COMPUTER TECHNOLOGY DISCLOSURE DOCUMENT

**Ms. Earl**

**Email: monicaearl@alpinedistrict.org Website:** [**http://earlsclass.weebly.com/**](http://earlsclass.weebly.com/)

**COURSE DESCRIPTION**: Computer Technology is a high school class that is required for graduation. In this class we will focus on the following:

* Computer hardware, operating systems, and networks
* Software applications used for word processing, spreadsheets, presentations, and databases
* Ethics as they relate to computer technology and business
* Online resources
* Electronic mail

# EXPECTATIONS:

* + - 1. **Be Prepared:** Come to class ready to learn. Please bring a pencil or pen to class every day.
      2. **Be Respectful:** 
         1. Be respectful of all furniture and equipment. There should be no food, drinks, gum, or candy in the classroom.
         2. Log off the computer and clean up your area before you leave each day.
         3. Treat other students and adults with respect.
         4. Music, games, and the Internet are a privilege and are allowed only with the teacher’s permission.
         5. Follow Alpine School District’s Acceptable Use Policy.
      3. **Be Engaged in Learning:** Avoid the temptation to play games or do things that don’t pertain to what we are learning in class. Participate in classroom activities and ask questions.
      4. **Be Honest:** Cheating will result in a 0 for the assignment or test and **cannot** be made up. Cheating includes copying someone else’s work, as well as allowing someone to copy your work or access your files.

**WEBSITE:** My school website can be accessed through the American Fork Junior High website (or directly at earlsclass.weebly.com) and should be checked each day when you get to class. It is also a good resource if you are absent.

**HALL PASSES:** Please get drinks and take care of other business before coming to class. However, I understand that you may need to leave class on occasion. Please do not take advantage of hall pass privileges. The need to use hall passes for medical reasons will be dealt with on an individual basis.

**ATTENDANCE:** Please be in your seat and ready to begin when the bell rings. Since most of the work will be done in class, being absent and/or tardy makes it extremely difficult to achieve competency. The school policy regarding attendance will be followed in my class. Extended absences will be handled on an individual basis.

**ASSIGNMENTS/DEADLINES:** Assignments are the most beneficial when they are completed prior to the test day. If you need more time to finish an assignment, you are welcome to come in during Cavetime, after school, or work at home. Also, you are welcome to redo assignments if you would like a higher score. Most assignments are accepted until the final deadline posted on my website and announced in class. This will be approximately one week before the end of the term. **Certain assignments/activities may NOT be included in this policy. I will let you know when this is the case.** Please save all of your papers to review for the state test at the end of the semester.

Most assignments will be submitted electronically. To be accepted, these should be named correctly. You will find an example of how to save files on my website and we will go over it in class. All handwritten assignments should be legible and have your first and last name and class period written at the top.

**QUIZZES/TESTS:** Thesemay **NOT** be retaken. If you are having difficulty with the assignments, please ask for help **prior** to the test.

**GOOGLE ACCOUNTS:** Students will be using their school Google accounts as part of this class – mainly Gmail and Google Drive.

**GRADING:** Grades are updated frequently and any work turned in during class will usually be graded by the next time you are in class. I encourage you to check Skyward frequently.

# Grading First Term

70% Daily Work

30% Quizzes/Tests

# Grading Second Term

60% Daily Work

30% Quizzes/Tests

10% Integrated Project

A 93-100

A- 90-93

B+ 87-89

B 84-86

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B- 80-83

C+ 77-79

C 74-76

C- 70-73

D+ 67-69

D 64-66

D- 60-63

F 59 and below

**PARENT INQUIRY:** If you have any questions or concerns regarding this class, please feel free to contact me. Email is the best way to contact me as I am usually able to check it frequently and respond right away. Also, please update all contact information in Skyward so that I may communicate with you as well.

*CTE courses do not discriminate based on race, color, national origin, gender or disabilities.*

**DISCLOSURE CONTRACT**

**Computer Technology**

By signing this paper both the parent and the student agree to the following:

1. We have read and understand Ms. Earl’s disclosure.
2. We understand and agree to the rules for computer and Internet use.
3. We accept the rules for this class as stated above and give our permission for our student to use the Internet and their student email account while in this class.

Student’s Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_