



Welcome to Computer Literacy I with Mrs. Heather D. Sanders

Welcome to Computer Literacy I! My name is **Mrs. Heather Sanders** and I am very excited to be a member of the ACA family! I feel so fortunate to be able to share of my love of technology with my students, and am to provide them with a meaningful experience in **21st Century Skills** (problem solving, communication, collaboration, information, and time/resource management). I'm looking forward to a wonderful year exploring technology and learning how computers can help us to be successful in school and beyond. **It's going to be a great year!**

Standards-Based Curriculum:

Our class curriculum embraces the Texas Essential Knowledge and Skills, which are aligned with National Education Technology Standards (NETS). This curriculum consists of six strands:

- Strand 1: Creativity & Innovation
- Strand 2: Communication & Collaboration
- Strand 3: Research & Information Literacy
- Strand 4: Critical Thinking, Problem Solving, & Decision Making
- Strand 5: Digital Citizenship
- Strand 6: Technology Operations and Concepts

We will explore these six strands through “21 Things 4 Students”, a project-based web program designed to help students improve their technology proficiency as they prepare for success in the 21st century.

What Will We Be Learning?

- Computer Basics
- Keyboarding (Goal: 25 wpm with at least 90% accuracy)
- Microsoft Office Suite (Word, Excel, Powerpoint)
- Internet/Web 2.0 tools
- Presentation tools
- Digital Citizenship/Online Safety/Etiquette

What Supplies Do I Need?

While the majority of the assignments will be assigned, completed, and submitted online, I expect students to have:

- Student planner or spiral notebook to copy the day's agenda
- pen/pencil
- highlighter
- paper

Highly recommended:

- earbuds

Edmodo – Where Learning Happens

The great majority of our classwork will be completed within Edmodo, our classroom learning network. Edmodo is a safe, closed learning environment in which students can collaborate & communicate with their teacher and classmates. Students can complete and submit assignments, take quizzes, respond to polls, and stay connected. Parents, too, can obtain a code, join Edmodo and keep track of student activity, grades, and upcoming assignments!

Policies & Procedures:

- I. A classroom runs smoothly when all members of the class share a common purpose – a safe, effective learning environment that allows each student to achieve his/her potential. This occurs when students follow a SINGLE CLASSROOM POLICY:

SHOW RESPECT:

- **Respect yourself and the people around you:** Speak respectfully and with permission, listen & follow directions, work quietly without disturbing others
 - **Respect the property of ACA, your teachers, and your classmates:** Keep your computer area/computer/keyboard/mouse clean and in excellent working condition. Check your laptop daily and report any changes the MOMENT you notice them. No food/gum/drinks in class.
 - **Respect all campus/class policies:** All students must know and follow Arlington Classics Academy's Acceptable Use Policy.
- II. Each day when students enter the room, they should
 - a. Immediately examine their computer, desktop, mouse, keyboard, etc.
 - b. Login to Edmodo.
 - c. Complete the day's DCI (daily check-in) assignment. This assignment **will be graded** and is **required**, even if the student is absent that day.
 - d. Begin the posted keyboarding lesson/activity.

How Will I Be Graded?

- 40% Tests
- 40% (Quizzes, Projects, etc)
- 10% Daily Work, Homework
- 10% Nine week exam

Late/Make-Up Work Policy

- Assignments turned in/submitted 1 day late receive a 10 point penalty
- Assignments turned in/submitted 2 days late receive a 50 point penalty
- Assignments turned in later than 2 days beyond the due date will not be accepted.

- For each day a student is absent, he/she has one day to make-up assignments. The student is responsible for asking Mrs. Sanders about assignments missed during an absence. Weekly agendas are posted to Edmodo.

How Can I Contact Mrs. Sanders?

Email: hsanders@acaedu.net

@Koolteecha

Phone: 817-987-1819 Ext 3210

Google Voicemail: (682) 593-9140

Computer Literacy I Class Contract – Please sign and return this bottom portion only

*** A digital copy of this form may be filled out and submitted online at <http://goo.gl/cHi36N>*



Student Printed Name _____ Date: _____

Student Signature: _____

Parent Signature: _____