

# MAC LAB / DIGITAL ARTS

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**W**elcome to Digital Arts. After watching the videos on <http://maclab.guhsd.net/students/> and reading and signing the requisite forms, you will be provided with an email account, a 100 MB digital locker, high-speed Internet access, industry-standard tools, and guidance to use each in an ethical, professional manner. Should you choose to attend regularly and follow directions consistently, I guarantee that you will succeed.

## OVERVIEW

Digital Arts is a hands-on, laboratory-type course and therefore most of your work will be completed in class. Regular attendance is critical. You must make up absences before school, at lunch, and/or during Mac Lab Saturday School or your grade will suffer. Excused absences are not an exception. Any truancy will earn you a referral and a Mac Lab Saturday School. Tardies will cost you an extra 30 minutes in the lab. Four tardies will result in a referral/Mac Lab Saturday School combo.

Should you require additional time or personalized instruction, you may come to the Mac Lab early mornings or during lunch (and earn extra credit for the effort). I typically open the lab before 6:00 each morning. Because I require little or no homework, I *absolutely insist* that you be logged in and working before the bell rings and that you *remain on-task* until you are dismissed (after the bell). I do not offer restroom passes. If you want a pass it will cost you an extra 30 minutes of lab time. As a reward for those who take care of business on their own time, I grant 60 minutes of extra credit each reporting period (up to 6 hours of extra credit over the course of the year).

Should you feel these guidelines are unreasonable, I strongly suggest you speak to your counselor and enroll in an alternate course.

## EXPECTATIONS

I expect you to succeed and have fun in the Mac Lab. Because students are coming into this class with a variety of experiences and abilities, students must be able to be self-directed. This is a project-oriented class. I will do a minimal amount of lecturing and the expectation is for students to be working on their projects and becoming proficient with the software and assignments. Video tutorials are provided to help to insure your success.

## GENERAL OBJECTIVES

Upon successful completion of this course you will be able to:

- locate and evaluate the reliability of information found on the World Wide Web
- demonstrate an understanding of the elements and principles of design and composition
- use scanners, digital still and video cameras to enhance expressive skills
- combine information, imagery, sound, animation, and/or video in a cohesive, expressive manner
- identify, appraise, and execute the principles of professional, ethical self-expression
- formulate, refine, and present your own ideas to a group
- formally present your own projects to the class
- create and maintain your own Website and electronic portfolio with industry-standard tools

## CONTENT STANDARDS/ESLRs

Our primary content standards are Visual and Performing Arts (both Proficient and Advanced) and the new California Career Technical Education Model Curriculum Standards. Further information may be found at their respective Websites: <http://www.cde.ca.gov/ci/vp/cf/> and <http://www.sonoma.edu/cihs/cte/>

Because some of these standards and the associated classroom activities overlap many ESLRs, this course will also help students meet graduation requirements and prepare for life after high school. Links to specific content standards, ESLRs relating to this course may be found on our Website.

## ACADEMIC DISHONESTY

No form of academic dishonesty will be tolerated. Please refer to the 2008-2009 Behavior Code Student Handbook for a list of infractions and consequences. The use of copyrighted material without the expressed written permission of the copyright owner is absolutely prohibited. No exceptions!

## GRADING POLICY

Since virtually all of our work will be completed in class it is *critical* that you attend regularly. Likewise, it is *essential* that you *remain on-task* while in the lab. One-half of your overall grade will be determined by attendance and participation. *You cannot participate if you are absent!*

## GRADING BREAKDOWN

50%	Classroom Participation
50%	Projects and Presentations*

\*Missed deadlines affect participation *and* project scores. You must complete all assignments. You may make-up assignments before school, during lunch, or at Mac Lab Saturday School.

**Note:** *Participation* means that you are on-task whenever you are in the lab. The task may be listening or observing or responding. It might mean working in groups or individually. If you consistently follow directions and abide by the classroom guidelines, you are participating.

## STUDENT RESPONSIBILITIES

Stay on-task and I will assign little (if any) homework.

- When you walk into the room, sit down and begin to work (assignments will be posted). *The bell does not start the class—you do.* Anyone who has not begun to work by the bell will be considered tardy.
- Do not stop working near the end of the period. *The bell does not end the class—I do.* Anyone who has stopped working before the bell will be considered off-task.

You have a choice: Give full effort each day or I *will* keep you after class *and/or* assign you extra lab time. The extra lab time will *not* be extra credit.

- No food, drink, candy, or gum is allowed in the lab (water is okay)

Consider yourself warned. Chewing gum in the Mac Lab will cost you 30 minutes. If you bring any other consumable into the Mac Lab, you will receive a referral and a Saturday School. (If you leave the offending consumable in your backpack I'll never know you had it and we won't have a problem.)

- No downloads or changing of *any* system settings without instructor's permission
- No cell phones, pagers, iPods, PSPs, music CDs, etc. without instructor's permission
- No personal email, games, chat rooms, or instant messaging
- Treat the equipment, your peers, and the instructor with respect

Depending on the severity of the situation, consequences will range from confiscation of the electronic device, staying after class, letters/phone calls home, referrals, Saturday School, etc.

Confiscated electronic devices will be sent to the VP's office and your parent/guardian must come to the school to reclaim the item.

Please watch the videos on <http://maclab.guhsd.net/students/> for additional details.

# MAC LAB

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## THE RULES

- Stay on-task and follow all rules and instructions
- Treat the equipment, your peers, and the instructor with respect
- No food, drink, candy, chips, and/or gum in the Mac Lab (water is okay)
- No downloads or changing of *any* system settings without instructor's permission
- No electronic devices or music CDs without instructor's permission
- No personal email, games, chat rooms, or instant messaging

## THE CONSEQUENCES (depending on the severity of the situation):

- Instructor will send electronic devices to VP's office
- Letter and phone call home (you'll write the letter)
- Extra lab time
- Before or after-school detention
- Referral/Mac Lab Saturday School
- Loss of computer privileges/ Removal from class

## STUDENT

I have read, understood, and agree to abide by these written guidelines and the additional information detailed on <http://maclab.guhsd.net/students/>

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT/GUARDIAN

I have discussed this contract with my child. I understand and support this plan. I am also aware that additional information has been posted for me at <http://maclab.guhsd.net/parents/>

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTOR

I will administer this contract in a fair, consistent manner.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Grossmont Union High School District

Information and Technology Services

Dear Parent,

We are excited to be able to share school events and student accomplishments with the world via the Internet. We would like to showcase your child's work or accomplishment on World Wide Web. Electronic pages are not unlike newspaper articles, only with a greater distribution potential. Part of the motivation for students is that parents and community members will be able to view their work and accomplishments with pride. We are sensitive to the fact that not all parents may wish for their child's picture to be included in an Internet presentation. Be assured that **no addresses or telephone numbers will ever be included in conjunction with a child's name or picture**. If you prefer that your child's picture not be included, this will in no way adversely affect any credit or recognition your child may receive for his or her work or achievement.

**NO STUDENT PHOTOS OR WORK WILL BE INCLUDED WITHOUT STUDENT AND PARENT/GUARDIAN CONSENT**

If you have further questions, feel free to call 644-8252. Please direct email correspondence to: [webmaster@grossmont.k12.ca.us](mailto:webmaster@grossmont.k12.ca.us)

Mike Johnson  
Teacher on Special Assignment - Internet Development

I hereby grant to the Grossmont Union High School District, its representatives or assigns, permission to use photographs and/or work of/by

\_\_\_\_\_ a minor, in conjunction with

**MINOR'S NAME**

the minor's name in its electronic presentation of school events and student accomplishments to the general public and hereby release, discharge, and agree to save harmless the Grossmont Union High School District, its legal representatives or assigns, and all persons acting under its permission or authority from any liability arising from the electronic presentation or subsequent uses of said photographs including without limitation any claims for libel or invasion of privacy. I also warrant that I am the legal guardian of the aforementioned minor.

\_\_\_\_\_  
Parent/ Guardian signature                      date                      Student signature                      date  
revised 6/00

Instructor or employee submitting this request: If the request includes use of student writing or art, please describe here nature and use.

Students in the Mac Lab are required to design, create, upload, and maintain a Website containing a portfolio of their classroom projects. The Website will be located at: <http://ebackpack.guhsd.net/aa123456/Sites> (substitute your child's ebackpack ID number for aa123456). The Website will be removed from district servers on or about August of 2009.

# GUHSD Network Acceptable Use Policy

## **Purpose**

The GUHSD data network exists for limited educational purposes including classroom activities, continuing education, professional development and educational research as well as voice, video and administrative communication, security and data processing. The policies concerning its use are an extension of the school's behavior code.

## **Protections**

While the GUHSD takes reasonable precautions to limit access to material which may be harmful or inappropriate for high school students, it is impossible to control all content accessible from the Internet and makes no warranty as to the accuracy, quality or appropriateness of information it contains.

Teachers and staff will instruct students on the appropriate use of network resources and will take all reasonable precautions to ensure that information gathered from the Internet supports educational goals.

Students will alert their teacher, librarian or administrator immediately if they encounter harmful material, inappropriate communication, or suspect a breach of network security or illegal activity.

Users of the network will use respectful language, maintain privacy of personal information and respect copyright and other applicable laws.

The District shall not be responsible for service interruptions, errors or data loss of user-generated files. Network users should make regular backups of important files.

## **Prohibitions**

Network users may not download material or engage in activities that infringe on the rights of others or violate Governing Board policies, administrative regulations, or existing laws. These include but are not limited to knowingly accessing, transmitting or storing communications or materials that are: abusive, defamatory, deceptive, destructive (virus-laden), fraudulent, harassing, obscene, profane, racially offensive, sexually explicit, threatening, unwanted (junk email/spam), or that promote criminal behavior of any kind.

No student-created work shall be posted publicly online without student and parent/guardian permission.

The GUHSD data network shall not to be used for public forums, political lobbying or for commercial purposes. Advertising or soliciting that is not pre-approved by the Superintendent or his/her assignee is prohibited.

Tampering, "hacking", theft, vandalism or other interference with the function of District hardware, software or the data network shall be grounds for disciplinary action and possible referral to law enforcement for prosecution. Disciplinary action may include revocation of network use, school suspension or referral for expulsion.

The physical or wireless attachment of any device to the network without prior authorization of Information and Technology Services is prohibited.

## **Privilege**

Use of the district data network is a revocable privilege. Parents or guardians may be held financially responsible for any harm resulting from their child's willful misuse of the district network or its parts. The District reserves the right to monitor information stored in its data systems for the purpose of determining whether a violation of its policies has occurred.

For specific questions regarding this policy, please contact your school administration or the Executive Director of Information and Technology Services. (619) 644-8240.

Acknowledgement:

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date