. To allow for movement around the room students will be saving their work to their Google Drive so it can easily be downloaded and worked on at a different computer. Students will set goals and work toward them. They will complete regular reflections and monitor their own progress. Students will be active participants in their learning process in Computer Class.

**Consequences & Discipline:** I have high expectations for behavior and expect my students to abide by the school rules, class expectations and 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
- removal from class to fill out a “Stop and Think” form
- loss of computer use for the remainder of the period
- phone call or email to parent/guardian
- discipline referral
- a visit with Mr. Bodily for further consequences

**Tardy/Attendance:** I will follow the North Pole Middle School Tardy Policy. 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. I expect students to use class time wisely and ask for help when they need it.

**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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
</tr>
<tr>
<td>93-96</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

**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. Alternate assignments may be given in place of classroom activities and projects. *It is the student’s responsibility to find out what he/she missed during his/her absence.* Students need to check their progress in Canvas, which often shows what is due in their “To Do” list. I do my best to add a comment to a grade in Power School that is missing. The comment usually explains what a student needs to do to make up the assignment and directs them to Canvas for more information. Late work will be accepted for most assignments and projects with no consequence.

**Bring Your Own Device:** The computers and applications used for this class are provided in the Computer Lab. Portable devices (phones, iPads, tablets, etc.) have proven useful for some projects. Students will be allowed to use personal devices on occasion for project and assignment
specific purposes. Any use of a personal device is completely optional. Loss or damage to any student device is the responsibility of the student and not North Pole Middle School or Mrs. Long.

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

**Extra Time in Class:** Students finish projects and activities at different times. Extra time will be rare in class. Students will always be encouraged to find ways to extend their learning through options listed within the module, or themed topic, they are working through in Canvas. Other options for students when they have extra time in class include: Typing Agent, catching up or working through a previous module, checking Power School for this class and others.  **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 contact me if you would like to help with class.

Much of what we do will be cloud based in the Canvas learning management system that the district has provided us to use. This means that your child will not physically have papers to bring home after completing assignments/projects/quizzes in Computer Class.

Did you know that you can create a parent account on Canvas? Creating a parent account will allow you to see your student’s classes that are using Canvas, not just Computer Class. You will be able to see any assignments your student has that have been posted to Canvas, as well as his or her grades, which do get transferred to Power School after I allow time for revisions. The benefit of having a parent account is that you can see HOW the assignments are graded and any feedback I have given your child because this does not transfer to PowerSchool. Only the grade gets transferred. You can also contact teachers through the Canvas portal. To set up your parent account it is easiest to go to the school district website at [www.k12northstar.org](http://www.k12northstar.org) and search for “Canvas Parent Account”. You will be directed to a guide that takes you through the signing up process. You will need your child’s s# and password to set up your account. Feel free to ask me for help with this process.

**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.
- Write me a note in your child’s agenda/assignment planner that tells me that you read the syllabus.
- Send your child a text that says something like, “Don’t forget to show this text to Mrs. Long, so she knows that I read the syllabus.” I will let your child show me the text on their phone without consequences for having their phone out during class.
Parent/Guardian Signature __________________________