Mrs. Geigner's Technology Class

Procedures, Rules, and Information
2011-2012

Like all classrooms at HJSHS, the technology lab with Mrs. Geigner follows the same school rules and Love & Logic procedures.

Student rules are posted on the Love & Logic poster in the computer lab.

Students who choose not to participate on the assignment will not be permitted to be on the computer and may instead choose to sit quietly (no points earned.)

Due to bandwidth issues students are not permitted to stream video or listen to music online without permission from the technology teacher.

It is school policy that computers not be used for any activity or game that promotes violence. Therefore games with shooting, killing, war, theft, etc. are NOT permitted.

Students are not permitted to use profanity, derogatory, racial, or inappropriate language in the technology lab. Students who are not able to follow the rules may be asked to leave class for a time and return promptly when they are ready to contribute appropriately.

Students are responsible for:

- coming to class on time
- coming to class prepared with all necessary materials
- participating in the activity and put forth effort to achieve the daily task
- following classroom procedures
- completing assignments on time and turn them in correctly.
- remembering their username and password, and not sharing it with others
- abiding by classroom rules on internet safety and digital citizenship
- checking their email account daily
- not plagiarizing
- treating equipment, each other, and themselves with respect in accordance with HJSHS rules
- logging off the computer at the end of class.
- shutting down the computer when prompted

Internet Safety

Each year, in accordance with the Protecting Children in the 21st Century Act, an internet safety course is taught to all students. The curriculum is adapted from the excellent curriculum created by Springfield Public Schools, and includes additional resources from the Bloomington Police Department, the FBI, and other local and national resources.

Privacy

For the privacy of students Mrs. Geigner does not publish pictures of students on the web, nor are student last names ever used. Student privacy and intellectual property are a priority in our class; no student work is posted without permission from the student.

Copyright

Learning about copyright and following copyright procedures is a key component of our curriculum. Students are expected to abide by copyright law in ALL classes at HJSHS. Mrs. Geigner does not take responsibility nor has any legal liability for students mis-using copyrighted resources at school or home.

Classroom Goals

- For students to learn basic technology skills that will prove useful in their day to day lives before and after graduation.
- For students to learn software and web based resources that will help them achieve their goals as listed on their Individual Education Plan (IEP).
- For students to learn internet safety and what it means to be a digital citizen.
- To reinforce classroom objectives through interactive web based activities.
- To create original works and share it with a chosen audience.
- To analyze web content and extract valuable information.
- To develop skills toward digital literacy.

What is the purpose of the class blog?

The technology class blog can be found at http://hjshs.weebly.com. The blog has been designed for students to have one central location during class to find the tools they need, and to share what we are doing in class with the community. The blog is updated frequently throughout the week.

What technology is available to students?

The HJSHS technology lab is fortunate to have 9 student computers, a SMART Board, and projection equipment which help facilitate classroom instruction. Students also have access to digital cameras for classroom projects, along with headphones and microphones. We recently received a grant and obtained a class set of Legos for Education.

Why do students need school email addresses?

Having a school issued email address is equivalent to a business email address. It is used as any work email would be used: to communicate with colleagues and supervisors on work related issues. Several sites we will use over the year require registration, which require an email address; students will use their school provided email for this purpose. In addition our school email provides a safe way for students to learn about how to use

an email for business purpose, internet safety, and netiquette. School email is issued through Gaggle.net and is monitored by staff.

Why aren't students able to email other students?

There is no reason for students to communicate via email to other students for academic reasons in our class. Student email is restricted to communication between students/teachers and occasionally outside sources for class projects and research. Students have the opportunity to digitally communicate with other students during specific projects. See our internet safety policy for more information.

Fun Friday

Each Friday the technology lab is open as a choice for those students who qualify for Fun Friday. Student computer time is monitored and teachers are available to help students with activities.

During Fun Friday students can play school-approved games*, edit photographs, write stories, make music, view pictures, and have free time to explore games and websites that are of interest to them.

*games with weapons, killing, or any other violence are not allowed. Games/Music that involve streaming and using large amounts of bandwidth are also not permitted.

Students are allowed to print 1 sheet of paper with approved color images during Fun Friday each week.

Grading Policy

Hammitt divides the school year into 4 quarters. Junior High students receive four grades per year (one for each quarter.) High school students receive both quarter grades and a semester grade, which incorporates the semester final as 20% of the semester grade.

Projects and assignments vary from class-to-class as well as student-to-student as curriculum is designed to meet individual goals that co-inside with both National Standards and IEP goals.

Assignments range in points depending upon the objectives and accommodations. All points for the quarter are averaged together

Daily Points Rubric

5 Student worked productively the entire class period on the assigned project. They followed class procedures and directions appropriately and remained on task.

4 Student worked productively the entire class period on the assigned project. They may have had a moment off task, or infrequent reminders to continue working.

3 Student worked productively most of the class period on the assigned project. They may have been off task or did not follow a direction or class procedure. They may have refused to complete a small portion of the assignment.

2 Student worked a small amount of time on the assigned project. They may have been off task frequently, or not followed directions or class procedures.

1 Student attempted to log in or get started but refused to continue the assignment. They may have been off task frequently, or not followed directions or class procedures.

0 Student refused to participate in the assigned project. They may have had an unexcused absence, or not followed any directions or class procedures.

(there are no separate categories) to produce the quarter grade.

Students have the opportunity to earn 5 points each day their class is in session under the rubric guidelines at right. Students who are absent will have the opportunity to complete a Technology News Review to earn back daily points for the day(s) they are absent.

Technology grades are updated weekly. Students may meet with Mrs. Geigner at the end of class to view their grades and discuss their progress.
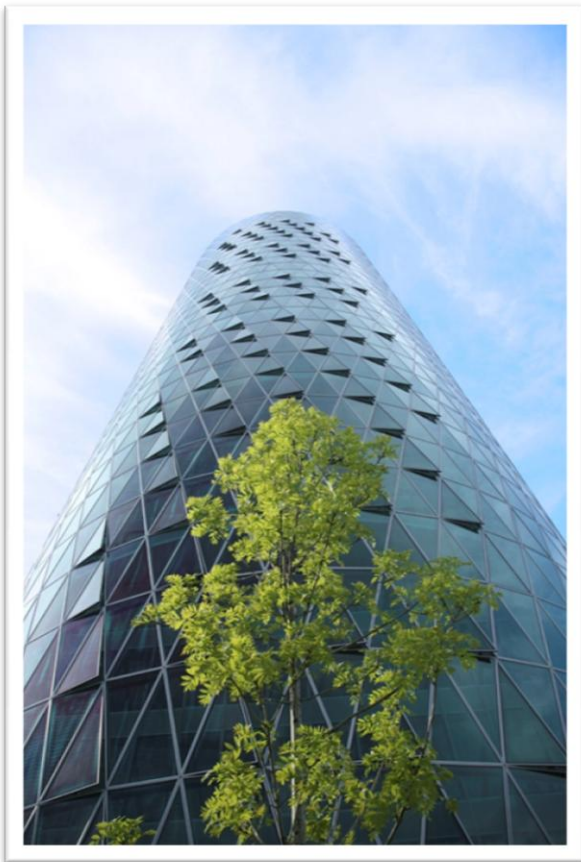
Missing/Late Work
Students are expected to make up missing work from absences within the time frame determined by the teacher. Students who have <u>excused</u> absences will have additional days to complete the assignment.

Students may have assignments excused due to work or other obligations at the discretion of the teacher.

If an assignment due date has passed it is STILL required to be completed. This is because many assignments build upon themselves, meaning you cannot complete the next assignment if you haven't finished the first. If an assignment was important enough to be assigned it is important enough to be finished.

Late work is accepted throughout the quarter but students will not receive full credit for the assignment (generally half credit). Late work may also be labeled as NFT (no free time) and may inhibit students from qualifying for Fun Friday.

Conserving Resources

Technology class strives to be a "paperless classroom" in order to teach students digital competencies and preserve resources for the school. Students may only print with permission from a teacher. Students are not permitted to print items for personal use (particularly in color) without permission from a teacher. Students have the opportunity to earn the privilege to print color items for personal use.

Curriculum

The curriculum for technology class follows objectives from:

The American Library Association Standards for the 21st Century Learner

The International Society for Technology in Education Standards

and honors the **Protecting Children in the 21st Century Act.**

Curriculum is not linear, nor is it restricted to a particular grade level. Each academic year students will complete

activities based on their interests, unique needs, IEP goals, and transitional plans.

Activities are pulled from the four domains of technology education: Research, Communication, Problem Solving, and Productivity. We also value the 4 C's of the 21st Century Learner: Creativity, Critical Thinking, Collaboration, and Communication.

Mrs. Geigner works closely with classroom teachers to create activities and projects that will benefit students in the present and future.

Headphones

Headphones are kept at the front of the classroom and cleaned after each use. Students can request a set of headphones from a teacher and will turn them in to a teacher at the end of class. To avoid breakage, headphone cords should not be wrapped. The microphone on the headphone should only be used for assignments.