



Computer Essentials-CB02

Mr. Zahner
Room 210

Dear Parents and Guardians

I am delighted to have your son/daughter in Computer Essentials. The goal of this course is to help students gain a strong foundation and become more efficient with computer use as they learn keyboarding, speech recognition, and computer applications. The skills learned in this class will help students in many aspects of their daily lives.

Students will be given a folder to keep in the classroom with most of their class materials. They will need to bring their Smith planning calendar and a pen/pencil to class each day. Ask your son/daughter to see their planner on Fridays for their weekly progress report.

Attached you will find an overview explaining course policies and expectations along with the MPS Code of Ethics Agreement which must be signed and returned. Be sure to read and discuss these documents with your son/daughter. If you have any questions, please do not hesitate to call me at 472-9915 or email at bhzahner@mpsaz.org. **The best time to reach me by phone is between 10:15-10:45 daily.**

I look forward to working with your son/daughter. Your comments and suggestions are welcome throughout the year.

Please sign, detach, and return this lower section to me after having read the *Code of Ethics and Course Overview*. I appreciate your support.

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Name: _____

Date: _____

Class Period: _____

We understand that it is the student's responsibility to follow all school and classroom rules. It is expected that the computer equipment, electronic media, and computer lab furnishings be treated with care. Students should immediately notify the instructor of any damage that was not present at their assigned station the day before. If a student damages any equipment, electronic media, or furnishings she/he is responsible for the replacement cost of the damaged items.

We further understand that use of the Internet is not a part of this course and that students are not permitted to access the Internet in this class without teacher permission. Any misuse will result in disciplinary action. We have read and understand the attached *Code of Ethics and Course Overview*. My child agrees to abide by all of the rules.

Student

Date

Parent or Guardian

Date