# Technology Essentials 7
## Mr. Swiergol - Room 414

**Course Description**:  Students will develop a working knowledge of Office 2013 (Word and Publisher), Internet use.  This is a semester course.

**Attendance:**
You are expected to be in class during the scheduled time.  If you are absent, it is your responsibility to make up any work that you may have missed.  All make-up work will need to be completed in the classroom.  I will be happy to give you a pass to come and complete any make-up work during study halls, AM LAB (7:15-7:45 am), or a research pass for the library. You are responsible for your missed work.  Use your assignment journals.

**Grading Policy**:
Points will be given for each in class assignment. At the end of the grading period, your total points earned will be divided by the total points of all assignments.  Grades can be viewed by checking PowerSchool.

**General Rules:**

1. Please be on time.
2. Please be prepared and in your seat when the bell rings.
3. Be logged in and ready to go before the bell.
4. Keep your eyes on your own screen at all times.  This will be considered cheating and will result in a zero for that day's assignment.
5. Keep your hands on your own keyboard.
6. Please treat all equipment in this lab as if it were your own.
7. DO NOT change any settings on the computers.
8. Please do not chew gum in the computer lab.
9. Please do not bring food or drink into the computer lab.
10. Assignment journals must come to class with you every day.
    *__No use of a painting program, internet, or any games without permission.__

**Things to know:**

1. All books should be placed in the book case as you enter the room.  Nothing should be at your station other than your assignment journal.
2. Make sure that you print preview in class.  You are only permitted to print ONE time or points will be deducted.
3. There is a bin on the assignment desk that is labeled In Box and Make-Up Work.
   Please make sure that you place the assignment in the correct bin.
4. You are expected to keep track of your own make-up assignments and to complete them in a timely manner.
5. At the end of every class you will need to write in your assignment journal what we did in class that day and whether or not you completed that day's assignment.
6. School policy governing absences, grading, computer use and behavior will be strictly enforced.

Dear Parent/Guardian

I would like to welcome your child to seventh grade Technology Essentials.  Please review the attached course description and classroom rules with your child.  Please return the signed packet by **Monday August 28, 2017.**

Mr. Swiergol
swiergol@freeport.k12.pa.us

I have read the course description and understand the class policies.

Student name:  _____

Parent/Guardian name (printed):  _____

Parent/Guardian name (signature):  _____

## Contact Information

Parent/Guardian Email:  _____

Parent/Guardian Phone:  _____