

Class Expectations

1. Follow the Royal Expectations
2. Follow the 95% / 5% rule.
3. Record assignments in their agenda and complete them on time.
4. Do not bring food, candy, gum, or drinks to the computer lab.
5. Follow board Policy as stated on the computer acceptable use policy.
6. Going to other programs (such as games or music videos) without the teacher's permission will result in removal from the computer.

Class Procedures

1. Enter the room quietly, sit down at assigned computer, copy assignments into agenda, and do bell work.
2. Log in using your first initial, last name, 2-digit month, 2-digit day, and 2digit year of your birthday. Example fgeasland121257
3. ***Write a copy of your password somewhere in your agenda.***
4. When the teacher is talking to the class, the mice are turned over, no one is touching the keyboard, and you are looking at the teacher. If he is doing instruction, you should be doing notes and the monitor should be turned off.
5. Unless otherwise instructed all papers are kept in the computer section of the white notebook.
6. Work saved on the computer will be kept on student's H drive.
7. Work turned in will be placed in the 265dropbox drive in the Geasland folder in the Turned in Stuff folder in the correct hour folder.
8. All work is to be done on an individual basis, unless you are told to work together by the teacher.
9. Failing to pass a quiz or test will result in students doing some extra work on the topic and then retaking the quiz or test.
10. After your work is graded you will save it back to your H drive, correct any errors, and hand it back in.
11. Students should complete a minimum of two Typing Master lessons every three weeks.

Grading

Grades will be weighted using the following scale:

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| • Projects | Large multiple-day assignments | 25% |
| • Mastering Standards | Demonstrating you are capable of doing a skill or task that is a standard indicator | 40% |
| • Tests | Primarily typing tests | 20% |
| • Daily work | Bell work or single-day assignments | 25% |

Totals of >90% will receive an A; 80-89% will receive a B; 70-79% will receive a C; <70% is considered a failing grade or F. A D or unsatisfactory grade will be awarded only to students with <70% who have demonstrated an effort to achieve mastery but were unable to reach the desired level.