





Union Vale Middle School




Mr. DeBonis' Computer Class

Welcome to the Union Vale Middle School Instructional Computer Lab!

My goal is to familiarize your child with the use of computers and their basic functions as well as the importance of internet safety and how to use the internet as a research tool. I aspire to create a firm technical foundation and prepare them for their academic future. Therefore, my main objective for the semester is to teach your child the following Microsoft Office programs:


-  *Microsoft Word (word processor)*
-  *Microsoft Excel (spread sheet)*
-  *Microsoft Power Point (presentation program)*
-  *Microsoft Publisher (publishing program)*

The majority of the course focuses on these programs but will also incorporate the following topics.


-  *Internet Safety and Research*
-  *iCampus online collaborative learning environment (MOODLE)*
-  *Microsoft Photo Story*

This course is designed to aid your child throughout their educational career and beyond.


Grading Policy:

 Students must be responsible for arriving to class on time and being ready to work. Class behavior and performance will be part of each student's grade. In-class assignments, quizzes on class work, and tests will comprise the remainder of their grade for the marking period. All assignments and quizzes will be weighted equally. Tests will count twice.


Requirements:

 Each student will need a *folder* or section of a binder to keep all handouts and graded assignments. ALL graded assignments must be kept in the folder for the entire semester. There will be periodic folder checks during the semester. Students will lose participation points if they are not prepared for class daily.

Attendance Policy:

 If your child misses a class they are required to make-up the work immediately following the absence during a study hall, recess, or after school. Incomplete assignments will affect the final grade.

Open Communication:

 If at any time you have a question regarding an assignment or concern about your child, please feel free to contact me via e-mail or telephone.

School phone number: 223-8600

My e-mail: jdebonis@acsdny.org

Arlington School District Website address is <http://www.arlingtonschools.org>



Student Name: _____
(Please Print)

Period # _____ Day A B
(Circle One)

Parent / Guardian Name: _____
(Please Print)

Parent / Guardian Signature: _____

Parent Email address: _____

Phone #: _____