

Mary Lillard Intermediate School
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5th Grade Technology Applications

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- Technology Applications TEKS may be viewed at:
<http://www.tea.state.tx.us/rules/tac/chapter126/index.html>

Summary of 5th Grade Standards:

Students use proper keyboarding techniques and acquire information by selecting the most appropriate search strategies. Students use word processing, graphics, databases, spreadsheets, simulations, multimedia, and telecommunications. They solve problems and communicate information in various formats and to a variety of audiences and evaluate their results.

In 5th grade **we will cover:**

- ◆ Computer Fundamentals
- ◆ Keyboarding Proficiency
- ◆ Desktop Publishing
- ◆ Spreadsheets
- ◆ Multimedia Presentations
- ◆ Electronic Information & File Formats
- ◆ Copyright

Grading Policy:

- 60% from daily assignments
- 40% from Projects and/or Tests

Students and parents are expected to be familiar with MISD's Technology AUP (on back)

MISD Student Technology Acceptable Use Guidelines

Summary

Technology tools and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school technology materials and Internet access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the district and may be accessed at any time by the district for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the technology tools and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. The Internet user log shall be archived for a period of six months.

PRIVILEGES: The use of the district network services is a PRIVILEGE, not a right, and inappropriate use may result in a cancellation of those privileges. The Chief Technology Officer with the campus administrator will deem what is inappropriate use and may deny, revoke, or suspend access to specific users.

SECURITY: Security on any computer system is a high priority. If you can identify a security problem within the network, you must notify the teacher or principal. Do not demonstrate the problem to other users. Do not use another individual's account, forge messages or post anonymous messages. Attempts to login to any system as any other user may result in cancellation of user privileges. Attempts to login to the district networks as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems in using other computer systems may be denied access to district network services.

NON-COMPLIANCE: Violations will be referred to a campus administrator for disciplinary or legal action. Consequences will be based on policies established in the Student Handbook, Code of Conduct, Federal and State law. In addition, failure to comply with this policy or directives may result, dependent on the severity of the breach, in withdrawal of your access privileges, exclusion from courses of study, placement in an alternative education program, or criminal prosecution. The individual is also subject to MISD Acceptable Use Policy. Faculty members will be notified of the student's loss of privileges.

Offenses that may warrant Consequences

- Intentionally wasting resources.
- Using the school's hardware, software or network for commercial purposes.
- Participating in any type of teleconferencing or chat without permission of instructional staff or using e-mail without instructional staff permission/supervision.
- Using another's password.
- Revealing passwords to others.
- Vandalizing any part of the computer hardware, software or the network. This includes theft of any hardware and or software.
- Displaying or sending offensive messages or pictures on the network or while using any school owned computer.
- Sending a threatening or harassing message.
- Trespassing in another's files or misusing or deleting another's files.
- Publishing inappropriate information on the district Web page.
- Other unethical use of the school's network system or to interfere with or disrupt network users, services or equipment as determined by the Chief Technology Officer.
- Interfering with the integrity of a network system.
- Interfering with the integrity of any e-mail system.
- Illegal activities that violate either State, Federal laws or District Policies.
- Intentional spreading of embedded messages or files.
- Violating copyright laws. This includes making illegal copies of school owned software.