

## Elective: Multimedia I

Mrs. Woodell

January 24, 2012

Dear Parents/Guardians and students,

Welcome to the Multimedia I Elective class! We will be covering all things technological at all levels, so no matter what your technology level, you will be learning and using technology in new ways. Please look over this page and the attached materials list to get an overview of the course. If you have any questions or concerns do not hesitate to e-mail me at woodell\_jeanine@cusdk8.org or call me at school (408)245-0303 ext. 228 or visit my website: woodellcomputers.com

Sincerely,

Mrs. Woodell

### **REQUIRED SUPPLIES:**

- Pocket folder WITH fasteners
- A positive attitude

### **RECOMMENDED SUPPLIES:**

- USB memory stick (aka flash drive, jump drive, etc.) 1G is recommended.

**SUPPLY DONATIONS:** Donations are optional and always appreciated. Specifically needed:

Kleenex

Hand Cleaning Wipes

Hand sanitizer w/ pump

Monetary donations\*

\*Cash donations help with the upkeep/replacement/addition of equipment and supplies including printing supplies, digital cameras, software, and classroom supplies. Checks can be made out to Cup Middle School w/ *Woodell-technology* in the memo line.

### **CURRICULUM:**

- MS Office (Word, PowerPoint, Excel)
- Digital Literacy/Ethics (Research skills, plagiarism, copyright law, citing sources)
- Graphic Design – Paint/Draw original artwork
- Web Page Design
- PhotoShop/Digital image manipulation
- Animation
- iMovie
- online document sharing (Google Docs)

### **HOMEWORK/CLASSWORK POLICY:**

Time will be allowed in class to work on almost every project. In some cases, students may wish to take projects home (via memory stick) to work on details. All work must be completed and turned in by the project due date. Late projects will be downgraded by 10 percent for each day late (not including excused absences).

Grading: Tests/Quizzes: 10%  
General classwork: 10%  
Quality/timeliness of digital projects 70%  
Classroom participation 10%

## **ADDITIONAL TECHNOLOGY CONDUCT:**

### **Use of: iTunes/Garage Band:**

- ★ iTunes and Garage Band ARE used in Computers I and II but only when working on specific multimedia projects including PowerPoint, iMovie and Flash.
- ★ School iTunes is not to be used for personal iTunes libraries
- ★ Students CANNOT copy from CD/MP3 player/ipod to school computer (Copyright)
- ★ Students CANNOT copy from iTunes to CD/MP3/iPod
- ★ Students CANNOT download from iTunes or other online sources w/o purchasing.
- ★ Purchasing an iTunes can be done via Mrs. Woodell's account for \$1.00
- ★ Listening to iTunes or digital music w/ no specific purpose is NOT okay during class.
- ★ Listening to Music that is being used for specific projects is allowed during specified projects.

### **Use of Violence in multimedia projects and online activity(iMovies, animations, websites, etc):**

#### **ALLOWED:**

- ★ Unidentified "explosions"
- ★ Crashes
- ★ Space attacks/lasers

#### **NOT ALLOWED: (Think rated "E" for everyone)**

- ★ Weapons, including but not limited to:
  - Street Weapons, Knives, Guns, Bombs, Tanks
- ★ blood
- ★ decapitation/amputation

## **CONSEQUENCES:**

Prior to any warning, a verbal "reminder" will be issued by the teacher.

- 1<sup>st</sup> Warning
- 2<sup>nd</sup> Time in class OFF the computers. (one class period).  
Work Habits or Conduct mark at risk. (S)
- 3<sup>rd</sup> Parent Contact = additional day(s) off the computer. Work Habits/Conduct still at risk (N)
- 4<sup>th</sup> Referral to assistant principal. Work habits/Conduct mark dropped to U. Possible schedule change; drop computer elective; loss of SCHOOL technology privileges.

\*\*\*If a student disruption is severe in nature (extreme language or behavior infractions including plagiarism or cheating, damage to student work on server) there may be no "reminders" or warnings and the consequences may begin at the 3<sup>rd</sup> or 4<sup>th</sup> level (Parent Contact Letter or Immediate Referral) depending on the nature of the incident\*\*\*

## Room 28 – Technology Lab

### Student Expectations

The Room 28 Technology Lab is a place of learning. Cupertino Middle School has invested time and money in the care of this lab and has very high expectations for all students enrolled in technology classes. Lab rules are as follows:

1) RESPECT for:

- -each other
- -adults
- -yourself
- -and equipment

is expected at all times. Students not maintaining proper respect will serve appropriate consequences, including time off computers.

2) Students ARE NOT to configure the computer settings to their liking. Some Examples:

- Sound changes
- Background image/color; screensaver
- System preferences
- Dock size; icon sizes
- Google home page

3) Students are not to enter the back office without teacher permission.

4) NO food, gum, beverages, or other substances are allowed near the computers AT ANY TIME.

5) Backpacks are to be stored out of the way of foot traffic.

6) Computers are turned on at the beginning of the day and left on unless students are otherwise instructed. The last class of the day (per. 6) will shut down the computers completely.

7) TWO minutes before the end of the period, students must save their work, log off the server, quit all programs, and return any supplies to their proper place. (Students will not be excused for being late to their next class for not allowing enough time to save, clean up and log off.)

8) **Regardless of the bell**, students need to wait until dismissed by the teacher.

#### **General CMS WORK HABITS:**

- Arrive to class on time. (In seat when bell rings).
- Listening during direct instruction (“Hands off the keyboards; eyes up front”)
- On task during project work periods
- Completing work on time.
- Saving work appropriately.
- Keeping desktop of computer free of clutter.
- Following dismissal procedures. (Standing behind seat, wait for dismissal)

#### **CONDUCT:**

- Not interfering with the work of others (electronically or physically).
- Staying within appropriate limits (Not using the internet, e-mail, chat, iTunes, etc. at inappropriate times and only with permission. NEVER entering someone else’s folder)
- Maintaining safe behavior in the classroom.
- Handling the equipment respectfully.