



# Course Syllabus

## Olde Towne Middle School

### Information and Communication Technology I

#### ICT PROGRAM DESCRIPTION

Information and Communication Technology (ICT) is an innovative instructional program that prepares students to effectively use technology in learning, communication, and life. The ICT curriculum framework is built upon 21<sup>st</sup> Century Skills standards and the National Educational Technology Standards for Students. Each unit will focus on a career cluster, to help students connect the subject they're learning about to a variety of careers.

During middle school in Madison County School District, all students will take ICT I in 6<sup>th</sup> Grade, ICT II in 7<sup>th</sup> Grade and STEM in 8<sup>th</sup> Grade. Upon successful completion of the 7<sup>th</sup> and 8<sup>th</sup> grade classes, students earn a high school credit towards graduation. The foundation for both classes is taught during 6<sup>th</sup> grade ICT I. The topics we will cover during ICT I are listed below:

#### COURSE OUTLINE

Unit	Unit Name	Career Cluster Focus
<b>1</b>	Orientation, Ethics, and Internet Tools	<b>Law, Public Safety, Corrections, &amp; Security</b>
<b>2</b>	21 <sup>st</sup> Century Learner Toolbox	<b>None—Focus placed on the <i>Framework for 21<sup>st</sup> Century Learning</i></b>
<b>3</b>	Computing Fundamentals and Operating Systems	<b>Information Technology</b>
<b>4</b>	Keyboarding	<b>Business Management &amp; Administration</b>
<b>5</b>	Word Processing	<b>Education &amp; Training</b>
<b>6</b>	Multimedia Presentations	<b>Hospitality &amp; Tourism</b>
<b>7</b>	<b>Social Media</b>	<b>Government &amp; Public Administration</b>
		<b>Law, Public Safety, Corrections, &amp; Security</b>

## Materials Needed for ICT I



1. Ear Buds
2. Three prong folder
3. pen/pencil
4. notebook paper

## Classroom Rules

1. Respect yourself, the teacher, each other, and all personal and school property.
2. Be prepared for class by having all needed materials (pencil, binder, any handouts, and earbuds).
3. Bring a positive attitude with you.
4. Always follow directions the first time.
5. Raise your hand and **wait to be recognized** before speaking or getting out of your seat.
6. Be in your assigned seat **before** the bell rings.



## Lab Rules

1. Check your workstation at the beginning of class. Any problems or changes **MUST** be reported to the teacher at this time. Your workstation is expected to be neat and clean at all times.
2. **NO** storage devices (jump drives, CD's, etc.) may be brought into the lab.
3. **NO** food, drinks, candy, or gum are allowed in the lab.
4. **NO** hair brushes, combs, picks, cosmetics, perfume/cologne, lotion, etc. are allowed in the lab. These items will be taken up.
5. Remain at assigned workstation.
6. Always be courteous and cooperative when interacting with other students and the teacher.
7. Printing is only to be done with teacher's permission.

## Computer/Internet Usage Rules

1. Students are not allowed to log in to any website on the Internet without the teacher's permission. This includes but is not limited to instant messaging, chat rooms, and email.
2. Students are not allowed to download **ANYTHING** without permission from the teacher.
3. Students are not allowed to listen to online music.
4. Students are not allowed to play games on the computer/internet.

5. Students are not allowed to type any personal information into any website.
6. Students are not allowed to change video or audio settings.
7. Students are not allowed to change or install screen savers or desktop backgrounds.
8. Students are not allowed to add, change, or move icons on the desktop.
9. Students are not allowed to delete, move, or rename any files needed.
10. Students are not allowed to download software from any source.
11. Students are not allowed to open personal email accounts.
12. Students **MUST USE** proper etiquette. Etiquette means manners. Be polite. Have respect for other's property just like the should have for yours. Be honest---do your own work.

### **Consequences**

Step 1: Conference with the student.

Step 2: Parent Contact (Minor Infraction Referral)

Step 3: Parent Contact/Alternate Assignment (Minor Infraction Referral)

Step 4: Office Referral

Any Infraction after Step 4 - Office Referral (continues on the Administrative Discipline Ladder)

#### **Notice:**

Depending on the intensity of the action (for example but not limited to - violence, profanity, etc.) Steps 1 through 3 may be skipped.



Stay  
positive,  
work hard,  
make it  
happen.

### **Entering the Computer Lab...**

1. Put your backpacks and other personal items under your desk when you come in the lab.
2. Quietly take out **ONLY** paper/notebook and pencil/pen to your workstation when necessary.
3. Be seated and working on your **BELL RINGER** **before** the tardy bell rings.
4. Read the board/Announcements section in Canvas for important daily messages and assignments.
5. Follow all student handbook rules.

6. Be prepared for class with all needed materials. Also, be alert and ready to work.
7. Respect others' rights and properties.
8. When present ALL assignments for ICT I must be completed in the school's computer labs.

### **Exiting the Computer Lab...**

1. Log off/shutdown following the designated procedures.
2. Leave the workstation clean and in proper order.
3. Place textbooks in assigned area.
4. Place handouts in assigned area.
5. Do NOT log off until instructed by the teacher.
6. Remain in your assigned seat or area until prompted to leave class.
7. After the bell rings, wait for the teacher to dismiss you.
8. Push your chair in before leaving the computer lab.
9. Please leave the room in a quiet and orderly manner.



### **Grades**

The MCSD grading scale is used to determine grades in this class. The following types of grades will be given, with more weight on tests and projects than daily grades and homework.

Daily Grades/Homework – 33%  
 Test Grades/Projects – 67%



When in Active Student/Parent, you may see one of these markings instead of a numerical grade. If you have an “I” or “NG,” the assignment is past due, and the gradebook calculator figures the grade as a zero. When the assignment is turned in, the grade will be replaced with a numerical grade, which should pull up the overall average.

Grade	Description	How It Affects Overall Average
<b>XPE</b>	Exempt Prior to Enrollment	Not calculated into average
<b>XAW</b>	Exempt After Withdrawal	Not calculated into average
<b>X</b>	Exempt	Not calculated into average
<b>NG</b>	No Grade	Zero
<b>I</b>	Incomplete	Zero
<b>NM</b>	No Mark	Not calculated into average

NM serves a place holder for a grade to be entered. NM stands for NO MARK, which means I have not graded the assignment or either it has not been recorded yet. An NM does not affect the student's grade average.

## **Tardy Policy**

Being on time to class is important. Therefore, make sure you read the student handbook concerning the school policy for student tardiness.



## **School Internet Policy**

Access to the Internet is made available to students of OLDE TOWNE MIDDLE SCHOOL. The goal is to promote educational excellence by facilitating research, resource sharing, innovation, and communication. The Internet is to be used in support of research and education consistent with the educational objectives of OLDE TOWNE MIDDLE SCHOOL and MADISON COUNTY SCHOOLS.

## **When Absent**

When you are absent from school, it is YOUR responsibility to make up missing assignments. You should check CANVAS each day to find out what your assignments were for that day. In addition, check with your teacher BEFORE or AFTER class.

## **Homework**

Homework: Completion of any work that is not finished in my classroom.

Assignments are usually posted in Canvas under the Announcement tab. Students will click on the Modules tab and work through the modules, turning in any missed assignments.

If the student began working on the assignment in class, he/she can save it to his OneDrive. If the student has saved his/her work to OneDrive, he/she should be able to access that information from home or any other location that has internet access. Students have access to this storage and many other programs, such as Word, Excel, and PowerPoint through their Office 360 accounts.

To access this storage, students need to sign into their student email that is located on the main page of Madison County [www.madison-schools.com](http://www.madison-schools.com) or Olde Towne Middle Schools main page [www.otmstitans.com](http://www.otmstitans.com). To login students will use their [MSIS#@students.madison-schools.com](mailto:MSIS#@students.madison-schools.com) and use their password that they were given by the school district. They can upload and download their assignments from class and work on them at home, save the changes, and then send the assignment back up to their “cloud” to pull down when they get back to school or submit the assignment in CANVAS or email, if instructed.

To the Parent:

I look forward to an awesome school year with your child. If you ever need me, please feel free to contact me. Email is usually the easiest. My email address is [mdenson@madison-schools.com](mailto:mdenson@madison-schools.com). Be sure to take advantages of the tools available to you, such as Active Parent so that you can stay informed about your child's academic progress. Once students receive their log in, their assignments will be posted in Canvas, which can be access be typing in [mcs.instructure.com](http://mcs.instructure.com) in the web address bar. Majority of their assignments will be submitted through this online management system.

Thank you so much in advance for all you do, and I really look forward to working with you and your child this year. Go Titans!

Sincerely,



Michelle Denson  
ICT I Instructor

P.S. You may keep the top portion of this handout if you would like, but I do need the bottom portion. Since the students will be referring back to the rules and procedures throughout the year, I need the students to place the rest of the handout in their binders for future reference.

✂-----✂

**Please cut and send this part of the syllabus/classroom procedure handout signed.**

I have read the rules and procedures for ICT I, and my signature indicates I understand and will follow the rules.

Student's Name Printed \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Name Printed \_\_\_\_\_

Parent's Signature \_\_\_\_\_