

Buffalo Creek Middle School Technology Student Association



Advisor: Madeleine Ross

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Dear Parents,

Your son or daughter is in my Information and Communications Technology I, II, or III class (ICT). We are spending the first weeks in class learning computer rules, safety, and how to log into a variety of computer applications. All information for the classroom and assignments can be found on our classroom website at www.rossclass.us. Below is some additional information to help you and your child better understand the classes.

What will my student learn?

In these classes we learn keyboarding, basic computer skills, word processing, desktop publishing, Photoshop, Illustrator, Flash animation and web design, depending on your student's level (see the chart below). We are housed in a lab with over 40 computers as well as a great array of additional technology including digital cameras, video cameras, scanners, drawing tablets and a 3D printer.

Applications and sequence for each course:

ICT Level 1	ICT Level 2	ICT Level 3
1. Type to Learn (Keyboarding)	1. Adobe Photoshop CC – Adv.	1. Independent projects in multiple Adobe CC apps
2. Microsoft Word	2. Adobe Illustrator CC	2. Adobe Dreamweaver – Web Design
3. Microsoft Publisher	3. Game Maker	
4. Microsoft PowerPoint	4. Adobe Flash CC	
5. Adobe Photoshop CC – Beg.	5. Adobe Dreamweaver – Beg.	

What can you do to help your student at home?

Both the Type to Learn keyboarding program, Microsoft Office (Word, Publisher, PowerPoint, etc.), and Adobe CC (Photoshop, Illustrator, etc.) are **FREE** for students to use or download on their computer **at home**. Type to Learn is a web based program that students can access at home through a web browser. Adobe CC and Microsoft Office are available to install on home computers through Adobe and Office 365 respectively. Students are also required to save their work to their Manatee County OneDrive account. This is a cloud account that allows students to store files that they can retrieve from any computer (school or home) or cell phone with Internet access.

In addition, students are shown how to use the school district's WebNet portal. This gives them access to their grades on FOCUS, as well as email and their OneDrive account on Office 365, and a large array of other school applications. I encourage you and your student to access WebNet at home at webnet.manateeschools.net as a jumping off point for all the online resources the district has to offer.

Rules for using technology:

I hope your child is able to have a great time learning and using all this wonderful technology. However, in order for everyone to enjoy our equipment all year long, it is important that we follow some rules and guidelines. We spend the first weeks discussing the rules for the lab as well as what constitutes improper use of technology as described in the *Code of Student Conduct (pages 52-53)*. The *Code of Student Conduct* can be accessed online through my website on the first assignment, through the school's and district's websites, or you can obtain a paper copy from the district office. Your child should understand what is expected of them in the lab.

Each student will be required to turn in a Lab Safety Agreement which I will be sending home. It is also available on our classroom website on the first assignment. Please review the rules and consequences with your child so that you both understand exactly what is expected in order to keep the equipment working and everyone safe. Both you and your child should then sign the bottom of the agreement and return the form to me **FOR A GRADE** as soon as possible.

Want to join TSA?

Students in my classes are encouraged to join the Technology Student Association (TSA). This is an after school technology organization in which students create projects and enter them in district, state, and national competitions. I've asked all students who are interested in joining TSA to take home a brochure and membership application. The application, brochure, and a promotional video can also be found on my website and the Buffalo Creek website on the TSA page under "Activities". Please read the information carefully as students must maintain a good grade point average, and must not have an outstanding discipline record to be an active member. In addition, there is a \$30 membership fee, and additional costs if your child attends any of the competitive events at conferences. Return the application and membership fee as soon as possible if your child wishes to join. The club will meet on Thursdays directly after school until 5:30 pm, beginning August 22nd. If you or your child would like to attend, *before making the decision to join*, you are more than welcome.

If you have any questions, please feel free to email or call.
(rossm@manattschools.net / 721-2260 ext. 2226).

Sincerely,

Madeleine Ross