Dear Students and Parents,

Welcome to the Apple iMac Multimedia Computer Class at Rancho Cucamonga Middle School. During this course we will be working on integrating technology into your regular curriculum. This means that while you are learning computers you will also be creating projects based on your other classes. All assignments will be based on the Common Core State Standards, the International Society for Technology in Education and the National Educational Technology Standards. Students will be expected to demonstrate appropriate Language Arts skills on all computer projects. Topics for projects will be based on core content standards.

The main objective of this course is to maximize student performance through the use of technology, while transitioning from consumers to creators of data.

Please feel free to contact me via JupiterGrades. All parent contact will be made via JupiterGrades. Please sign-in and/or create an account at https://login.jupitered.com as it is from there that emails with class information, current grades and behavior issues will be sent to you. You may also check the class web page for updated information on current and past assignments and homework at http://www.mrgarretson.com/rcms/lab/rcmslab.html.

Class Expectation Matrix
• **Control** yourself by using low voices and respecting everyone's space.
• **Enter** the computer class prepared and ready to work.
• **Shift** into learning mode - pay attention to the lesson and stay on task.
• **Command** respect by raising your hand to speak and not interrupting others.
• **Delete** any bad attitudes or negative thinking.
• **Return** everything how you found it - clean up your station & log off the computer.

Class Protocols
• Be cool and try your best
• Please leave the following items outside of the computer class; toys, sporting equipment, food, drinks, and cosmetics.
• Use the restroom during passing period.

RCMS - Computer Class - Mr. Garretson

Consequences
• Warning
• Lunch Detention and Parent contact
• After School Detention
• Referral to Assistant Principal
• All of the above will be noted in JupiterGrades

Assigned Work
• Complete all assignments on time and attach to the assignment in JupiterGrades.
• Be prepared with all needed materials for your assignments/projects.
• All Assignments can be repeated and made up for a better grade at any time before the end of the grading period. You must tell Mr. Garretson if this has been done so that it can be re-graded.

Extra Credit
• Teaching something new to the class
• Using your own media (graphics, photos, videos) in projects.
• Incorporating something extra special and creative into your assignment.

Supplies - not required, but recommended
• You will need to make an iCloud account/Apple ID at www.icloud.com. If you already have one, you do not need to make a new one.
• Headphones or ear buds
• Cell phone or digital camera

Extended School Activities / Homework
• Practice typing skills daily at typing.com, all 45 lessons must be finished during this trimester. We will work on this in class during the first week and after that students are responsible to finish outside of class. Additional outside extended class activities will also be assigned as needed. Check the class webpage for specific assignments. Most of these assignments will be research oriented so that the student can bring the information to class to input in the computers.

Absences
• Students are responsible to check the class webpage or see Mr. Garretson for missed work and/or assignments the first day back from an absence.

RCMS - Computer Class - Mr. Garretson

Grading

• Grades are posted at https://jupitergrades.com/login/

Grading Scale

A+	100% and above	C+	77% – 79%
A	93% – 99	C	73% – 76%
A–	90% – 92%	C–	70% – 72%
B+	87% – 89%	D+	67% – 69%
B	83% – 86%	D	63% – 66%
B–	80% – 82%	D–	60% – 62%
		F	59% or lower

Visit our class webpage

• http://www.mrgarretson.com/rcms/lab/rcmslab.html
  - See all assignments with rubrics and instructions
  - Send Mr. Garretson an email
  - Set up a free typing account
  - Links with step-by-step detailed instructions for assignments
  - How-To pages
  - Upcoming information
  - Extended class activities, due dates and deadlines
  - RCMS School webpage - http://www.rcms-cucamonga-ca.schoolloop.com

I am looking forward to a fun and exciting class with each of you,

Rob Garretson