Technology Applications

About the Teacher

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besteiroweb.weebly.com

About the Course

Technology is all around us and influences all aspects of our lives. In order to be successful in the 21st century, students will need to be experts with technology. This course, technology applications, will prepare students with skills necessary for high school, college and career. Exploring modern technology in depth, students will learn how computers function, network and influence society. But more than book learning, technology applications is a hands-on course. Students will complete a number of projects, each designed to teach requisite skills in commonly used software, including Windows operating system, Microsoft Word, Microsoft Excel, Prezi, photo editing software and web design software.

How the Course Works

Students are expected to attend class daily and complete work in class. Each day students will have an assignment and/or project to work on. Students will also have a cluster of homework assignments due every three weeks. These homework assignments will be completed on Schoology.com, which students will all receive a username and password for. This is homework and must be completed outside of class time. If you do not have Internet access at home, the computer labs on campus are available after school from 3–4:30 p.m., or during lunch, by arrangement with Mr. Hawkins. If parents desire a Schoology account to monitor student progress, please contact Mr. Hawkins at (956) 698-0088.

ONLINE LEARNING

As part of Besteiro Middle School's initiative to prepare students for the rigors of college, this course will include an online element. The class website is http://besteiroweb.weebly.com and can be accessed any time, day or night, every day of the year. Here, students will find their assignments, get help with projects, ask questions to Mr. Hawkins and learn everything they want to know about technology. This is great preparation for college as many professors have online learning software where students complete and submit assignments. Another online component of the class is www.schoology.com, which students will use to complete and submit assignments.

ATTENDANCE

It is critical that students attend class everyday. Even missing one day of class can put a student very behind and make it difficult to catch up. If a student misses a day of class, they are expected to go to the class website and find out what they need to do. It is the student's responsibility to complete any and all missing work within the required time period. Students must also arrive on time to class. This means students are in their seat and signing into their computer by the time the bell rings.

GRADING

50% – Homework and in-class assignments
50% – Tests and major class projects

Because assignments are always available online, it is imperative that homework is turned in on time. Late work will be accepted, but with a 10 point penalty for each day late.

Retesting is available for all tests, according to BISD policy. Students desiring to retest must do so within 10 days after the original test and must give Mr. Hawkins at least one-day notice before taking the retest to ensure the test is properly prepared, and the test must be taken before school, during lunch or after school.

CLASS MATERIALS

Because the class is held in a computer lab, students do not need to bring much. However, the following items must be brought to class each day:

• USB drive (minimum 1GB)
• Headphones
• Pen

Computer Use Policy

Using a computer on campus is a privilege that students will keep as long as they follow the rules and acceptable use policies laid forth by BISD policy. Students who disregard computer rules and damage the computers, either physically or digitally, will be subject to disciplinary procedures and may lose computer privileges. Part of the computer use policy is for students to sit at their assigned computer and login with their own username and password, which will be provided to each student.

Class Rules and Procedures

CLASS RULES

1. Listen to and follow instructions the first time they are given.
2. Respect others and their property.
3. Raise your hand and patiently wait for your turn to speak.
4. Work at your assigned computer.
5. Actively participate in all activities and lessons.

CONSEQUENCES

- **1st infraction** – warning
- **2nd infraction** – student moved from computer and will complete an alternate paper-based assignment at a desk.
- **3rd infraction** – student will have lunch detention on the upcoming Thursday.
- **4th infraction** – parents will be called and a parent-teacher conference may be arranged.
- **5th infraction** – office referral; student will be removed from class.

Conclusion

Technology Applications is a fun class and students will have a good time and learn useful skills if they will follow class rules and stay focused. I have carefully constructed the rules and procedures in my class in order to maximize, for each student, an equal opportunity to learn and succeed. If each student will do the assigned work, be in class, pay attention, stay actively busy on all work and get extra help when needed, he/she will be successful in my class and will come away with knowledge and abilities that will open doors for them now and in the future.

I am committed to working diligently to provide an engaging and meaningful learning experience for all my students.

If you have any questions or concerns, I will be glad to talk to you. Please call me at **(956) 698-0088** or e-mail me at **wkins@bisd.gaggle.net**.