

WELCOME TO VISITATION ACADEMY COMPUTER AND TECHNOLOGY CLASS!



September 2019 - June 2020

Dear Students of Visitation Academy,

Welcome to my class where your computer and technology skills will soar! You will use G-Suite, for Education, Microsoft Office, Internet websites, and Apps to complete a variety of projects this year. You'll begin the journey by warming up on the keyboard and then will become authors, bloggers, researchers, programmers, and cad designers. Use your skills and creativity on Computers, iPads, Chromebooks, Robotics, Circuitry and 3-D Printing. Enjoy interactive activities on our Promethean panel, make videos, podcasts and circuits. Along with these opportunities come responsibilities to use the technology in an appropriate manner. In order for your learning environment to be successful, please follow the procedures below:

Sincerely,

Mrs. Monticello
Mrs. Monticello

Computer and Technology Class Procedures and Expectations 2019-2020

NO FOOD OR DRINKS ARE ALLOWED IN THE COMPUTER LAB OR MAKERSPACE!

Please...

- Bring a folder containing paper, a pencil/pen and headphones to every computer class.
- Enter the computer lab by walking quietly in, using hand sanitizer, and sitting at your assigned computer. Please log in and complete the assignment on the board. Any questions??? Please raise your hand.
- Treat all equipment in the computer lab and makerspace with care and do not change any settings: the desktop, icon names or user names on the computers or technology.
- When using the makerspace, please use all technology and materials carefully and appropriately. Be sure to work cooperatively and respectfully with your peers while in groups.
- Do not use another student's password to log into their account or share your password with anyone.
- Do not access, copy, replace or modify, in any way, information that belongs to another person.
- Raise your hand to inform me of problems, or to ask/answer questions. Calling out is not allowed. Please stay in your seat and work quietly on assignments by following directions.
- Do not speak while Mrs. Monticello is speaking and not interrupt your classmate if he/she is speaking.
- Show respect to your classmates and me at all times.
- Never use or type inappropriate or foul language.
- Do not use the internet unless you are given permission to do so.
- When using G Suite, do not use Group Chat and only use Comments while collaborating. Do not transfer ownership of a file to another student.
- At the end of class, log out of your computer, push in your chair and line up quietly.
 - If you behave inappropriately, you will receive a warning.
 - If you receive 3 warnings on the same day, you will be asked to sit away from your computer, will be given a zero for the day, will complete and sign a Behavior Slip.