

Winnisquam Regional Middle School

Dear Parents and WRMS Students,

Welcome to **Computer Technology Class**. This is one of the classes presented each term as part of the Unified Arts Program at Winnisquam Regional Middle School. The Unified Arts Program is comprised of six specialized classes designed to meet the needs of the adolescent student. The Computer Technology class meets for six weeks every day for 80 minutes and focuses on developing and reinforcing skills designed to fulfill computer literacy requirements as defined by state standards.

The middle school areas of computer technology skill development include: keyboarding, word processing, as well as generating spreadsheets, graphs and databases. Students will also learn safe and appropriate Internet usage, research techniques and website evaluation. They will create a multimedia project where they will gather information, format it, and build a presentation and learn the basic skills to present it. Throughout the middle school years students will build upon these basic technology skills while integrating topics from their classroom curriculum and collecting digital artifacts to build their digital portfolios.

I believe in well communicated expectations and consistent classroom structure:

- ✓ Students should come to class prepared with **a pen or pencil and a pocket folder**. The folder is designed to be an organization tool for students. Assignments and handouts are kept in the folder and will be periodically checked.
- ✓ Students are **responsible for missed assignments and materials when absent**. Opportunities are available for students to meet with me before or after class, as well as, after school most days.
- ✓ Although not required, **I encourage students to use a USB flash drive** (1GB or more) to save their assignments when they want to complete them at home. This will also be helpful when students want to bring in digital pictures, audio or video files to be used in their digital portfolios.
- ✓ Conduct is strictly monitored **and computer lab rules** are respectfully enforced. (**see attachment**).

I am available to discuss any aspects of your child's learning as it relates to technology, and I hope to be both a motivator and positive influence in your child's middle school experience! If you have any questions, feel free to call me at school (286-7143 ext.311) for my voicemail or email me at mpearson@wrsdsau59.org.

Sincerely,

Mrs. Maria Pearson
Computer Technology Educator



CHECK OUT OUR WEBSITE!

I encourage you to explore and use the Middle School website at <http://www.wrsdsau59.org/WRMS/index.html>



Please sign and return. Thank you.

I have read and understand the expectations for **Computer Technology Class** and am aware of the topics that will be covered as indicated in the Curriculum Summary.

Student Name _____ Grade/Day _____

Student Signature _____

Parent/Guardian Signature _____

Parent E-mail address _____

Winnisquam Regional Middle School

Computer Lab Rules

1. Walk quietly to your assigned computer and wait for direction.
2. No food or drinks in the Computer Lab.
3. Raise your hand if you need help or have a question.
4. Keep your belongings, other than note paper or assignment notebook, off the computer tables.
5. Do not change the settings on any of the applications or the desktop.
6. Save you work often.
7. Print only when necessary.
8. Keep your files organized.
9. Leave your station ready for the next class.

Be Respectful, Be Responsible,
Be Attentive, Be Prepared and Be Safe!

Thank You !

Mrs. Pearson