**4th / 5th Computers**

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| **Teacher:** Mrs. Boettcher | **Phone:** 586-727-7552 ex. 2601 |
|  | **Email: nboettcher@richmond.k12.mi.us** |
|  | **Conference time:** 9:30-10:20 or by appointment |

**Class websites:** Mrsboettcher.weebly.com

**Class materials:** pencil/pen

**Student Outcomes:** Students will learn technology proficiency skills appropriate for their age. Students will learn essential skills such as basic keyboard skills, increase typing speed, online safety and behavior, online research, digital image editing, basic computer programming, and more.

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| **4th grade** | **5th grade** |
| * Typing skills
* Word Processing
* Online skills, safety/awareness, digital footprint
* Presentations
* Online research
* Interactive learning/websites
 | * Typing skills
* Word Processing
* Spreadsheets & Data
* Visual Organizers
* Online Safety/Cyberbullying
* Presentations
* Online Research
* Brochures
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\*This schedule is tentative. It’s possible we’ll do other lessons or additional lessons.

**Class expectations**

**Students are responsible for their own learning**. They are expected to:

* Arrive on time, prepared for class
* Be in their seat and logging into the network
* Complete class assignments on time, having free time only when assignments are done
* Ask for help when needed
* Follow the RCS Acceptable Use Policy at all times

**Students are responsible for their own actions and behaviors. Students are expected to behave in a way that does not disrupt their own learning or the learning of others.**

Failure to behave appropriately will result in the following steps:

1. Verbal warning from teacher
2. Relocation of student (hallway, another classroom, etc.)
3. Parent phone call/email, lunch detention with teacher
4. Student sent to office

\*Dangerous or extremely disruptive students will be sent to the office immediately.

**Grading**

Majority of the work in this class will be projects. Due to variances in home computer access, students generally will not have homework.

Grading will be done on a weighted scale. Projects and tests will count for 80% of the grade, and quizzes, homework/minor class work (journals, blog posts, etc.) will be 20%. Projects will be graded with a rubric, which will be available to students while working on the project.

Students will be allowed to turn in late work, but will have to complete it during their lunch or arrange another time. Late work will be graded the same, but denoted “late” in the gradebook.