

# Course Syllabus Old Town Middle School

Cyber Foundations I

Ms. King, Room C 106

2024-2025

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**Course Description:** Cyber Foundations I is an innovative instructional program that prepares students to effectively use technology in learning, communication, and life. Students in Cyber Foundations complete study in interpersonal and self-directional skills; essential technology operations and technology concepts; social, ethical, and human issues in technology; technology communication tools; technology resource tools; multimedia presentation applications; word processing applications; spreadsheet applications; and design applications.

The year-end goal for Cyber Foundations I students in Madison County is to be able to touch type **32 net words per minute**. The students will be expected to **touch type** – this means without looking at the keyboard and with the keys covered – in class. All keyboarding assignments are to be completed IN CLASS, so we know WHO is typing, as well as if proper technique is being used. Just as with any skill – athletic, musical, artistic, etc. – perfect practice makes perfect. So, if you practice incorrectly, you will not master the skill, and your grade in keyboarding will reflect that!

## Course Outline

### Cyber Foundations I – Course Code 000284

Unit	Unit Name	Hours
1	Orientation and Digital Citizenship	10
2	Student Organizations	2
3	21st Century Tool Box	3
4	Keyboarding	20
5	Word Processing Applications	20
6	Spreadsheet Applications and Financial Literacy	20
7	Graphic Design and Multimedia Presentations	20
8	Problem-Solving	10
9	Web Development	20
10	Introduction to Block-based Programming	10
<b>Total</b>		135

PLEASE NOTE: This chart is simply a listing of the units to be covered and not necessarily a required order of delivery.

## Course Policies & Procedures:

### CLASSROOM RULES

1. At the sound of the bell, be seated at your *assigned* computer station.
2. Be prepared for class with all needed materials (pencil, binder/folder, any handouts, and **earbuds**)
3. Respect others' rights and properties.
4. All assignments for this class must be completed in the school lab unless otherwise directed by the teacher.
5. Drinking, eating, and chewing gum are **not** allowed in class.
6. You should check your workstation at the beginning of class to check for any damage or graffiti and *report it to the teacher*. If you do not report it, it will be assumed you did it.
7. If you intentionally damage any school property, you will be held financially responsible for it.

### LAB RULES





1. Students will use OneDrive to save their work.
2. **NO** food, drinks, candy, or gum allowed in the lab.
3. **NO** hairbrushes, combs, cosmetics, perfume/cologne, lotion, etc. allowed in the lab. These items will be taken up.
4. **Remain** at the assigned station, unless otherwise instructed by the teacher.

### INTERNET USAGE RULES

1. Students are **NOT** allowed on the Internet without the teacher's permission.
2. Students are **NOT** allowed to download ANYTHING.
3. Students are **NOT** allowed to listen to online music.
4. Students are **NOT** allowed to play games on the Internet without the teacher's permission.
5. Students are **NOT** allowed to type any personal information onto any website.
6. Students are **NOT** allowed to log in to any website on the Internet. This includes but is not limited to chat rooms, e-mail, and Facebook/Twitter.

### CLASSROOM PROCEDURES FOR...



#### ...ENTERING THE CLASSROOM

-  Put your books and other materials in the designated area.
-  Quietly bring **ONLY** your earbuds, notebook, pencil, and any handouts to your workstation when necessary.
-  Be seated and log in—prepare to begin class.
-  Check workstations at the beginning of class. Problems **MUST** be reported to the teacher at this time. Workstations are expected to be always kept neat and clean.

#### ...EXITING THE CLASSROOM

- ⇒ Clean your workstation (pick up paper off the station and your floor area).
- ⇒ Return any materials used.
- ⇒ Log out.
- ⇒ Push your chair in.
- ⇒ The bell does not dismiss you—the teacher does. You will not be dismissed until all the previous items have been done.

### **...WHEN YOU ARE ABSENT**

-  Make-up work is **YOUR** responsibility.
-  See the teacher with any questions or concerns regarding make-up work.

### **Materials Needed:**

- 1) A binder or folder with prongs that will be used for taking notes, storing handouts, and class activities. You will be responsible for bringing the binder or folder to class each day. You never know when I will ask to see your notebook for a daily grade.
- 2) Pencil/pen
- 3) Earbuds- **EVERYDAY!!**

\*Please let me know if you have any questions or concerns regarding these rules/procedures.

### **Grading Policy:**

A--- 90-100	NC---Inadequate Attendance
B--- 80-89	I--- Incomplete
C--- 70-79	NG--- No Grade
D--- 60-64	
F--- 64-0	

66% - Major projects and tests

34% - Daily classwork

### **Acceptable Use Policy:**

Because of the nature of Cyber Foundations – using computers daily – it is important that all students abide by the Madison County School District’s Acceptable Use Policy and Procedures found in the student handbook. Please Make sure you read this policy thoroughly and sign and return the ***classroom agreement***.

### **Cell Phones:**

Most students have cell phones, and most bring them to school and that is completely understandable. However, cell phones will not be used for instructional purposes. They should be powered off and always kept in backpacks. Any time you have your cell phone out without permission I will take it up and your parent/guardian will have to pick it up from the front office.

### **Classroom Consequences:**

- **1<sup>st</sup> offense – Conference with the student Minor #1**
- **2<sup>nd</sup> offense – Minor #2 Parent Contact**
- **3<sup>rd</sup> offense – Alternate Assignment, Minor #3 Parent Contact**
- **4<sup>th</sup> offense - Office Referral**

**To the Parent:**

I look forward to a very productive and wonderful year. I am available to answer any questions or concerns you may have. Please feel free to contact me and we can schedule a time to talk if needed. Be sure to take advantage of the tools available to you that will keep you informed about your child's academics. Through Canvas and Active Parent, you can know of any upcoming projects, homework, and events going on in the school year. Thank you in advance for your support and I look forward to collaborating with you and your child this year. Go, Titans!

I, \_\_\_\_\_ have read the classroom procedures, rules, and consequences. I also acknowledge that I have read and will comply with the *Madison County School District's Internet Acceptable Use Policy* found in the student handbook and distributed to students on the first day of school. By signing my name below, I agree that I am fully aware of the consequences of breaking any of the rules, or not following the procedures. I also promise to do my part in making this class a safe, fun, and exciting learning environment!

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent/Guardian Signature*

**Return this page signed and keep the syllabus and the rules and procedures in your Cyber Foundations folder.**

**Madison County Schools does not discriminate on the basis of race, color, national origin, sex, disability, age or religion.**