Mr. Vaughn C. Richardson

Room 103 – Computer Lab

Technology Classes K-8

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***Archdiocese of Omaha Technology Program Mission Statement: “Our purpose is to develop innovative learners in a dynamic digital world.***

Technology skills are essential for 21st Century learners. Learning to manage information, media, and technology skills will help students through their educational process, career, and personal life. These classes are designed to develop and practice those technological skills.

**Grades K-3**

Students participate in exploratory exercises using applications they will use in the upper grades. Students will experiment with Microsoft Word, internet browsing, Microsoft Paint, and other activities to orient students with skills and problem solving using technology skills. 3rd grade will start learning principals of home row typing.

These students will have 30 minutes of class time in the computer lab per week. Kindergarten grades will use the scale of S, S-, and U.Grades 1-3 will be graded using a scale of E, S+, S, S-, and U. Students will be graded based on ability to follow instruction, ability to stay on task, and effort toward classwork.

**4th & 5th Grade**

4th Grade will start the school year reviewing, practicing, and developing skills learned in the primary grades. Throughout the year home row typing is formally taught with emphasis for accuracy and speed. In the second semester students continue to practice typing skills while learning more about Microsoft Word, researching with the internet, and PowerPoint.

5th Grade will continue and build skills introduced in 4th grade. Class projects will include work concentrating on Microsoft Word, and PowerPoint. Class projects will also introduce Publisher and Excel.

4th & 5th Grade will have two sessions of 30 minute class time in the computer lab per week. Both Grades 4 & 5 will be graded using the traditional A to F scale. Students will be graded based on ability to follow instruction, ability to stay on task, and effort toward classwork.

**6-8th Grades**

Students have the opportunity to practice and deepen knowledge of applications they have gained in their primary years through project work. Emphasis will be for students to use a wide array of software and choosing the best resource(s). Students will practice and extend knowledge in word processing, spreadsheets, presentations, video creation/editing, photo editing, creating animation, information management, online research skills, and file management.

Grades 6-8th will have 1 hour of class time in the computer lab per week and will be graded using the traditional A to F scale. Students will be graded on projects using rubrics which the students are given at the beginning of the project. Since most of the work is done in class these rubrics are posted in the classroom. Please contact me if you would like a copy.

Resources Needed: Flash Drive (recommend 4Gig size or larger)

*Connections to the work being done in other classes and technology skills developed in this class will be encouraged to be utilized in completing assignments here and in other classes.*

**Behavior:**

Students are expected to exhibit positive work habits in an independent manor by appropriate care and usage of equipment, following school rules and procedures, contributing to the learning environment, and being respectful of self, others, and property. All students will receive a daily grade that will include a classroom behavior component.

**Classwork:**

Most of the work assigned is done during class time. There may be opportunities for grades 4-8 to work outside of class on occasion. Missed classwork due to absence will be dealt with on a case by case basis and dependent on the subject matter and time allowances. Late work will be penalized 10% of total points earned, and an additional 10% for each week it is late.

**Assessment:**

-students in Grades 3 & 6th are also formally assessed in the spring semester using the standards and rubrics of The Archdiocese of Omaha’s Technology Curriculum and is available upon request.

**Grading:**

Grades K-5 will be graded based on a cumulative of daily grades. Each day the students have class they can earn a maximum of 5 daily points. Daily grade consists of 2 points for classroom behavior, 2 possible points for working appropriately on assigned materials, and 1 point for workspace management / proper use of equipment (logging in/out correctly, and leaving work space appropriate for next class.)

Grades 6-8 will be graded based on a cumulative of daily grades and assigned projects. Each day the students have class they can earn as high as 5 daily points. Daily grade consists of 2 possible points for classroom behavior, 2 possible points for working appropriately on assigned materials, and 1 point for workspace management / proper use of equipment (bringing flash drive, logging in/out correctly, and leaving work space appropriate for next class.) Additionally, students will be graded on projects assigned in class. Students will be provided a rubric at the start of each project. Rubrics will be available on school website or upon request.

Daily Grades: 5 Points Possible (2 for working on appropriate material, 2 for appropriate behavior, and 1 for appropriate use of devices / remembering flash drives.) Daily points are equivalent to the following grades:

5 Points A or S+

4 Points B or S

3 Points C or S-

2 Points D or U

Less than 2 F or U