

Computer Applications is a 20- week course for Grade 7 students.
Our priority is to work together in a way that is organized and fun.....so that you are prepared and confident to tackle assignments throughout your high school career that will require the use of technology.

What we will learn and explore:

- ✓ Proper use of school assigned email as a method of communication
- ✓ Office 365
- ✓ 3-D printing
- ✓ Keyboarding
- ✓ Secure storage and retrieval of documents on your GV OneDrive
- ✓ MS Office Suite Online Version: Word – PowerPoint – Excel
- ✓ Various apps to create movie projects – Spark Video – Animoto – Veescape - iMovie
- ✓ Swift Playgrounds – Apple programming language - with the final project to program drones
- ✓ Acceptable Social Media use and Internet Safety – taught throughout the whole course
- ✓ Understanding the hardware and software aspects of laptop and desk top computers

The skills and knowledge you will gain in this course will be extremely valuable to you.
This is a completely paperless class. You are expected to use your school email to hand in all assignments.

Student Help:

I am here to help you succeed...If you would like to speak to me about an assignment and we did not have time in class..... please see me to schedule a time to meet.

Teams Classroom Routines:

ZOOM EXPECTATIONS

BE ON TIME Wake up early Log on a few minutes before class <i>hi</i>	BE IN A QUIET PLACE Find a quiet place Check your surroundings <i>working from home</i>	BE PREPARED Computer is charged Camera is on Use headphones if you have them
PRESENTATION Wear appropriate clothing Sit up straight Be in camera view <i>SEAL OF APPROVAL</i>	MUTE YOURSELF Mute yourself when your teacher or another student is talking <i>is this thing on?</i>	PARTICIPATION Be focused Be attentive Be an active participant <i>TRUE DAT!</i>
CHAT RESPONSIBLY Raise your hand to speak Type your question in the chat box <i>ME ME ME</i>	COMMUNICATION Speak clearly Look up when speaking Stay on topic <i>EXCELLENT!</i>	BE RESPECTFUL R-E-S-P-E-C-T Be kind Be considerate <i>Stay Golden</i>

Grading Procedures:

Assignments/Participation/Behavior:

You will receive a participation grade each week. This grade will reflect your preparation each day, completion of the assignments, your behavior and attitude in class, as well as your participation and willingness to work.

If you are absent **you are responsible** to come see me about what you missed. You will receive participation points for the period you were absent (or had band lessons, etc) **only** if you email me the completed the work we did in class. Credit will not be issued for absent days until all work is made up.

There will be deductions for tardy, unprepared, disruption, etc.

Feel free to ask me about ways to increase your participation grade. If you are losing points for your participation, ask me how to improve if you're interested!

Homework: There is no homework. Assignments are meant to be completed (or nearly completed) during our class period. If assignments are not completed in the allotted class time..... they become outside of class work.

Virtual Classroom Rules:

No Excuses:

We all have lives and issues..... When you are in class you are expected to conduct yourself in an appropriate manner associated with an academic environment. If you are unable to do so Please see me and I will contact the school personnel best suited to help you.

Respect:

Always treat yourself and others with respect.

Raise your hand and wait to be called on before speaking. One person speaks at a time. Do **not** interrupt!

If I am teaching, giving instruction, or addressing the entire class in any way, please **do not interrupt instruction verbally, or with disruptive behavior.**

This is an academic setting. Therefore, foul language, sexual innuendoes, rude comments, or name-calling will not be tolerated.

Do not discuss other students or teachers in my room to others. If you have concerns speak with me.

Permission to leave the room will be left up to the teacher. If you need to use the restroom, ask during the first few minutes of class or the last few minutes of class. If at all possible, use the restroom during study halls. There is other time built into your schedule for this purpose. Our class time is too valuable for you to spend it elsewhere.

Sign out and back in accurately if you leave my room. Do not distract others by asking them for a pen to sign out, bring your own pen to the sign out sheet and leave and re-enter the room quietly.

THINK:

Your words and actions can be hurtful to others pause just a moment before you speak or act in anger or frustration...and it can save many hardships.

Disruptions in Class:

Any behavior considered by me to be disruptive to our class will result in:

ONE verbal warning and possible request to move to another seat with a phone call OR email to your parents if the disruptions do not stop.

Referral to the Dean of Students or the Principal if necessary.

If you are disruptive to other's learning you will be removed from the classroom.

*I reserve the right to make changes to this document at any time.

I understand that I am responsible for the information on this document and agree to abide by these conditions to the best of my ability.

Student signature

Date : _____

To the parents/guardians of Mr. Horton's students:

After you have reviewed my class procedures and grading policies, please take time to complete the bottom of this form. If you have any questions or concerns regarding this information or any matter throughout the school year, please do not hesitate to contact me. You can reach me by email at whorton@genvalley.org or by phone/text, 585-610-7071

Student Name: _____

Guardian Name: _____

Relationship to student: _____

If you check your email regularly, and it would be an appropriate way to contact you, please provide your email address:

Phone number: (please indicate whether it is a cell, home, or work number and available times for me to speak or text with you.) _____

I have read and understand Mr. Horton's class procedures and grading policies.

Guardian Signature

Date