Web Design

Welcome to an exciting year of learning! I am looking forward to getting to know you as we explore the digital world. This document will help you understand my expectations so that this year may be a success.

Overview

Web Design is a course designed to teach HTML and CSS programming. It is easy enough programming that students of all abilities can take the course. We will start off with some very basic codes, and then move to design elements and accessibility. We will be learning technique, but students will have a lot of room for personal style and creativity. We will be looking closely into the following:

- Internet safety
- Basic HTML codes
- Design
- More advanced coding
- Internet history
- CSS principles
- Accessibility and web peculiarities
- Intro to scripts

This course will involve many projects that will be completed on the computer. Location of freeware files will be given if a student would like to work at home.

Grading Scale

Each assignment will be given a point value.   The work is very activity oriented and the majority of it will be done in class. Some homework will be given each term, and students are expected to review terms and concepts at home. No "D" grades will be given in this class, as all students are expected to earn above 70%. The grading scale is as follows:

A	100% - 94%	**B**	86% - 84%	**C**	76% - 74%
A-	93% - 90%	**B-**	83% - 80%	**C-**	73 %-70%
B+	89% - 87%	**C+**	79% - 77%	**F**	Below 70%

Attendance and Tardies

Attendance and tardies will be dealt with according to school policies. Your attendance affects your acquired knowledge and will affect your grade. For tardies and unexcused absences, the student will need to meet with me to determine whether missed points can be made up. Most of the work done in class cannot be easily replicated outside of school. Be in class whenever possible**. <u>Work from excused absences needs to be made up!</u>**

Citizenship

Each student is given 100 participation points per term. Each unexcused absence costs the student ten points. Each unexcused tardy costs the student five points. Misbehavior in class will cost the student up to ten points per day. A warning will be issued before any points are taken away for misbehavior. Additional behavior corrections may also apply. To excuse an absence, a parent must call the main office of the school.

Assignments and Late Work

It is essential that work be turned in on time. All work MUST be turned into the basket (not under the door, placed on a desk, or handed to Ms. Lowe in the hall). If work is late, 10% will be deducted for each school day. After one school week, the assignment will be worth 50% of its original value and remain at 50% until the end of the term. If a student submits a work of low quality, it must be redone.

Homework

This course is designed so that students will not have homework, unless the student works very slowly, and then homework is encouraged.   There will be a final project due by the end of the semester that may require more work   Adequate time will be given, so there is no excuse for late work. If a student misses class due to an <u>excused</u> absence, the student has 3 days in order to make up assignments for full credit.

Student materials

Students are required to have paper, a pen or pencil, and their planner daily. Failure to have these basic items will cause the student to lose participation points due to being unprepared. Students will not be issued a book for this course.   If a student is missing an assignment, it may be available in class. If not, it will be available online. Nearly all assignments may be printed from my web site at <u>science.pageofmystery.com</u>.

Computer and Internet Safety

We will be in the computer lab for every class session. Students are REQUIRED to fill out an "Acceptable Use" form (provided with this document) to be on the Internet. Any student that violates these rules will meet with the consequences outlined (see attached). Internet and computer violations are taken very seriously, and if the nature of the offense is extreme, referral to administration, or law enforcement may result. Please read the attached materials.

Email

It is a requirement of the class to use email, as some assignments will be turned in digitally. If a student does not have email, a limited use address will be provided. If a student does have email, a personal account may be used for class purposes. No email for non-class purposes is allowed during class time.

Contact information

 Please feel free to get in touch with me. The best way is via e-mail. The address is <u>dlowe@libertyacademycs</u>.org. I also have a web site specifically for this class. On the site there is more information, copies of important documents (such as this), and much more. The web site is <u>science.pageofmystery.com</u>. Best wishes for a successful year!

NOTE: Signed section of disclosure is located at the end of this document.

Warm regards,

Debra Lowe

2012-13 Internet Acceptable Use Policy

This form must be signed and returned before computer use is allowed

USE

The use of school computers is a privilege and not a right. Computers are provided for student learning and educational purposes. Use outside of these purposes may not be acceptable at school. Violation of the rules within this document may result in denial or limiting of computer privileges, and if in violation of other rules or laws, students may be referred to school administration or legal authorities.

PRIVACY

It must be noted that nothing done on school computers shall be considered private. All materials, documents, sites, and files used on school computers are subject to review by faculty and administration. Students must allow school employees to review materials or they may lose lab privileges.

FILE SAVING

There is no guarantee of files saved on school computers. Students use computers with an understanding that the school is not responsible for loss or damage of files saved. Saving to the desktop is not allowed for more than a single class period. Files saved to desktop will be deleted.

FORBIDDEN

The following items are forbidden in the computer lab at all times, including use before and after school. Failure to follow these rules will result in loss of privileges. See "Consequences" for further information. To provide a safe learning environment, it is necessary to ban the following:

- Damaging computers, equipment, data, or software
- Food or drink (see limited for acceptable water use)
- Illegal downloads and copyright violations, or any illegal use
- Installing new software on machines
- Modification of any file you did not create (other people's or installed)
- Social networking (Facebook, Twitter, etc.)
- Inappropriate sites, images, or content (violence, pornography, offensive, vulgarities, disrespectful, abusive images or text, etc.)
- Materials disruptive to the educational process
- Bullying, harassment, intimidation, or threats

REQUIRED

Some actions are required of all students while in the computer lab. This ensures smooth use of computers. Students must do the following:

- Internet Acceptable Use Policy must be signed and on file before use
- Non-class computer users must sign in
- Professional, courteous behavior
- School work takes priority over other work
- Sign out of sites, close programs, and leave lab clean when done

LIMITED USE
Some activities in the computer lab may only happen at the discretion of the instructor with permission only. Other uses violate of lab policy.

- Water: Bottled in closed container, must not be at computer.
- Cell Phones: Downloading content with permission ONLY. NEVER for texts, calls, inappropriate use of pictures, game playing, etc.
- Games: ONLY with teacher permission. Violent, disturbing, multi-player, cell-phone games not allowed. List may increase.
- Music: Only at approved times and if done so that no other can hear. Offensive music not allowed. Headphones must be worn.
- Printing: School-use ONLY. Limit on number of pages.
- Internet Use: School-use ONLY during work time. Limited to appropriate sites, content, and down time. Email only for school.
- Saving Files: Students will have a folder for file saving. No files may be saved to the desktop. It is recommended that students also save via email, flash drive (if usable), or at minimum make a backup copy.

CONSEQUENCES
Violation of lab rules will result in loss of privileges. Consequences will be at the will of the instructor, but will follow a level system.   A summary follows:

Reminder:
- Given for minor offenses, such as saving to the desktop
- Instructor makes a note of the offense
- No further consequence
- Repeated reminders will result in a warning

Warning:
- Given for moderate offenses, or repeated minor offenses
- Instructor notes offense, student must sign before lab use continues
- Restriction of computer use likely, depending on offense
- Other in-class consequences possible

Violation:
- Given for serious offenses, or repeated moderate offenses
- Written account signed by student and parents before reentry
- Restriction on computer use
- Possible referral to administration, depending on offense
- Other consequences possible

Severe Violation:
- Given for extreme offenses, or repeated serious offenses
- Written account signed by student, parent, and administrator
- Computer use by direct supervision only
- Referral to administration, law if necessary
- Other consequences possible

Terminal Violation:
- Written notification to student, parent, administration
- Referral to appropriate authorities
- Permanent ban from lab

For further information, contact Ms. Lowe   dlowe@libertyacademycs.org

2012-13 Internet Acceptable Use Policy

This form must be signed and returned before computer use is allowed

Name of Student (print) _____

Grade in school: 6   7   8   9   10   11   12   Other _____

STUDENT
     I have read and understood the "Internet Acceptable Use Policy" and agree to follow the computer lab rules. I understand that failure to follow these rules will result in the loss of privileges and possible further consequences. I will take responsibility for my responsible use of technology at school.

_____
(Student Signature)

PARENT
     I have read and understood the "Internet Acceptable Use Policy" and consent that my child will be able to use the computer lab as long as these rules are followed. I understand that failure to follow these rules will result in the loss of privileges and possible further consequences. I understand that I share responsibility for my child's behavior with my child.

_____
(Parent Signature)

EMAIL
     Some activities in class may require email use. If a student has an email account, this must be noted on this form. If a student does not have email, a temporary, in-class only account will be provided. Provided accounts will be closely monitored by the instructor. Please note which email system will be used.

◊ STUDENT ALREADY HAS EMAIL: (PRINT ADDRESS)

_____
Student email address for school use

◊ STUDENT NEEDS LIMITED EMAIL (Address provided in class)

_____
Sign to indicate an email account is needed

Questions? Contact Ms. Lowe
dlowe@libertyacademycs.org

Web Design – Disclosure (Miss Lowe)

Student name: _____

Class Period: _____   Grade   _____

What should I know about your child?   _____

_____

How may I best reach you? (List all that apply)
By phone
        Work Number _____

        Home Number _____

By e-mail
        Address _____

        Address _____

By mail
        Address _____

        _____

Do you have Internet access at home?   _____

(Parent) I have reviewed the disclosure document with my child and am interested in working together for my child's success:

        _____
                                        (Parent Signature)

(Student) I have read this document and understand my rights and responsibilities.

        _____
                                        (Student Signature)

Please sign this document and the Acceptable Use Form on the other side. Return them within the first week of school. Thank you.