Computer Lab – 7th Grade – Mr. Gullans

Classes in the computer lab are designed to give students hands-on experience using computers as a productive tool. About 35% of the class is dedicated to increasing students’ typing speed and accuracy. The rest of the class is dedicated to learning to use word processing, spreadsheet, and presentation software. The Internet is used as a resource for project research. Online safety and cyber bullying is addressed.

* **There is a $5.00 voluntary lab fee.** The fee is payable in cash (preferred method) or by check (payable to Sutter Middle School) and is due by the end of the first week of class.This money is used to pay for flash drives, ink cartridges, toner, printer paper, updated software, cables, hubs, switches, and repairs.

# Homework:

Take-home work will not be assigned. If students fall behind, the lab is open for student use every day before school, after school, and at lunch time. Assignments may also be done at home if necessary.

If students are progressing well they may spend part of their time using computer lab resources to complete a computer-assisted assignment for another class.

# Zero tolerance for some behaviors:

The teacher has explained the computer lab rules to the students. In the attempt to maintain a safe and productive learning environment in the lab, we have established a policy of **zero tolerance** for certain behaviors.

The following are reasons for which a student may be **permanently removed from class**:

* + Changing program settings, system settings, icons
  + Removing or modifying student records
  + Modifying lessons or tests.
  + Copying other students’ work.
  + Vandalizing, stealing or tampering with computer equipment or other electronics

# Parent-Teacher Contact

**E-mail**: jack-gullans@scusd.edu **Voice mail**: (916) 264-4150 #1103

Grades and messages will be posted on ***classjump.com***. To access Mr. Gullans’s page (and the pages of other Sutter teachers) click on ***Find Your School***.

**Suggestion**: Send an e-mail message to Mr. Gullans so he has your address. Include any information you’d like the teacher to have about you or your child.

Complete and return to the teacher. (Parents, please cut along the dotted line and return only the bottom section.)

**Parent Acknowledgement of Syllabus**

Dear parent or guardian,

Please sign below and check the appropriate boxes.

I have read both sides of the syllabus and agree to the terms and conditions for using the computer lab.

Parent signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Best Phone **# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-mail address **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ⃞ **We do not have e-mail**.

⃞ I will contribute $5 to the computer lab and my child will present the money with this note.

⃞ I will contribute $5 to the computer lab. My child will bring the money on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

⃞ I do not wish to or cannot contribute.

# Computer lab rules (violations may mean temporary or permanent removal from the lab):

1. Stay in your seat. Stay on task.
2. No food, drink, or gum inside the lab. This is a mandatory district-wide policy.
3. Do not print without permission.
4. Do not download any programs.
5. Report any equipment damage to the teacher.
6. Do not touch the computer, keyboard, mouse, or other equipment of others.
7. No games or Internet use without permission
8. Be courteous, neat, respectful, and quiet—respect others’ right to a learning environment.
9. Tardiness – You may be marked tardy:
   * if you are not in your seat before the tardy bell stops ringing
   * if you run to get to your seat
   * if you delay the start of class because you are breaking any of rules 1 through 9

**Grading criteria:**

**35% of grade**

Typing speed and accuracy as evidenced by weekly speed tests. Students will be strongly encouraged to type without looking at their keyboard/fingers.

**65% of grade**

Computer application skills lessons, tests and a research project with oral presentation.

* + Word processing
  + PowerPoint
  + Spreadsheet

**Positive reinforcement**

As a reward for hard work and good behavior, students are allowed free time each week for 25 minutes. E-mail, chat sites, online social networking sites, and violent or otherwise inappropriate Internet sites are prohibited. Students whose grades have fallen below a C or who have had a detention since the last free time day are not allowed free time.

Complete and return to the teacher. (Parents, please cut along the dotted line and return only the bottom section.)

**Student Acknowledgement of Syllabus**

I have read both sides of the syllabus and agree to the terms and conditions for using the computer lab.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Period \_\_\_\_\_ Computer # \_\_\_\_\_

Student signature Legible student name

Student-chosen code for I.D. purposes: \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ (5 digits, or fewer)

Tell me something you’d like me to know about **YOU.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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