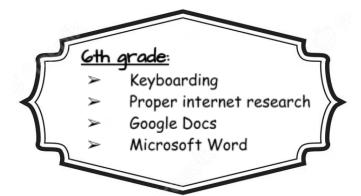# Welcome to Technology Applications
Mrs. Bertrand
2023-2024

6th grade:
- ➢ Keyboarding
- ➢ Proper internet research
- ➢ Google Docs
- ➢ Microsoft Word

7th grade:
- ➢ Keyboarding
- ➢ Proper internet research
- ➢ Google Slides
- ➢ PowerPoint

8th grade:
- ➢ Keyboarding
- ➢ Proper internet research
- ➢ Google Docs
- ➢ Microsoft Word
- ➢ Prepare for College and Career

Expectations:
- ★ Be in the classroom on time.
- ★ Be respectful.
- ★ Be prepared to actively participate in activities.
- ★ No Food allowed. Drinks must be on the floor.
- ★ Use computer hardware tools with care.

Grading Policy:
Daily assignments will count once and projects will count twice in the gradebook. 2 grades will be entered weekly. There will be a total of 3 projects throughout the semester.

Absences:
If you are absent, you will receive equal time missed to make up your work. In other words, for every day missed, one day is given to make up the work.

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 classroom as well as anywhere on our campus. You do NOT get into any program or use any computer without permission. When on the internet, you will only search for school approval 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.

Contact Information:
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Conference: 2nd period 8:50-9:35