

## ***Computer Lab Expectations***

**Computer Class Web Site:** <http://www.techedonline.org/student.htm>

Dear Students & Parents,

Technology is a part of our daily lives. At Giles, all students have the opportunity to become familiar with a variety of technologies. Students will have the chance to further their skills in Microsoft Word, Excel, PowerPoint, and Access, as well as Internet research. Additionally, students may have the opportunity to use digital cameras, video recorders, and learn how to compose basic web pages.

Such access is a privilege not a right. All students are expected to follow the guidelines stated in the Student Handbook regarding computer and Internet access.

### **General Classroom Expectations**

- Be respectful to the teacher, assistants and fellow classmates
- Be on time to class
- Come to class with all necessary materials
- Stay on task during class
- Complete assignments by given deadlines
- Use equipment in an appropriate manner

### **Late Work & Absentees**

Students are responsible for completing and turning in all assignments by the due date. Students not turning assignments in on time are required to call home and explain why their assignment was not complete. Due dates and project directions will be provided on the class web site. All assignments, unless stated otherwise, are **in class** assignments. Assignments completed at home will not be accepted. Students who anticipate needing extra time or help are responsible for requesting it **prior** to the due date. Students may also come in during Open Lab Hours as posted on the class web site and lab doors.

Students are responsible for assignments missed as a result of an absence. **Absent students are responsible for scheduling a time to make up missed work. Missing work, due to absences, must be completed within one week. Assignments not turned in within one week will receive a zero.**

## Misuse & Unacceptable Behavior

Students who choose not to follow the rules outlined in the student handbook, and the general expectations listed above will be held accountable for their actions. Consequences for poor choices include a verbal warning, phone call/ note home, parent-student meeting, loss of computer privileges, and referral to the office.

## Grading Policies

Student's grades will be comprised of in class participation, class practice assignments and projects. Assignments will be graded using rubrics that represent the student's ability to meet assignment requirements and demonstrate skills. Assignments will be given a point value. Student work will be noted as a fraction with the student's score over the number possible.

The Norridge District 80 grading scale is as follows:

A	100-93
B	92-85
C	84-77
D	76-70
F	69 ↓

## Questions

Students and parents will be able to keep up with assignments, find resources and ask questions via the computer class website. Parents can contact me via email at [ballen@norridge80.org](mailto:ballen@norridge80.org) or through the school by calling 453-4847 ex. 133. I check email throughout the day and will reply within 24 hours. I check voice mail on Fridays and will return messages as quickly as possible. **If there is an urgent or time sensitive message, please email me or send a note with your child.**

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## COMPUTER LAB EXPECTATIONS

Student Signature \_\_\_\_\_ Homeroom \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Email \_\_\_\_\_