

# Welcome to Technology Skills Lab 2021-2022 Information and Expectations

**Teacher:** Mrs. Oakes

Room 106

[doakes@brazosisd.net](mailto:doakes@brazosisd.net)

Conference: 7<sup>th</sup> period

To schedule a conference, please call the BMS office: 979-478-6814

## **Technology Skills Lab**

This class is for 7<sup>th</sup> & 8<sup>th</sup> graders. We will cover word processing, spreadsheets, slide show presentations and proper internet research.

## **What to Expect**

Come to class on time and prepared to actively learn and participate in activities. Be prepared to stay in the room once you have entered.

## **Grading Policy**

Grades will be given for assignments turned in as well as class participation and skill improvement. While most of the assignments will be worked on during class, there will be times when the student will be expected to do an assignment outside of class time. If you do not have a computer to use at home, the lab and the library are available most morning from 7:30 to 8:00

## **Acceptable Use policy**

All students will be required to follow the District Technology Acceptable Use Policies. This includes acceptable use of any hardware, software, or the internet. I expect all students to take care of the computers in the computer lab as well as those anywhere on our campus. You DO NOT get into any program or use any computer without teacher approval. When on the internet, you will only search for school approved topics or visit only the websites that are allowed by the teacher. Failure to follow the rules will result in disciplinary action and/or appropriate legal action and possibly ban you from future computer use.