Dear Forsythe Family,

Welcome!

Your student is currently enrolled in Web Design. The goal of this nine week course is to provide students with the opportunity to create a personal website as a portfolio of their work. A website is an efficient and effective way to collect, organize and present images, text and videos of their academic accomplishments and community activities, now and in high school.

Students do not need special skills or equipment to be successful in this class. We will be using https://education.weebly.com as our web development tool. Of course, any past layout and design experience students' have will help them with the creative elements of their work. Also, they may use their personal devices, such as cameras, phones or tablets, once I receive your signed approval of the attached Ann Arbor Public School's policy on "bring your own device" (BYOD). Shared devices will be made available for all others.

Students' growth will be assessed on their participation in class.

Your child's first assignment is to review *both sides* of this document with you and return it to me by _____. You will be able to view this and future assignments in Power School to help you and your child know what they've accomplished and whether any items are pending.

My goal is to provide students with the opportunity to engage in meaningful lessons and grow beyond their current abilities. Please feel free to contact me with questions or concerns.

Sincerely,

Susan Bartman

Visual Art Teacher
734/994-1985, ext. 32426

bartman@aaps.k12.mi.us
http://artroom311.weebly.com/

(Detach here; keep top portion for reference)

Date Returned: _____

Student:_____   Parent/Guardian:_____

E-mail:_____   Phone contact(s):_____

_____   _____

Bartman   **Web Design**

Behavior Expectations for the Computer Lab

Below is the information you need to work constructively, and with purpose while participating in this class. It is an outline of what I expect from you regarding your conduct. Your signature at the bottom tells me that you've read this sheet and understand it fully. Be sure to ask questions if you don't.

1. Arrive on time. Take care of your personal needs before or after class, this includes drinks of water, bathroom visits, locker issues etc.

2. Participate constructively. Always bring your planner and a pencil or pen to class, and be ready to engage, listen and participate.

3. Respect the environment. Do not bring food or beverages into the lab. Clean-up your trash and recycling by placing it in the proper containers. We share this space with other students so let's leave it how we want to find it.

4. Never change any of the settings on the school owned devices. Intentionally doing things that create unnecessary work for our tech staff could mean consequences for you.

5. Look for the daily color signal on the front board to know if it will be a tech or, a no-tech device day:
    Green is YES; **Red** is No; **Yellow** is *as time allows*.

6. Turn off or sleep the computers once your work is saved and programs are shut down. Push in the stool in and remember to take your personal stuff with you.

7. Be courteous to, and respectful of each other; everyone has something to contribute to the larger group. Remain open to new ideas.

Meeting these basic expectations will make the computer laboratory a great place to be and work. **Thank you~**

_____ _____
     date   student's signature

Lab Expectations