



Information & Communications Technology (ICT 1)

Course Length: Year

2023-24 Syllabus

Mrs. Rajita Elhence

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Goals for students

Throughout the semester each student should learn the following things:

- 01.0 Identify computer components and their functions.
- 02.0 Demonstrate knowledge of different operating systems.
- 03.0 Demonstrate an understanding of Internet safety and ethics.
- 04.0 Demonstrate proficiency using the Internet to locate information.
- 05.0 Demonstrate proficiency in using word processing software.
- 06.0 Demonstrate proficiency in using presentation software.
- 07.0 Demonstrate proficiency in using graphics software.
- 08.0 Demonstrate appropriate use of email.

Expectations for students

For each student to be successful in this class, I expect every student to follow the Wildcat Way:

- Be Responsible
- Be on Time and Ready to Learn

- Be an Active Learner. Check Schoology daily to access assignments, class information, and school news. Use Schoology for school related matters only.
- Use appropriate language, grammar, and punctuation; avoid texting language
- Be Respectful

Consequences for not following the FCA Way:

1. Redirection of Behavior: Verbal Warning and student/teacher meeting and discussion of rules. In-class consequence.
2. Classroom Issue: Recorded in TAC; Deans and parents' notification.
3. Referral: Written through TAC and handle by Deans.

Classroom Rules

1. NO GUM, FOOD OR DRINKS ALLOWED! (Water bottles must be on the floor next to you)
2. NO CELL PHONES IN THE ICT CLASS (THEY MUST BE IN STUDENT'S SCHOOL BAG).
3. In case parents need to contact the child, they can call front office at FCA. If Child needs to contact parents due to some emergency, teacher will allow them to use their phone to call or message parents .
4. Remain seated and work quietly.
5. Do not share usernames and/or passwords.
6. Leave computer nice and neat... and ALWAYS push in chairs.
7. Access only school approved websites directed by teacher

8. No unplugging computers or devices – Raise hand if computer is not working.
9. Sit in assigned seat.
10. Leave computer settings to the default settings

Procedures

1. When you enter classroom, leave your backpacks and books at the front of classroom. Sit in assigned seat and begin bell work.
2. If you need to leave the classroom, ask for permission.
3. If you have completed your work for the class period. You must complete one of the following until the end of the class:
 - i. Typing Lessons
 - ii. Homework for other classes (only if you are up to date with this class and you have approval from the teacher)
4. Raise your hand to during class discussion to be recognized.

Classroom materials needed:

- Planner
- Headphones/earbuds

Topics Covered:

Cybersecurity
Keyboarding skills – Typing.com
Computer Essentials
World Wide Web – Email – Electronic Communications
Microsoft Office: Word

Microsoft Office: PowerPoint
Graphics Software: PIXLR

Grading:

Grades will be averaged as follows:

- **70% Summative Assessments:** Tests, projects, and some quizzes
- **30% Formative Assessments:** Classwork, some quizzes, and other work.

Students will get a message from the teacher in Schoology if they miss Summative Assessment. Teacher will need a note from parents reason why summative was missed. Make up Summative will move the grade to 85%, but not all Lessons will have makeup.

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Homework: There is **no homework** assigned for this class. The only time students will need to work on anything outside of class is if they have not finished an assignment or to study for upcoming assessments.

Absences/Makeup Work Students can obtain missing assignments from Schoology. It is the students' responsibility to meet with me to get caught up from missing school, which may mean some work be done at home or with me after school.

Class website: Schoology will serve as our class website. Parents will be able to set up their own account to stay up to date with information about the course. All our instructional videos as well as class materials will be posted through Schoology. Weekly agenda will also be posted in Schoology

Parent Access to Grades: Official grades will be available through the Parent Home Access Center (HAC). Please sign up with the front office if you do not have access to HAC. Assignments that are blank in HAC have NOT been submitted to me. If you have questions or concerns about a grade or an assignment, please contact me via email. Grades in HAC will be updated either over weekend/ Wednesday after school.

Contact information

If you have any questions or concerns during the school year, feel free to contact me via Schoology message or email. I will respond to you as soon as possible.

Email: rajita.elhence@stjohns.k12.fl.us

CELL PHONE POLICY:

- Students are to have their cell phones turned off and placed in their backpacks during ICT class.
- If a teacher wants their students to use cell phones for an academic purpose, they should have this in their lesson plans, preapproved by administration.
- When a student violates the cell phone policy, the teacher WILL call the Dean's office.

Absolutely NO cellphone use will be necessary for this ICT course.