

# 8<sup>th</sup> Grade Technology

Teacher: Ms. Megan Hertel  
Email: [m\\_hertel@wnymcs9-12.com](mailto:m_hertel@wnymcs9-12.com)



## Course Overview

This course will focus heavily on learning about the tools that google drive offers. We will look at the different things you can do in Google Docs, Google Sheets, Google Slides, Google Form. If time allows we will also look at how to do computer programing.

## Expectations

1. Come to class on time **and** prepared to learn.
2. Pay attention. It is impossible to learn the material if you are not paying attention to it being taught.
3. Be respectful of everyone and everything within the classroom.
4. Stay on task and turn in any work you are responsible for.
5. Try your hardest in everything that you do. Mistakes happen. Mistakes are how we learn.
6. Ask questions! If you are everx confused, someone else is also confused. Don't be afraid to ask questions, that is the best way to learn and create an understanding for the material.
7. Respect any of the materials, **ESPECIALLY** the laptops that will be used within this classroom.

## Materials

- Spiral Notebook
- Pen or Pencil
- 2 Folders or 1 inch Binder

## Procedures

- Come to class on time and be ready for Muster **before** the bell rings.
  - Be standing behind your seat at attention when the bell rings.
- Instructions and expectations for class will be given at the beginning of class before you are allowed to get a computer.
- You will be assigned a specific computer number that you are to use, you are only to use that computer.

## Cell-Phone Policy

Cell phones are **prohibited** in class. If you are ever caught using your phone in class it will result in a **ZERO** for any classwork or homework that was collected for a grade that day. As well as a zero in PBIS for the day.

## Head Policy

As per school policy, students will only be allowed to go to the head once per day. Students should use head in-between class periods. Permission to go to head will only be granted in extreme circumstances. Never raise your hand to ask when I am asking the class a question.

### Grading System

The following is a breakdown of how your final grade will be calculated with a short description of each assignment.

|  |     |
|--|-----|
| <b>Test/Quizzes</b> .....<br>This includes end of unit assessments to show students understanding. | 35% |
| <b>Homework/Classwork</b> .....  | 25% |
| <b>Projects</b> .....  | 25% |
| <b>PBIS-</b><br>Participation and Behavior within the classroom                                    | 15% |

### Homework

You will not be given a lot of homework for technology. It is your responsibility to stay on top of your assignments and have them ready to be turned in on google classroom on the appropriate due dates. With every given assignment you will be given a checklist of things that need to be completed. These checklist need to be turned into the turn in folder, and check off on the front of the folder.

### Late Work Policy

Assignments for technology are due by the end of the school day on the given due date. It is your responsibility to come see me tenth if you feel like you are not going to finish the assignment on time. Every day an assignment is late you will loose 5 points.

### Absent?

If you were absent from class, the work that you missed is your responsibility. If you are absent your due date will be pushed back to the next day you have technology.

## Student Agreement

I \_\_\_\_\_, understand that I am using the schools computers in this classroom and I will respect them. I understand that I am to only use the computer that is assigned to me by the teacher. That if I use a computer other than my assigned number it will result in a write-up. I understand that it is my responsibility to plug in the computer at the end of class in the proper spot. I understand that I am not allowed to play games, or go any other websites that are not related to my assigned assignment. I understand the following consequences for not following these rules are as follows:

- **First Offense:** Write-up, and automatically putting the computer away for the class period.
- **Second Offense:** Everything for first offense, plus a zero for the assignment that you are currently supposed to be working on.
- **Third Offense:** Everything for the first and second offense, plus no computer for two weeks in class. Meaning alternative writing assignments.

**I agree to the above statements, and understand the consequences for not following the classroom rules.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Agreement

I \_\_\_\_\_, understand that I am using the schools computers in this classroom and I will respect them. I understand that I am to only use the computer that is assigned to me by the teacher. That if I use a computer other than my assigned number it will result in a write-up. I understand that it is my responsibility to plug in the computer at the end of class in the proper spot. I understand that I am not allowed to play games, or go any other websites that are not related to my assigned assignment. I understand the following consequences for not following these rules are as follows:

- **First Offense:** Write-up, and automatically putting the computer away for the class period.
- **Second Offense:** Everything for first offense, plus a zero for the assignment that you are currently supposed to be working on.
- **Third Offense:** Everything for the first and second offense, plus no computer for two weeks in class. Meaning alternative writing assignments.

**I agree to the above statements, and understand the consequences for not following the classroom rules.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENT INFORMATION**

**Technology - Ms. Hertel**

(To be completed by parent/guardian and RETURNED TO Ms. Hertel!!!)

Name of Candidate: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Method of Contact (circle which is best): Phone Call    Email    Text Message

Does your child have any allergies?    Yes    No

If so, please list them here: \_\_\_\_\_

What is something important about your child that you would like me to know? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_