COMPUTERS

MR. BROWN



**CLASS WEBSITE: [www.mrbdabms.com](http://www.mrbdabms.com) This is where you can see what is going on in the class every day.**

**CLASSROOM EXPECTATIONS**

1. Listen and follow directions.

2. Respect everyone and everything.

3. Raise your hand to speak.

4. Stay in your seats.

5. Chewing gum, eating, or drinking is not allowed.

6. Have a positive attitude.

**CONSEQUENCES**

1. Warning 2. Seat Change 3. Standards/Essay

4. Detention 5. Phone Call Home 6. Phone Call Home

7. Loss of Computer Privileges

**ABSENCES**

* All students are responsible for the work that is missed due to absences. When you return to class you should check the blog on the class website to see what you missed. You can also check with a neighbor when you come back to class. This is your responsibility.

**ASSIGNMENTS**

* There is no “homework” in class. Plenty of time will be given to complete the different assignments given. If students use their time wisely and are in class on a regular basis they should have no problem keeping up with the assignments. If students are getting behind with their assignments, they may work on them at home. They will need to bring a flash drive for this.
* Late work will be accepted up to 10 school days after the due date. After that date it will not be accepted.
* Assignments are worth points. The number of points will be determined by what the assignment is.
* Students can check their grades by going on to the website **www.jupitergrades.com.** To log onto Jupiter grades, students need to know their school id and a temporary password (which I give out). If you need this information, please let me know.
* All assignments will be turned in through email. All students have an email account through the website [www.microsoftonline.com](http://www.microsoftonline.com) Every student in the district automatically has an account through this website. Your username is your school email which is your 6digitschoolid@leusd.k12.ca.us and your password is your 8 digit birthday.

**KEYBOARDING**

During the semester students will have the opportunity to practice their keyboarding skills using the website [www.keyboardingonline.com](http://www.keyboardingonline.com). This will be practiced a couple of times a week in class. They may practice this at home if they wish. Students will receive participation points when they practice in class. Students will not receive points if they are not practicing, on other websites/programs, changing the computer settings, or cheating (not covering their hands with the towels and looking at the keyboard). Approximately every other week students will be given an assessment on their keyboarding skills from a lesson on [www.keyboardingonline.com](http://www.keyboardingonline.com) that they have already practiced. Participation points and assessment scores from keyboarding may not

be made up.



The above box is the grading scale I will use for the keyboarding assessments. Students will be graded on Word Per Minute (WPM). Each time a student makes an error it will cause their WPM to decrease by one. For example if a student typed 25 WPM with two errors their final WPM would be 23.

**In this class, I would like to cover the following:**

 **1)Keyboarding Skills**

 **2)Internet/Computer Safety**

 **3)Microsoft Word/Powerpoint/Excel**

 **4)Basic Photoshop**

 **5)Coding**

 **6)Possibly creating a website using Weebly**

**COMPUTER ROOM PROCEDURES**

**Entering/Exiting the classroom**

* When you arrive to class, I expect you to enter the classroom quietly and take your seat. Do not log on to the computer until the teacher has instructed you to do so. Do not turn off the computer/restart the computer unless you get permission from the teacher.
* At the end of class, you are expected to quit all programs and shut down your computer when prompted and clean up your area. When you are dismissed, make sure you have pushed in your chair.

**COMPUTER USE**

* When using the computer, please be gentle! Do not hit, kick, etc. the computer monitor or keyboard. Do not type hard on the keyboards.
* Please do not listen to music, play online games unless instructed by the teacher.
* Do not use the Internet unless instructed by the teacher. Do not attempt to use inappropriate websites on the Internet. On my website are websites students my go onto if they are done with current assignments. If they go on other websites they will lose computer privileges.
* You are assigned to a certain computer in the room. Do not try to switch seats.
* When you are using your assigned computer, you are expected to treat the computer appropriately and with respect. Any acts of vandalism or misuse of the equipment will not be tolerated and should be brought to my attention immediately.
* Do not change your desktop background from the default background or change any settings to the computer.
* Do not print anything without getting permission from the teacher.

**IF YOU NEED TO GET IN CONTACT WITH ME FOR ANY REASON, YOU CAN DO THE FOLLOWING:**

 **1)WRITE A NOTE IN BINDER REMINDER**

 **2)CALL THE SCHOOL AND LEAVE A MESSAGE**

 **951-253-7430 EXT. 3508**

 **3)EMAIL ME AT** **paul.brown@leusd.k12.ca.us**

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WE HAVE READ OVER THE ENTIRE COURSE SYLLABUS TOGETHER FOR THIS COMPUTER CLASS.

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Student Name/Period Parent Name

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 Student Signature Parent Signature

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 DATE DATE