To: Students and Parents,

In computer class, each student will be required to learn the correct keyboarding skills. No matter how skilled a computer user, with out good keyboarding skills performance is hampered. One goal of computer class is for students to use proper finger positions as they key without looking at the keyboard. Students start with a review and **practice** of **correct posture, hand position,** and **techniques** for **reaching** and tapping keys. Students then learn the **correct finger placement** for the **Home Row of Keys.** Through **several lessons,** all the letters of the alphabet and selected symbol keys are introduced. Keyboarding mastery requires continuous practice over sustained periods of time. **Students will be expected to continue the proper application of proper keyboarding.** This will help establish the accuracy and speed students need for keyboarding. **Students should be able to use correct technique and finger positions to key letters and numbers without looking at the keyboard.**

The students are required to follow classroom rules:
1. Enter room quietly and sit in your assigned seat.
2. Listen quietly to all directions. Ask questions if unsure what to do.
3. Stay seated unless directed to get up.
4. Follow directions in the computer lab. Ask before trying something new!!!
5. Use the computer equipment with care so that the students after you have the same opportunity to learn.
6. Clean your computer area before you leave the computer lab.
    a. Headphones are put on top of the computer.
    b. Do not leave headphone wires hanging down.
    c. Keyboard put in front of your computer, mouse pad and mouse beside your keyboard.
    d. Push chairs under the table.

We all have to work together, so let's take care of the computer lab and equipment.

I have discussed the expectations for computer with each computer class. Students receive a letter grade based on their cooperation and participation in class. If a student does not cooperate or participation with the classroom rules or lessons then the students will lose points. Losing points eventually causes the letter grade to drop.

Letter Grades for each grading period:
    E = Excellent (95)
    S = Satisfactory (85)
    N = Needs Improvement (75)
    U = Unsatisfactory (65)

Parent Signature: _____
Student Signature: _____

Computer Schedule 2006-2007

Monday and Wednesday

4th grade 10:00-10:30 Mrs. Mochman's Class and part of Ms. Neal
Exchange at 10:30 with P.E./Music.

4th grade 10:30-11:00 Mrs. Hudspeth's Class and part of Ms.Neal
at 10:55 line up the class in alphabetical order and take them to lunch.

5th grade 11:05-11:35 Mrs. Rick's Class
Exchange at 11:35 with P.E./Music.

5th grade 11:35-12:05 Mrs. Martin's Class
at 12:05 the students line up and go back to their class.

12:05-12:30 Lunch Time

3rd grade 12:30-1:00 Mrs. Lawrence's Class and part of Mrs. Rhoden
Exchange at 1:00 with P.E./Music.

3rd grade 1:00-1:30 Mrs. Pope's Class and part of Mrs. Rhoden
at 1:30 line 3rd grade up and walk them back to their class.

1:30-1:55 Break

6th grade 1:55-2:25 Mrs. Watts Class
Exchange at 2:25 with P.E./Music.

6th grade 2:25-2:55 Mrs. Pullin's Class
at 2:55 line 6th grade up and take them back to their class.

Computer Schedule 2006-2007

Tuesday and Thursday

4th grade 10:00-10:30 Ms. Rivers Class and part of Ms. Neal
Exchange at 10:30 with P.E./Music.

4th grade 10:30-11:00 Mrs. Bittick Class and part of Ms. Neal
at 10:55 line up the class in alphabetical order and take them to lunch.

5th grade 11:05-11:35 Mrs. Warner's Class
Exchange at 11:35 with P.E./Music.

5th grade 11:35-12:05 Mrs. Alexander's Class
at 12:05 the students line up and go back to their class.

12:05-12:30 Lunch Time

3rd grade 12:30-1:00 Mrs. Rush's Class and part of Mrs. Rhoden
Exchange at 1:00 with P.E./Music.

3rd grade 1:00-1:30 Mr. McMeans Class and part of Mrs. Rhoden
at 1:30 line 3rd grade up and walk them back to their class.

1:30-1:55 Break

6th grade 1:55-2:25 Mrs. Bamburg's Class
Exchange at 2:25 with P.E./Music.

6th grade 2:25-2:55 Mrs. Hoelewyn's Class
at 2:55 line 6th grade up and take them back to their class.

To: Substitute

From: Melissa Hubbard

The Computer Classes are 30 minutes each and then I exchange with P.E./Music. My Computer Schedule is attached so you will know what class you have and when your lunchtime. The students are to come into my room quietly without running, pushing each other. They are to sit in the chairs at each computer. They are not allowed to get chairs from the small table to sit in only sit in chairs at the computers.
The students can go into Heartsoft Folder. They can do anything in Heartsoft Folder, but not Sleuth Master. The Students will try to tell you different but don't let them.

No Student is allowed to mess with my stuff or go behind my desk. NO exceptions!!!

The students are not allowed to unplug any of the computer equipment not even the headphones. Some of the computers have sound and some don't if they don't have sound there is nothing I can do about the sound. The students are not allowed to run or horseplay in the computer lab.

The students know they are supposed to straighten up before they leave. That is for each class. Make sure to tell every class that they must clean up and leave their computer area straight and clean. The students are not allowed to have any drinks or food near the computers.

All students should be nice to one another and to the Teacher or Substitute. They should stay quiet and in their chairs until time to exchange classes.

Stop each class a few minutes early so the students can straighten up their computer area and line up in alphabetical order. Have the last class which will be 6th grade to shut down the computers properly.

Please leave me a note on how everything went and if any problems.

If any problems at all use the phone on the wall and call Mrs. Roden.

Thank you,
Melissa Hubbard