Print Last Name:_____Print First Name: _____

Name you want to be called_____ Period #_____

Parent Letter for Dow's Technology Applications Class Information

Introduction
Welcome to Technology Applications. This class has something for everyone. The focus of this course is to view a computer as a problem-solving tool through the use of application software. The software programs used are: Microsoft Office (Word, Excel, PowerPoint, and Access) Inspiration, Adobe Photo Shop Elements, Ultra Key, Internet Explorer, Mozilla FireFox, Photo Story 3, Dreamweaver, Flash and Fireworks. We also use www.epals.com for monitored student email accounts.

Curriculum
Technology Applications is a one-semester course. There is no text book for the class. Class notes can be viewed at http://www.aisd.net/boles/BolesTechnology/CmptrLit/BolesCompLit.html . This site is under constant update; please check each unit as it is covered.

Computer Ethics/Introduction to Computers/Computer Terminology
Keyboarding/Word Processing/Desktop Publishing/Mail Merge
Computer Graphics/Animation/Photo Editing
Multimedia Presentations/Spreadsheets/ Databases/Web Pages
Telecommunications with www.epals.com Email Accounts

Class Requirements
Notebook
Each student will keep a 3-ring notebook. Students will be required to KEEP ALL papers related to this class in their 3-ring notebook. Students will be required to have a divider labeled "TechApps." Students will write assignments in their daily planner. A computerized assignment list will be kept on their computer that will give their average every time they enter a grade. Students should know their average at all times.

Absences
Technology Applications is "hands on" class. Students will be using the computers almost everyday. Many days they will be on the computers all class period. For this reason, any computer time missed will need to be made up either before or after school. The lab is available from 8:15 am – 5:00 pm most days.

Tests
Tests will be over most sections. Tests and the final exam is computer generated. We use www.mygradebook.com. Students will receive a login and password. Any student who wishes to attempt to raise their grade may come in before or after school and **RETAKE any TEST** (for that 6-week grading period). Should the student score lower when retesting, the grade is not changed. If the student scores higher, the grade is raised. The student may continue to retake a test (1 time per day) until the grade is a 100.

Class work and Homework
Daily assignments and projects may be corrected for a 70%. **The student MUST have attempted to complete the original assignment.**

Grades
Grades are derived from homework, class work, projects and tests. Projects and tests are weighted more depending on time spent on the project. Student's grades are now available online with "TEAMS". Information on how to access your student's grades may be found at www.aisd.net

Behavioral Expectations
It is my belief that every student has the right to learn and that no student has the right to prevent another student from learning. I expect all of my students to respect others and their property. To this end, the student Code of Conduct will be strictly enforced.

With technology come certain responsibilities. The lab has access to the internet and intranet. Arlington ISD has "fire-walls" that help prevent access to inappropriate sites. We encourage you go carefully go over your Student Code of Conduct Book with your student, paying special attention to technology related issues.

Students misusing the computer hardware, software, and / or files will result in being removed from the computer and possible other actions being taken. Missed computer assignments will only be made up before or after school. Assignments must be made up within five class days. Students are responsible for arranging transportation.

Class Rules:

1. Follow directions the first time they are given (if not understood students should immediately raise their hand for assistance.)
2. Be in class, with supplies and seated before the bell rings. (Do not run to your seat)
3. Raise hand to be recognized before speaking.
4. Keep hands, feet and objects to yourself
5. Follow school policy and class procedures.
6. No book bags allowed in the computer lab during school hours

Rewards: Students who choose to follow these rules will be rewarded with Dow Dividends once a week. Dividends may be used for the following

1. Restroom, locker, water pass **upon my approval** (1 dividend, do not interrupt lesson)
2. Dropping a low daily grade (2 dividends each, limit 2 grades)
3. Raise citizenship (1 dividend adds 3pts back to citizenship)
4. Of course an A in Citizenship
5. Other rewards may be added throughout the semester.

Consequences: Students who choose not to follow these rules will:
1st Infraction – Verbal Warning & *citizenship reduced 1 point if a consistent problem*
2nd Infraction – Student citizenship reduced 3 points
3rd Infraction – Student detention and 3 points deducted
4th Infraction – (or in danger of an F in citizenship) – Office Referral and Parent /Teacher telephone conference and citizenship reduced another 3 points.

- When a student's citizenship grade drops from an A to a B a letter will be sent home for parent signature. Student receives 1 day of detention (30 Minutes)
- When a student's citizenship grade drops from a B to a C a letter will be sent home for parent signature. Student receives 2 days of detention (30 Minutes)
- When a student's citizenship grade drops from a C to an F a letter will be sent home for parent signature. Student receives an office referral.
- Any severe problem will be sent to the office immediately and parents will be notified.

I have read and am aware of the Class Rules & Information for Technology Applications.

_____ _____
Student's Signature Date Parents Signature Date

E-mail Address :_____(father mother guardian)
E-mail Address :_____(father mother guardian)
Work or cell Number:_____(father mother guardian)
Work or cell Number:_____-__(father mother guardian)
Home Number:_____(father mother guardian)
Cell Number:_____(father mother guardian)

A copy of this document is available for download at:
http://www.aisd.net/boles/BolesTechnology/CmptrLit/BolesCompLit.html
When emailing the teacher, please put "attendance" in the subject line along with the student's name and the SPAM filter will not block it. My email is ddow1@aisd.net.