

WELCOME TO COMPUTER CLASS!!!

This package contains everything you need to know about this year's experience in Woodland's Computer Technology courses. This entire package should remain in your class folder all year. **The only time you will be asked to take this folder home is at the very start of the year to have your parents or guardians review this package and sign the last two pages.** You also should sign these pages and return your folder at the next computer class. ***These pages MUST be signed to participate in the program this school year.*** After this, there is NO ASSIGNED HOMEWORK in this class.

The Computer Program at Woodland

Woodland Country Day School strives to continuously augment computer-related materials in the classroom. The focus is to present the proper environment for a high degree of computer literacy and applications ability in the students. In the age of technology, nearly all classes will use the Internet for research, games, fact-finding and reference, so it is important that all students have a signed Acceptable Use Policy returned to the school.

All K-8 students have scheduled computer training twice a week. In addition, the lab is open during most free periods to allow students to schedule time to use the computers for work on projects and cross-curriculum with other classes. In addition, Woodland has a fully functional mini-lab complete with Pentium class computers and an isolated network for additional studies and activities.

In their earlier years, students learn hand-eye coordination along with cross-curricular work in spelling, math, and science using educational games and entertaining activities. As they progress, they learn about computer science with hardware and software concepts along with introductory keyboarding skills and "real world" computer awareness. These concepts and skills are built on as the student progresses through his or her years at Woodland.

Upper School students are able to use these skills to expand creatively into computer art, publishing, music, and programming concepts. Additionally, they learn proper research methodology, including local programs such as CD-Rom atlases or encyclopedias as well as correct Internet searches. The students learn more advanced formatting techniques in standard word processing, spreadsheets, and multimedia applications and are given the opportunity to find a way to personalize their computer education to compliment their personalities and individualism.

On all levels, the computer's usability for other work remains a focus of class, with attention paid to how the computer is used for projects not only in Computer class, but also in other disciplines throughout the year. Students are familiarized with constructive uses for the computer in various situations, and are encouraged to find ways for the computer to improve the quality of their own work.

Computer Tech Class Preparation Checklist

The following items should come to class with you every day. Without each of these items, you could have trouble finishing assignments and possibly lose points on your daily grade.

- _____ Class folder with all materials included and arranged by date
- _____ Student planner
- _____ Pen
- _____ Pencil
- _____ CDR/RW, Flash or ZIP disk(s) containing current work if needed
- _____ Project Manual if one has been provided (keep in class folder)

Additionally, you should have no more books than those for this class and up to one (1) other class. No book bags or other non-school items are allowed. There are to be NO audio CDs brought to class without PRIOR consent from the teacher, as audio disrupts classroom activities.

While certain electronic devices are allowed for data transfer (Zip disks, floppy disks, CR/R disks, Flash drives, etc.), under no circumstances will the following be allowed:

1. Electronic music devices such as iPods or other players
2. Using the school network to transfer files not related to school work
3. Electronic devices that can be used to cheat in other classes
4. Other electronic devices not mentioned above that could potentially break school policies

The best rule of thumb before bringing in any device not requested by the teacher is ask. There are no dumb questions in this class, so ask before you do and you will always be fine!

How To Lose Points In Computer Class

1. Talking while lesson is going on
2. Failure to stay still in seat
3. Getting up and going to someone else's computer without consent
4. Doing anything on the computer other than the lesson
5. Failure to obey instructions

How To Lose Points After You've Left Computer Class

1. Forget to shut down or log off
2. Leave chair out
3. Leave effects (pencils, pens, papers, books, etc.) around your work area
4. Leave a floppy disk in the floppy drive

Things That Affect Your Grade Positively In Computer Class

1. Paying attention
2. Handing in projects on time
3. Remaining quiet
4. Taking notes
5. Raising hand and asking questions

Things That Earn Bonus Points After Computer Class

5. Offering to help clean up
6. Helping with maintenance during recess
7. Turning off monitors or putting away chairs of others who forgot
8. Showing any extra courteous behavior related to the class

THE WOODLAND COMPUTER TECHNOLOGY PROGRAM

Grading and Measures

Involvement & Cooperation:	40%
Folder:	20%
Projects:	20%
Outside Work:	20%
Above And Beyond:	05%

Total:	105%

Involvement and Cooperation

The bulk of the student's grade is determined by willingness to cooperate, pay attention, and work hard. This means that he or she should ask questions when they arise, take part in classroom discussion, and cooperate with teacher requests at all times. The student must participate in all activities and projects at his or her full capacity, and be ready and able to answer questions in class based on his or her notes. Classroom behavior is heavily weighted into this area.

Folder

Each student should have a classroom folder for computers. In this folder the student should retain all notes, handouts, classwork, project research, materials for class and any other items related to computer class or technology. This folder should be neat and ordered by date for ease of use. Folders are periodically reviewed for completeness and organization (this is done unannounced). 20% of the student grade is based on this folder, so it is imperative that it is up-to-date and clean.

Projects

Students will be required to participate in and complete at least one project per marking period (quarter). The grades for projects are not based on success or failure; instead, they are graded on foundation, participation, and completeness. Foundation means that the project is founded on the guidelines presented to the student, and any theories used are appropriately selected from class discussions. Participation means that the student worked quietly and diligently on the project alone (or in a small group at the teacher's request). Completeness means that the project fulfills all requirements presented to the student at the project start.

Outside Work

Most of a student's other classes require the use of a computer at one time or another to complete projects, papers, or research documents. Many of these projects will not only earn the student a grade in the corresponding class, but also a "computer literacy" grade for proper use of a computer for daily activities.

Above And Beyond

Above And Beyond is an added grade for those who show extreme helpfulness and kindness to the teacher and fellow students. Some of these students may occasionally aid in technical repairs and diagnoses or may be chosen to help classmates experiencing problems and questions. Some may show a vast improvement in effort or may display an excitement to learn the material. This grade is based on dedication and commitment only.

Sign and return:

Student: _____

Guardian: _____