

Mr. Fong's Class Syllabus
6th Elective -- Computers (with an emphasis on Google docs)
Text: None
Course Length: 3rd Quarter or 10 weeks

January 20th, 2015

Dear Parents/Guardians,

Welcome to Bancroft Middle School Elective Wheel! My name is Mr. Fong and I will be your child's Computers teacher. I am excited to partner with you this year, as your child learns about the history of computers, as well as internet safety and Google docs.

I strongly feel that education is an equal 3-way partnership between the teacher, the student and the parent. Please, with your child, review the following guidelines and expectations for the 6th grade Computers course. Feel free to contact me at any time with any questions or concerns. I look forward to hearing from you!

Sincerely,

Mr. Fong

dfong@sanleandro.k12.ca.us (preferred method of contact)

510-618-4380 ext 3628

COURSE DESCRIPTION:

Unit 1 -- A history of computers and how computers work.

Unit 2 -- Internet Safety and Social Media

Unit 3 -- Word Processing Activities

Unit 4 -- Spreadsheet Activities

Unit 5 -- Drawing Activities

Unit 6 -- Form Activities

Unit 7 -- Presentation Activities

CLASS MATERIALS:

It is crucial that students bring the following materials to class everyday:

1. binder (which can be used for other classes) or folder to hold hand-outs
2. two sharp pencils or a mechanical pencil with a box of lead and eraser

GRADING POLICY*:

A – 90% & up, B – 80% & up, C – 70% & up, D – 60% & up, F – Below 60%

Quizzes	5%
Class Projects	85%
Participation (e.g. effort, attendance, helpfulness, having a + attitude)	10%

Most students will have ample class time to complete class projects. Detail oriented students can complete class projects at home or come in at lunchtime to work on computers.

*** Late work/make-up quizzes and classwork:** All work must be turned in on the day that they are due, when they are asked for. Late work will only be accepted for excused absences. If a student has an excused absence, it is his or her responsibility to arrange with me a time and/or a method to make up all missed quizzes and classwork.

INTERNET SAFETY:

It is my #1 priority to keep students safe. Below is our classroom internet safety rules. I will go over these rules with the students and please do so yourself for reinforcement.

- 1) Never email, chat, or communicate with anyone who is not a friend or a trusted adult / relative.
- 2) Never assume someone online is someone you know just because of their username.
- 3) Never post pictures of yourself online unless the strictest privacy settings are on.
- 4) Tell your parents or guardians about every online account you have.
- 5) Do not share passwords with friends (or strangers).
- 6) Always log out when using a shared computer.

CLASSROOM RULES & BEHAVIOR:

The following rules are to be observed at all times:

1. Come to class on time, ready to learn, and with your supplies.
2. Stay in your seat unless permission is given.
3. Follow directions the first time they are given.
4. Raise your hand and wait to be recognized.
5. Listen carefully to the recognized speaker.
6. Obey school-wide rules. Keep hands, feet, and objects to yourself. Do not chew gum or eat in class. No usage of any personal electronic devices.

CONSEQUENCES:

Students who fail to obey the classroom rules and procedures, and school rules will have his/her name in the Behavior Log and be subject to one or more of the following

consequences:

1. Warning(s)
2. Timeout Chair
3. Sent to Buddy Room
4. Phone call to parents
5. Referral
6. Parent Conference

ABSENCES:

I strongly encourage your child to be present in class and ready to learn every single day. If a student has an excused absence, it is the student's responsibility to turn in any due assignments the day that the student returns. The student will meet with me during office hours to arrange the completion of all additional work assigned during the student's absence.

HONESTY:

Unfortunately, every year I have at least one incident of dishonesty. Dishonesty includes, but is not limited to, not doing ones own work on quizzes, copying classwork, or forgery. I expect students to conduct themselves with the highest levels of honesty and integrity.

1ST HOMEWORK ASSIGNMENT:

Your child's first homework assignment is to return the acknowledgement slip signed by both parent and child by Monday, January 26, 2015. Thank you.

Acknowledgement Slip

I have read and reviewed the class syllabus with _____.
(Print Child's Name)

Parent/Guardian Signature Student Signature Date

Parent's Email Address (if available): _____

Dear Parents,

Your child's Computer Elective class will have a heavy emphasis on using Google Docs. It is Google's policy to only allow people of age 13 or older to create a Google account**. Therefore, if your child is under the age of 13, I will need your permission to allow your child to create a Google account using the birth date of

January 1, 2000.

Sincerely,
Mr Fong

**** A Google Account** is an online user account that provides access to Google-owned services such as Gmail (email) and Google Docs (spreadsheets, word processing, presentations, etc).

Please Check One of the Following

_____ I give my child permission to create a Google account using the birth date of January 1, 2000.

_____ I do not give my child permission to create a Google account using the birth date of January 1, 2000.

Student Name

Parent Signature

Date