

Welcome Back! For those of you who don't know me, my name is Mrs. Maurus and I will be your Computer Technology teacher this quarter. I feel very fortunate to have you as a student and in return, I hope that you feel comfortable to come to me for help (with homework or anything), advice, or just to talk!

Computer Technology is a very exciting class! This class is completely web based and you will learn how to use various free web based resources to do projects in my class, other classes and at home. You will also be creating your very own website or Electronic Portfolio. You can find more information about your Electronic Portfolio on page 5 of this document.

Parents and students, please feel free to contact me at any time by email and/or phone. I am here to help in any way that I can! I am open to anything (advice, suggestions, comments, concerns, after school help, etc.). You will succeed in this class if you choose to honor all of my expectations! I look forward to working with you this quarter!

Sincerely,

Mrs. Maurus

maurusja@dhsd7.net

313-203-3200 Ext. 3223

Expectations

- Be On Time to Class! Not only must you be on time to class, but be in your seat and ready to begin when it's time for your class to start!
- RESPECT everyone and everything in my classroom! I will always give you as much respect as you give me. Put downs, negativity, and bullying are NOT accepted nor tolerated!
- Keep your hands to yourself and away from your neighbor's computer and mouse at all times! YOU are responsible for YOUR assigned computer station.
- Absolutely, positively NO CHEATING! I take this very seriously! The work you complete must be "Your work!" Cheating and plagiarism of any sort will result in a "zero". This includes copying and pasting information too. All work should always be *Your Work* and in your own words.
- Always Come To Class Prepared! Please see page 3 for the required materials for my class.
- No Talking When I am Talking AND headphones/earbuds may not be worn when I am teaching/talking. I really do want to hear what you have to say, but if you are talking when I am, I won't be able to hear what you are saying, nor will you understand the importance of what I am saying and/or teaching.
- No Food or Drinks are allowed in my class! We are very fortunate to have our class in the computer lab. Let's do our part in keeping all of the computers in great condition!
- If given a bathroom pass, you should ONLY use the 6th Grade Boys Bathroom OR the 7th Grade Girls Bathroom.
- If you are absent, it is YOUR responsibility to make up anything you missed.
- Always SMILE & have fun!!! Smiles are definitely contagious and really do go a long way :).

Materials Required

- Pen or Pencil
- Headphones/ Earbuds. These are required for my class and may be used as long as students are completing their given assignments and tasks. If their headphones/earbuds become a distraction to the student's learning process or anyone else's in my class, this privilege will be taken away from the entire class. Students may **NOT** wear headphones/earbuds during my instructional time, whatsoever. *****As a reminder, headphones/earbuds are NOT permitted in the hallways or during instructional time.***

Classroom Assignments & Homework

Because this is a computer class and everyone works at a different pace, any work that is handed in past the due date will **NOT** be deducted any points. There is a lot of work in this class so you don't want to fall too far behind or it will be difficult for you to catch up. If you stay on task during my class, you should have no problem completing your daily assignments.

****Any work that is not completed during my class IS HOMEWORK!****

It will be your responsibility to complete any unfinished projects at home. If you do not have a computer at home there are many options available to help you complete your homework:

- ***Homework Helpers-*** Tutoring is offered Monday-Friday from 2:50-3:50. Homework Helpers location is posted daily outside of the office. You may use this time to work on any homework, group work, or missing assignments that you may have for my class or any class!
- ***MP2-*** With permission from your MP2 teacher, you are always welcome to come to Mrs. Maurus' class to work on **ANY** assignment(s) from any one of your classes. Don't forget, your MP2 teacher has a class set of Chromebooks too!
- ***Local Library-*** There are many local libraries in the area that offer free

computer and internet use.

- ***Friend or Family's House***- Many friends and family members may have a computer that you are able to utilize.
- ***Downtime on Your Assigned Chromebook***- If you have some downtime in other classes **AND YOUR TEACHER GIVES YOU PERMISSION**, you may work on your assignments at that time.
- ***A Mobile Device***-All of Ms. Maurus' assignments are compatible with mobile devices such as Smartphones, Tablets, iPods, etc.

Accessing Your Assignments From Home

All of my assignments are web based and posted on my website so that students are able to access and work on them outside of school. To access my website, *Google* search *Ms. Maurus' Class* and my website will pop up :)

Gmail Accounts

Our school district has assigned an email to each student. The student's username is their 8 digit student number, followed by @dhsd7.net For example; 20012345@dhsd7.net. The student's password will initially be their 8 digit birthday. Students are encouraged to change their password to something other than their 8 digit birthday, in *Student Connect*.

****Parents, it is encouraged that you always take note of your child's Gmail username and password so that you always have access to their account.**

Email & Instant Messaging

Email is permitted during my class for **EDUCATIONAL PURPOSES ONLY.**

Students may **NOT** email their classmates during my class or respond to any emails they have received from friends. **INSTANT MESSAGING IS NOT PERMITTED IN MY CLASS AT ALL.** I do not allow either of these because I am not able to monitor what students are discussing. If a student is caught emailing something

that is not for educational purposes or instant messaging during my class they will receive an automatic referral for inappropriate use of technology.

Formative Assessment

All projects done in my class will be formatively assessed and are worth 50% of your total grade.

Summative Assessment

Pre & Post Unit Assessments

At the beginning of the quarter you will be given a pre-test on everything that you will learn throughout this quarter. This test will not be graded, but will allow me to analyze and assess each student's learning ability. At the end of the quarter, you will be given a post-test (which will be the exact same test as the pre-test). This test will summatively assess you on all my class material that was taught throughout the quarter. We will review for the final/post assessment prior to you actually taking the assessment. This summative assessment will be graded and is worth 50% of your final grade.

Electronic Portfolio

Students in the 7th grade will be creating a web based *Electronic Portfolio* (website). All work that is completed in my class will be posted to the student's electronic portfolio. Throughout the quarter, each student's final Electronic Portfolio will be summatively assessed. These portfolio assessments will be worth 50% of the student's grade.

****Parents and Guardians, I strongly encourage you to access your child's Electronic Portfolio on a regular basis. This is something students really take pride in and will demonstrate each student's amazing work and progress in my class.**

