

Instructor Information

Name: Mrs. Nikki O’Farrill

Title: TechnologyIntegrator

Phone: (201) 567-6491

E-mail: computer@academyolmc.org

Time and Method of Contact: I check e-mail regularly and it is the best way to reach me. If you need extra help or extra time, please talk with me to arrange a day/time after school to meet.

Rules & Procedures: Students will follow the rules and procedures in the School handbook.

Classroom procedures:

Be on time for class.

Respect teachers & staff as well as all equipment, students, and their work.

No gum, candy, or cell phones are allowed.

If a visitor enters or if the teacher receives a call from the office, you should remain on task and quiet.

We do not cheat, copy other peoples work, or copy materials from the Internet unless you cite the sources. Otherwise, it is called plagiarism.

Streaming music and viewing music videos are NOT allowed without teacher permission.

Changing the computer settings is NOT allowed without teacher permission.

Printing is only allowed with teacher permission.

Course Description:

PreK3 to Third grade will work on computer projects guided with the teacher, in small groups student can collaborate with each other using Legos, ipads, and various other technology manipulative.

Grades 4 to 8 will learn to become better Digital Citizens. Develop effective keyboarding technique, Practice Keyboarding speed and accuracy, Develop file management skills, Learn word processing, spreadsheet, and presentation software Skills, Apply Editing and correction skills, Develop effective internet etiquette and searching techniques. Grades will have technology related projects/assignments designed for that grade’s developmental & proficiency levels. Every class will devote 10-15 minutes to develop and assess proper keyboarding habits. Topics covered by all grades will also include online safety, digital etiquette, cyber bullying, appropriate use, protecting your online reputation, social networking, plagiarism, copyright and fair use, how to conduct effective searches, how to evaluate sites for accuracy and bias, as well as computer and Internet History. Students will use communication and collaboration tools in class such as Google Classroom, blogs, wikis, Edmodo, Google Apps for Schools and discussion boards.

Course Requirements

Assignment Submission: When you are at school you are to save your work into your Google drive set up on the school network. It is your responsibility to save to your drive or lose your work and face the consequences of turning in nothing. This class is primarily paperless and all assignments will be turned in online. You may share with me or email me completed assignments.

Grading:

Grades are determined by completion of assignments and in some instances teacher observations.