

IT Essentials

Drexel R-IV School
Holly Bennett
816-619-2287 ext. 4106
hbennett@drexelbobcats.net

COURSE DESCRIPTION: Grades: 9-12 Credit: 0.5 unit. *Mastery of keyboarding objectives is a prerequisite for this course.*

This course is designed to provide students with a working knowledge of computer concepts and essential skills necessary for work and communication in today's society. Students will learn safety, security, and ethical issues in computing and social networking. Students will also learn about input/output systems, computer hardware and operating systems.

GRADING POLICY:

Daily assignments, projects, tests and quizzes will account for 90% of the grade. The final will count as 10% of the final grade. Student grades are available on Tyler SIS. There is also a link from the school homepage. Updates are made after project deadlines and/or weekly.

MELO/PRIVATE DINING:

Students are encouraged to come in to make-up work and for additional assistance. If a student is struggling with the material or needs additional time to complete a project, the teacher may assign the student to Mandatory Extra Learning Opportunity (MELO). The teacher will work with the student and parents for a convenient time. Students with missing assignments or incomplete projects will be assigned to a week of Private Dining the following week. Private Dining is a "working lunch," made up of the 52 minute period through lunch and Cat Time. Once assigned to Private Dining, the student will remain there for the entire week.

MAKE UP WORK POLICY:

The student handbook policy will be followed for makeup work on daily assignments. Students are responsible for all makeup work and should make arrangements the day they return to class. One class day for make-up will be allowed for each class day missed. For extended circumstances, please call or email the instructor to make arrangements.

ELECTRONICS POLICY:

All e-devices shall be in off or silent mode and stored during class time. E-devices may only be taken out and used at teacher discretion for either instructional purposes or for listening to music during independent work.

CLASSROOM EXPECTATIONS:

To be successful in this course, students are expected to:

1. Maintain regular attendance.
2. Follow directions the first time completing assignments in a timely manner.
3. Clean-up work area before leaving.
4. Be respectful of the equipment used in the classroom
5. Stay on task.
6. Follow Computer Lab and classroom rules.

CLASSROOM RULES:

1. When the teacher speaks, you listen
2. Be respectful to teacher, self, and others
3. Use good manners
4. DO NOT use inappropriate language

CONSEQUENCES:

1. Warning
2. After school detention
3. Call to parent
4. Office referral

SUPPLIES:

Students need to bring their planner, pen or pencil to class each day. A memory stick (flash drive) is optional but highly recommended.

Computer Lab Rules

- Students must have a signed Internet Use Agreement on file with the school.
- Do not visit unacceptable Internet web sites.
- Do not visit any public chat rooms.
- Do not download programs or plug-ins for the computer. No games can be downloaded!
- Do not download sound files to the hard drive.

- Do not modify any setting on the computer. This includes printer settings, screensavers, desktop wallpaper, and desktop icons.
- If your computer freezes or does something unusual, notify the teacher immediately.
- Before listening to music you must have permission. No music video sites will be allowed. When you listen to music you can listen through your own personal device.
 - No Pandora, Spotify, You-Tube, ETC...
- ABSOLUTELY NO HUDL VIEWING
- No food or drinks are allowed around computers.