

Dear Parents,

I am so happy to be returning as the HCES Computer Technology Instructor again this year. I have greatly enjoyed working with your children and look forward to another rewarding year.

I see every grade level once a week. Class time varies per grade level:

Kindergarten: 30 min.

1st and Grade: 45 min.

2-5 Grade: 60 min.

6th Grade: 45 min. in accordance with the Middle School class period schedule.

All grade levels with the exception of kindergarten will have skill building sessions in the following: Acceptable Use, keyboarding (touch-typing), research, word processing, multimedia presentations and grade appropriate advanced projects.

As with last year the school needs to have a permission form signed before your student can participate in assigned activities in the computer lab. Two changes are being made to this process. One is that you will no longer need to sign a permission form each year. The new agreement specifies that it is valid as long as your student is enrolled. You may of course make changes to your preferences at any time. The second being that in an effort to conserve resources we have made the **Acceptable Use Policy and permission forms available for view and printing online at www.horizonces.org under the 'handbook' tab and in the school office. Copies can also be emailed at your request.**

Forms need to be turned in no later that Friday, September 19th

After this date students without permission forms on file may be unable to participate in class and risk falling behind in assigned work.

Please remind your child that students are only aloud to access school approved preloaded games and internet sites. “Free Surfing”, internet chatting and emailing will not be allowed in the lab even during “free” time unless it is an assigned, pre-approved (by parents and staff) and guided as a fully supervised activity. Failure to adhere to this policy may result in dismissal from the computer lab, detention or both.

Be assured that I conduct class with your child's upmost safety in mind and if you have any questions or concerns about the use of our network or the curriculum please do not hesitate to contact me via email at hdaley@horizonlife.org or phone at HCES: 503-692-9312 ext. 209.

God’s Blessings to you and your family,

Heather L. Daley
Computer Technology Instructor
Horizon Christian Elementary School
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