

Computer Lab Procedures

- ✓ No students may be in the room during any time of the day unattended.
- ✓ If you bring a personal CD or flash drive from home to use, you must scan the disk for viruses before using it in a school computer.
- ✓ Do not download anything from the Internet without permission.

If you have a question or problem, that you cannot resolve yourself, place the red cup next to your computer and I will respond as quickly as possible.
- ✓ Only print selections from the Internet that you need to have a hard copy of. Try to conserve paper and ink. Another option is to copy and paste needed info to a WORD document instead of printing. Proofread before printing!
- ✓ No food or drink will be allowed near the computers. Gum is permitted as long as it is handled properly.
- ✓ Students may not modify any settings on the computer.
- ✓ Do not visit unacceptable Internet web sites or chat rooms. If you accidentally open an inappropriate site, tell the teacher immediately.

HOMEWORK POLICY

1. Assignments must be turned in on time for full credit.
2. There will be a one-day grace period for 75% credit allowed.
3. Any assignments not turned in after the one-day grace period will receive a ZERO.
4. There is an exception for excused absences where two days of make-up are allowed per day missed as the student handbook states.
5. Students are provided with an Opportunity Room to receive help with their homework Tuesday through Friday afternoons from 3:15 until 4:15.
6. Any student who is failing one or more classes will be required to attend Opportunity Room until he/she is again passing all classes.

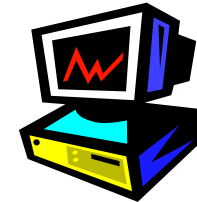
Never share your password with anyone!!!

Course Syllabus

Wetmore Academic Center

7th Grade Computers

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WHS/WMS DETENTION POLICY

Classroom Rules
1. Be ready to learn.
2. Behave in a safe manner.
3. Show respect.

Students will serve detention for the following reasons:

7th Computers



This keyboarding class is a basic need for all individuals and will be extremely helpful to you in your future educational and professional careers. This course will concentrate on proper touch keyboarding technique, development of speed and accuracy, and the correct basic formatting of documents. In addition, you will be learning the Microsoft WORD program in depth during the second semester of this course.

GRADING SCALE	
90- 100% = A	
80- 89% = B	
70- 79% = C	
60- 69% = D	
59% OR BELOW = F	

1. Swearing
2. Inappropriate Behavior
3. Excessive tardies– On the third unexcused tardy and every tardy thereafter
4. Disrespect to anyone in the school community
5. Failure to follow teacher’s directions or classroom rules.

DETENTION ROOM GUIDELINES:

1. Students will be in the designated detention room from 3:10 p.m.- 4:00 p.m. or as assigned by principal.
2. No talking
3. No eating or drinking
4. No sleeping
5. Students in detention must do homework or read a book.

GRADE EVALUATION WILL BE BASED ON THE FOLLOWING:

1. Class Assignments
2. Technique
3. Tests
4. Work Habit

Failure to comply with these guidelines will result in a second detention.

- COURSE CONTENTS:**
- *Alphabetical Keyboard
 - *Punctuation
 - *10-key number pad
 - *Proofreading Skills
 - *Academic reports and research paper
 - *Letters and memos
 - *Microsoft WORD

*Cheating will result in an automatic zero for that assignment and will be noted on Power School.