info 7 graphic***CNB Middle School***

***Welcome to Info Tech 8!***

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**Building on technical skills while having fun!**

I’ve seen firsthand how skillful students are with technology these days. This course focuses on building on this strength. During Info Tech 8, students learn how to become more efficient with the technological tools of this age. They become better at accessing and organizing information, as well have the opportunity to present projects that use a variety of technical tools and ideas.

**LEARNING OUTCOMES: By the end of the semester, STUDENTS SHOULD BE ABLE TO…**

* ***Show/explain*** how information technology affects our lives.
* ***Use a variety*** of information technology tools to help them solve problems.
* ***Create a variety*** of electronic documents (letters, magazine ads, presentations, animated elements, etc.)
* Demonstrate the ability to ***use, care for and maintain*** computers, equipment and files.
* ***Provide a plan*** that outlines the basic idea or theme of project(s) both individually and in groups.
* ***Be aware of and use design elements and principles*** to visually communicate a message/theme.
* ***Demonstrate a willingness*** to work independently and cooperatively.
* ***Show a basic understanding*** of the ethics of using these tools.

For more information, go to [www.gov.bc.ca](http://www.gov.bc.ca)

**Required Materials:**

* 3 ring binder/notebook
* Pen or pencil (for notes)
* Jump Drive or Flash Drive (This is not required, but a good idea)
* Bring your own headphones

**My Expectations:**

* Please be ready to actively participate each and every class. “Learning is not a spectator sport.” - D. Blocher
* You are a responsible computer technician and student.   
  (You save every 5 minutes, take initiative to catch up on missed work and never interfere with the files of others.)
* You understand and support learning is both an individual and group process. Also, you realize that people learn differently.
* You choose every day to let your teacher teach and classmates work.

**Assessment and Evaluation:\***

Scores from a combination of tasks/skills will be used to determine marks for each reporting period.

The breakdown for each term is as follows:

**Active Participation in Class** (Self-assessments and evaluations/Tickets out the door…)

30%

**Projects/Assignments/Tasks** (Creative exercises/major projects)

55%

**Skills and Quizzes** (All the Right Type, General Quizzes) 15%

\*Criteria for each task/assignment/project will be discussed and finalized as a class.

\*\* These breakdowns are subject to minor changes, however I will notify each student if any changes are made.

I look forward to this year and I am eager to see how or what you will contribute to the classroom lessons/learning. If you have any questions or concerns, come to me and we’ll talk. Together, as a class and a team, we’ll have a fantastic year.

General Computer/Laptop Safety and Care

Classroom Technology Rules and Guidelines…

1. **Food/drinks and electronics don’t mix**. Please do not eat or drink directly over or near laptops, computers or other technology. Accidents happen and these tools are expensive. You don’t want to spill anything on an electronic. It’s just not good.
2. **When working on a laptop, please ensure it’s placed on a solid surface**. When the computer is on your desk, place it in the middle. You wouldn’t want someone to walk by and accidentally bump it off.
3. **Screens are fragile**. Please try to touch the computer screen as little as possible. Don’t poke it with your finger or worse, with a pen or pencil. If you want to show someone something on the screen, use the mouse cursor or keep your finger a bit off of the screen.
4. **Clean the laptop screen with a lint-free cloth**. If your screen is dusty or full of finger prints try to use the wipes provided by the school district. Don’t use paper towel or tissue. You might scratch the screen.
5. **Carry your laptop by holding the bottom portion (Keyboard half)**. Use two hands and NEVER, EVER, carry it by holding just the screen. The laptop is just not designed to be transported this way.
6. **Return your computer to its proper place in the cart**. Find the number that is on your computer and place it in its correct space. The carts charge one side of the cart per 2 hour cycle. If you don’t place it in the same spot each time, it might not get charged.
7. **Wash your hands after using a computer**. This is important especially if next block is lunch. Computer keyboards are not the cleanest and you don’t want to eat more germs than you have to….. gross!!

Work Ethic Criteria (Good, Satisfactory, Needs Improvement)

During each reporting period you will also be given a work ethic mark. It will be a G, S or N. Please review the criteria below so you are familiar with how to evaluate yourself.

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| --- | --- |
| j0226642 | * You arrive on time with all of your supplies. * All of your work is complete to the best of your ability. * You make a good effort to meet deadlines and due dates. * You keep your notebooks up-to-date and in good order. * During class you are attentive and focused. * You work well in individual and group situations. * You’re always willing to participate and share ideas. * You treat your peers and adults with respect. * You display good work habits and effort in all you do. |
| j0226666 | * Most often, you arrive on time with all of your supplies. * Most of your work is completed to the best of your ability. * You occasionally miss handing in an assignment on time but you are still making every effort to meet deadlines and due dates. * You are doing your best to keep your notebooks up-to-date and in good order. * During class you only have occasionally lapses in concentration. * You work fairly well in individual and group situations. * On most occasions you appear to be doing your best. * You are willing to participate and share ideas. * You treat your peers and adults with respect. * You display satisfactory work habits and effort most of the time. |
| j0226656 | * You frequently arrive unprepared for class. * You are sometimes missing supplies, notebooks, binders, etc… * On occasion you do not put much effort into keeping your materials and assignments organized. * Homework or assignments are often incomplete or poorly done. * During class you are sometimes unfocused and easily distracted. * You don’t participate in class discussions very much. * You sometimes display behaviours that show lack of respect for your peers and adults. * Your work habits need to improve. |