

Melbourne High Computer Lab

General Info for the use of MHS Computer Lab –Angove Room 925

- **Greetings and welcome to my Digital Design Classes! Thanks for choosing my class.**
- I am looking forward to a very productive year in which students will learn digital skills such as web design, photography, videography, video editing and publishing to online mediums. Students will be supporting MHS social media and school wide announcements.
- Students will have access to videography equipment and a full computer lab to edit videos and occasionally be expected to utilize their phones to take videos and pictures for class.
- We work with Adobe programs and students will have a full license they can install and use at home as well to bolster their skills, work ahead, or to complete independent work.
- Students will be taking industry certification tests (starting in November through end of year) that are nationally recognized and showcase their digital skills. Tests will be part of their Exams.
- All my lesson plans are on **Angove411.com** as are worksheets, files, and instructional videos. I hope your student will enjoy my class and look forward to being creative!

MATERIALS NEEDED FOR CLASS:

PLUG IN EARBUDS: Students will be viewing and studying video tutorials throughout the year and will need to have their own earbuds to use in class that work on the computers. This ensures that they are able to hear and concentrate on the material.

******Bluetooth headphones will NOT work on school computers.**



FILE STORAGE:

STORAGE: Students **must** use the Microsoft OneDrive account (free!) provided by Brevard Schools via LaunchPad to store all school files. Their student account backs up their files automatically and is accessible from home as well. Students have access to the full Microsoft Office suite online and can be downloaded as well on 5 computers. (<http://www.onedrive.live.com>)

I recommend that students use this resource for all their other classes as well.

GRADING:

Students (and parents) should regularly access Focus via Launchpad (<https://launchpad.classlink.com/brevard>) to monitor grades and occasionally submit online assignments. Generally, I update grades weekly.

The majority of student work in Digital / Web Design will be graded ONLY online through their portfolio website. A link will be sent through Focus on a later date.

GENERAL INFORMATION:

1. If your student needs assistance, I am usually here in the morning to help them. (8:00- first period)
2. If your student is having trouble **PLEASE let me know** so we can correct the situation.
3. Make up work from absences in a reasonable time frame.
4. Use my website www.angove411.com to check lesson plans and upcoming tests or projects.
5. It is important to turn in all work, even if partially completed. Nothing lowers a grade more than a zero on work. ***Please e-mail me if your student's grade is a "D" or lower.***

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CLASS EXPECTATIONS:

1. Respect every individual in the room as well as their property.
2. Restroom – MHS policy is 4 passes per 9 weeks.
3. Be prepared and on time. You get 3 free tardies to class.
4. Minimize your absences – this is a **major reason for failures** in a performance based class.
5. Do your best to turn work in on time!
6. Bring a positive attitude to class every day.
7. Listen to instructions the *first* time, pay attention and attempt all work.
8. All work submitted is the student's own best efforts. Plagiarizing/copying is unacceptable.
9. **CELL PHONES SHOULD NEVER CAUSE A DISTRACTION TO YOUR OR OTHERS LEARNING.** ** MHS policy is that **NO phones should be accessible during class.**

CONSEQUENCES OF RULE INFRACTIONS:

1. Discussion/reminder of proper classroom etiquette.
2. Discussion/reminder of proper classroom etiquette with parental notification.
3. Referral and/or parent/teacher conference. *** *Severe infractions could result in more serious consequences including suspension of computer privileges.*

COMPUTER SPECIFIC RULES:

- Keep your computer area clean and clean it up if it isn't.
- Unplugging or tampering with the computers is prohibited.
- Food is **NOT** permitted near computers. You may have a drink **but** be responsible!
- Do not download any games or programs onto the computers.
 - o **Student are NOT permitted to play games on school computers.**
- Streaming music and video not required for class is prohibited.
- Internet browsing will be for educational purposes **ONLY**.
- The use of internet proxies (VPN) or any other means of tampering with the county's web filter could lead to the loss of all computer privileges on campus for the entire school year, as well as further administrative consequences.
- All other rules and policies provided in the Melbourne High School student handbook will be followed.

Please have your parent/guardian sign and return this page to the instructor.

Period: 1 2 3 4 5 6 7 Class Name: _____

Student Name (**Printed**)

Parent Signature

**** Please return this entire copy – there is a copy of this on both Focus and Angove411.com.**