

# Policies and Procedures for Mrs. Wichman's Computer Classes

## Classroom Discipline Ladder

1. Warning
2. Refocus Station/Time off computers
3. Note home/e-mail/phone call to parents
4. Office referral

## Expectations:

You will come to class and immediately get started on your Bell Ringer assignment. You will read and follow all directions. You will complete your work and submit it to Edmodo. You will take care of and respect the equipment. You will not visit any site that you do not have permission to visit. Work comes first. If you do not finish your work by the deadline, you will have to finish it for homework. Students should write down all username/password information in their agendas.

I will follow the cell phone policy as stated in the student handbook. Students are not to include any endorsements of activities that are illegal for minors in their projects or assignments. This includes drug references, gambling, alcohol, or any other subject that is PG-13 or above. Students will not receive credit for the assignments. Parents and administration will also be notified.

## Classroom Policies

Your grade in this class comes from work that you do in class. If you are absent, check the class web page, white board, or ask me. You have two days to make up work for every day you are absent. Late work will lose points per day it is late.

## Assessments

If you are absent on a test day, you must make it up. Exploring Computers: Assessments are 65% of your average. Computer Concepts: Assessments make up 70% of your average. Assessments will not always be tests. Most tests will be online. BrainPOP quizzes count as assessment grades.

## Supply List

- Pens/Pencils/Markers
- Flash drive (optional) and headphones
- Notebook/Section in Binder/Folder with Paper
- Cleaning/Disinfecting Wipes (any brand is OK)



## Please note:

Students will place all backpacks/personal belongings at the front of the room. **Food and drink are not allowed at the computers.** Fidget toy spinners and slime are not allowed in class. Anything that can cause a distraction must be kept in the students' backpacks. Students will be given a hall pass punch card each month, which will allow them out of the room five times.

## Mrs. Wichman's Daily Schedule:

- P2: Exploring Computers (6)/ Computer Concepts
- P3: Exploring Computers (6)
- P4: Exploring Computers (6)
- P5: Planning Period
- P6: Exploring Computers (6) /Computer Concepts (7)
- P7: Computer Concepts (8)

## Exploring Computers (6<sup>th</sup> grade) Syllabus



### First Quarter

Online Keyboarding Program  
Brain pop  
Throwback Thursday Typing  
Microsoft Office Projects

### Second Quarter

Online Keyboarding Program  
Brain POP  
MS Office and Google Docs Projects  
Online Scavenger Hunts

## Computer Concepts (7 & 8) Syllabus

### First Quarter

Digital Literacy  
Daily Typing Practice  
Learn-By-Doing Microsoft Office Series

### Second Quarter

Daily Typing Practice  
Learn-By-Doing Google Docs  
Integrated Microsoft Office Simulation

## Important Information about this Class

Students are to follow the district's Technology Use Agreement. If a student damages the computer equipment, they will be referred to the office and may lose computer login privileges, as well as having to pay for the damages. Students are not to pull out cords on other students' computers, nor are they allowed to run programs off of their flash drives. Students may not visit any websites without prior teacher approval. Students may not play any games until all of their work is finished. Students with averages less than a C (in PowerSchool, for the current quarter) may not play games until their grades come up. I will usually post grades every week or so, and e-mail parents when grades are below a C.

Students will be assigned a computer to work at. If something is not working, then the student must let me know immediately, and then they may sit elsewhere, if necessary. We will be using Edmodo to turn in assignments. Students will receive feedback and grades from Edmodo as well. Students must check their notifications in Edmodo on a daily basis (it is set up to look like Facebook). Failure to do so may result in assignments not being turned in. Students may also use their Google Drives to save their work to.

When students are completing research assignments, they must put the text into their own words, not copied and pasted. Also, students must include the website address. Students will earn 1-2 classwork grades a week and 1 assessment grade each week. There will not be a lot of "spare time" in this class, but when students finish early, they may visit the "Useful Sites" page on my webpage for spare time websites.

<b>Account Information:</b>
<b>Computer Login:</b>
Username: (student number)
Password: _____
<b>Edmodo:</b>
Username: _____
Password: _____
<b>BrainPop:</b>
Username: _____
Password: _____
<b>Typing.com/Typing Club:</b>
Username: _____
Password: _____
<b>Mangahigh: school code:</b> _____
Username: _____
Password: _____

Please feel free to visit my webpage, e-mail me, or call me.

E-mail: [audrey.wichman@rrps.net](mailto:audrey.wichman@rrps.net)

Phone: 891-5335 ext.

