

Dear Parents and Guardians,

With this letter I would like to introduce myself as your child’s Technology Foundations teacher for this semester. I am dedicated to your child’s education, and will do everything I can to ensure that they receive the best I have to offer each and every day. Together, we can make sure that your child is better prepared for the world of technology by teaching them the fundamentals of technological devices and programs, as well as how they all work together and apply to real world scenarios. Please read the information in this packet and discuss it with your child. The last page contains a place for your contact information and signature. If you have any questions, comments, or concerns, please do not hesitate to contact me. I can be reached at [Jessica.Burgess@dcsms.org](mailto:Jessica.Burgess@dcsms.org).

Many parents ask about classroom and homework assignments in a technology-based class. This class will require independent work after instructional periods. Each week, your child will have in-class assignments and/or projects that will require hands-on application of all instructional elements. If they miss a class, it will be their responsibility to get the assignments from me and complete it in a timely manner (please see procedures for details). This class is different from other classes in that students will need access to the computer, Microsoft, and the internet to complete most of their assignments, so if your child misses days, before school or after school makeup work will be needed to properly make up the missed assignments. This class is meant to be fun as well as educational, and all assignments will build upon your child’s evolving technology skills.

I look forward to working with your child this year. I also look forward to meeting you and learning how I might be of assistance to you and your child.

Sincerely,

Mrs. Burgess



Dear Students,

I would like to take this opportunity to officially welcome you to my classroom. I’m excited about having you in my class, and can’t wait to get to know you over the course of the semester. We will have a lot of fun learning the importance of maneuvering around different technological devices, programs, and applications towards real-world situations. This is a very hands-on class that will require independent work, and is meant to be fun and educational. We will work hard to gain a deeper understanding of the underlying guidelines and features of technology. I will use all of my energy and resources to help accomplish this goal, and ask that you do the same. Together we will make this a fun and successful experience.

Below is a list of materials you will need for my class. Please make sure to bring these to class every day. I look forward to working with each and every one of you. Please feel free to reach out to me regarding any questions, comments, or concerns. I can be reached at [Jessica.Burgess@dcsms.org](mailto:Jessica.Burgess@dcsms.org).

Sincerely,

Mrs. Burgess

**Materials**

1. Pen or pencil. Please make sure to bring a backup to class every day.
2. Loose leaf paper
3. 3 ring binder (1 ½ inch) – you will be expected to keep all handouts together in this binder, as this will be your unofficial textbook for this class.
4. **NOT REQUIRED, but it would be much appreciated if you would like to donate Kleenex and hand sanitizer to help keep this classroom germ-free.**

**Classroom Policies and Procedures**

1. Please be in your seat working on bell-work by the time the tardy bell rings. The bell-work will vary depending on the curriculum for that day, but it will either involve answering technology-based questions, or immediately working on any projects that have been assigned and not completed.
2. There will be absolutely no food or drinks allowed in the computer lab. This includes gum. If these items are not left in the lockers, students will be required to throw it away.
3. Leave your bags in your locker. They will not be allowed in the computer lab.
4. Come to class prepared with everything you will need. This includes sharpened pencils, paper, pens (that work), and any class and lecture-related handouts.
5. This class will involve a lot of independent work. Please work quietly and do not disturb or interrupt others while they are working.
6. Please stay in your seat unless you have permission to do otherwise.
7. Most assignments will be submitted through the computer on each student’s individual log-in accounts. The teacher will have access to these accounts and grade project work through these accounts.
8. It is the student’s responsibility to ask what lessons they missed during any absences, and it is also their responsibility to complete this missed work in a timely manner. Students will have 1 school day for each day they missed to submit their completed assignment(s). Work submitted after this deadline will not be accepted. Make up homework will need to be saved onto their personal accounts or handed to the teacher directly.
9. All water and bathroom breaks must be taken care of before coming to class. You cannot ask to use the restroom until I am done lecturing. Interruptions will not be tolerated.
10. Follow all technology guidelines as set forth by the school’s Policies and Procedures Handbook. These computers are for educational purposes only, and will be used as such. Failure to do so will result in disciplinary action.
11. Raise your hand to ask or answer a question.
12. Cheating and plagiarism will be not tolerated and will result in a zero and disciplinary action. If students are caught copying work or giving their work to copy, the assignment will be confiscated, and will receive a zero in the gradebook.
13. Please keep this classroom clean and organized at all time, and make sure all computer desks are left in the condition they were when you arrived in class. Any handouts left in the classroom will be removed; this classroom will not be used for storage of classroom materials. That is YOUR responsibility.
14. No talking during any intercom announcements.
15. All materials used and created for projects and assignments in this class must be tasteful and within school guidelines. Any work that does not fit within these guidelines will be given a zero and disciplinary action.
16. The chairs are not a means of transportation. If you want to move about the classroom, get up and walk. Do NOT roll across the classroom to get to your destination.
17. This is a large classroom. Any excessive group noise and insubordination leads to severe classroom disruption and will result in classroom-wide rule changes, including seating changes and zero talking policies.
18. Any disrespectful behavior towards the teacher and/or other students will result in immediate removal from the classroom.
19. The bell does not dismiss you, I do. At the end of each class, you will be responsible for logging off of computers, and waiting IN YOUR SEAT until you are dismissed. Waiting in front of the door will not be tolerated and will result in disciplinary action.

**Classroom Rules**

* + - 1. Come to class prepared and ready to learn.
      2. Follow directions the first time they are given.
      3. Respect others. Be kind with your words and actions.
      4. Follow all classroom rules and procedures.
      5. Follow all school rules and procedures.
      6. Follow all school and classroom technology guidelines.

**Consequences**

1st Violation – Warning, and possible Break Detention

2nd Violation – Break Detention and/or Disciplinary Assignment

3rd Violation – Contact Parent/Guardian and possible Office Referral

4th Violation – Office Referral

\*\*\* Severe disruptions and extreme behavior will not be tolerated and will result in an immediate office referral and contact of parent/guardian. (Example: violence, threats, vandalism, disrespecting the teacher, misuse of the computer(s), or anything outlined in the student handbook as a level II-V offense.)

**Classroom Technology Guidelines**

1. The computers will only be used for school and classroom-appropriate purposes.
2. Only subject-appropriate research will be conducted online, and must follow the school technology guidelines. This includes content and use.
3. Only topic-appropriate files can be downloaded from the internet (jpg, png, gif, tif).
4. Creating or downloading the following file extensions are strictly prohibited in this computer lab:

ade, adp, bas, bat, wsf, wsh, chm, cmd, com, cpl, crt, exe, hlp, hta, inf, ins, isp, js, jse, mdb, mde, msc, msi, msp, mst, pcd, pif, reg, scr, sct, shs, vb, vbe, vbs, wsc, and zip.

1. The desktop cannot be modified or personalized in any way. This includes widgets, toolbars, and backgrounds.
2. Students will follow all school technology guidelines outlined in the student handbook.

**Parent/Guardian Information and Acceptance of Terms**

*Technology Foundations*

Mrs. Burgess

**Parent Info**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list any medical conditions (including frequent restroom breaks because of a medical condition) that I need to be aware of or special accommodations your child will need for this class.**

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**Please use this space to tell me something special about your child. A parent’s description really helps me get to know your child. Please feel free to brag, tell me about your child’s personality, their hobbies and interests. Thank you for sharing!**

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**Acceptance of Terms**

We have read and fully understand the classroom policies, procedures, rules, and behavior consequences that are discussed in this information packet.

Student Signature Date

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\*\*\*Please return this page to Mrs. Burgess for a 100% agenda grade. The rest of the packet is yours to keep.