Cyber Foundations

Welcome to Cyber Foundations! The 7th grade class has recently changed from ICT I to a new curriculum focused on critical 21st Century skills. To help the school year get off to a good start, I would like to take this opportunity to tell you a little about the class.

Cyber Foundations is similar to classes students have taken in previous years in that we have routines, classroom rules, assigned seats, class work, tests, and grades. Cyber Foundations differs, however, in a few ways. First, because of the specialized software and tutorials used in class, all work must be completed in the computer lab. This means attendance is critical to student success. New tasks are presented daily and build in complexity throughout a unit. If a student falls behind schedule, he/she can come back to the lab to catch up during activity time. The lab is open from 7:15 until 4:00 for students who need to work before and after school. Students must make arrangements *before* coming back to the lab to complete or make up assignments.

Written homework is extremely rare in Cyber Foundations. Instead, students receive a Weekly Lab Grade on Monday of each week. This grade counts as a homework grade and reflects their work habits from the previous week. These sheets are due on Fridays. Late Weekly Lab Grades are not accepted. If a student loses his/her lab grade, I will give that student a duplicate lab grade. Please see the attached Sample Weekly Lab Grade, Lab Rules, SPSD Acceptable Use Policy. The first Weekly Lab Grade should go out on Monday August 14, 2017, and will be due by Friday, August 18, 2017.

One of the most important tools we will use in Cyber Foundations is a learning management website called Canvas. The Canvas site is provided by the MS Department of Education. Each student will have an account that he/she can access anywhere that has an internet connection. Students will log in daily to receive instructions for the day, complete class work, download documents, take tests, and check grades. Students can also use the daily announcements provided on the Canvas site to see what he/she missed if absent. Canvas accounts are usually activated by the second full week of school. Students will receive login information at that time. (Parents should feel free to contact me for their student's

login information if necessary.) Canvas is a valuable resource for preparing students for virtual learning environments they will encounter in future classes.

We will begin the school year with a focus on lab safety and digital citizenship. Our first test will be a safety test that covers the lab rules and SPSD Acceptable Use Policy attached to this letter. Our main focus during first semester will be keyboarding and Microsoft Office applications. Keyboarding is an ongoing unit in Cyber Foundations that will be presented throughout the school year. Lessons are completed using the keyboarding software installed on the lab computers. Students will learn (and be graded on) proper keyboarding posture and technique and will build skill in accuracy and speed throughout the year. Cyber Foundations students are expected to reach a goal of 30 correct words per minute by the end of seventh grade. Other topics in Cyber Foundations include computing fundamentals, career exploration, logic, web development, and programming.

I post my lesson plans weekly on my South Panola teacher webpage. You can easily access this page by clicking on my name under the Teachers link on Pope's website. My conference period is 2:10-3:08 each day. Please feel free to contact me if you have any questions or if you would like to set up a conference. My email address is cdoubleday@spanola.net or you may call the school office at 563-3732.

I look forward to a rewarding school year and getting to know your student.

Carrie Doubleday, NBCT
Cyber Foundations
Pope School