

<b>School:</b>	Carl Hayden High School		<b>Teacher (s)</b>	Michael Marmolejo	
<b>Department:</b>	Center for Computer Studies Magnet Program		<b>Teacher (s)</b> <b>Email:</b>	<a href="mailto:marmolejo@phoenixunion.org">marmolejo@phoenixunion.org</a>	
<b>Course Title:</b>	Computer Graphic Design 1-2		<b>Course Code:</b>		
<b>No. of Credits</b>	1 credit	<b>Grade Level(s)</b>	10, 11, 12	<b>Prerequisite(s)</b>	CSH 1-2 or ECS 1-2 or teacher approval



**Course Description:** Students create real publishing projects using a variety of computing technologies. Solutions for communications problems are reached using page layout, web page design, graphics, digital imaging and type applications. Principles of typography and color are emphasized. Graphic design principles are used to create publications such as posters, brochures, newsletters, logos and animation.

**Students will benefit from taking this course** by learning basic principles of design and applying them in a variety of real-world applications. Students will become proficient at using the computer as a design tool, synthesizing information and using the principles of design to communicate a relevant message in an appropriate publication using computer technology.

### Materials Required:

Students are required to access Teams, Google Classroom, and other academic sites as needed. StudentVue is used regularly to promote academic accountability. A District-provided laptop is strongly recommended. Headphones are encouraged but not required. No fees are required for a computer science magnet course.

### Grading System:

Grades are determined by the following weight system:

- 50% Assignments
- 40% Assessments (projects, presentations and tests)
- 10% Final Exam

Grades are assigned on the following scale:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- below 60% = F

Assessments may take the form of projects, presentations, or written and/or online tests. Projects and presentations are graded based on rubrics. The final exam is required; failure to take the final exam can result in a failing grade or an incomplete grade, which can turn into a failing grade. Extra credit is not available. However, assignments, tests, and projects can be redone and re-submitted for a higher grade. Accommodations and modifications will be made per IEP and 504 Plans.

Students and parents can check their grade and attendance at any time by going to StudentVUE/ParentVUE. You can download the app for your phone or go to the website from the link at [www.carlhaydenhs.org](http://www.carlhaydenhs.org). Assignments can be found in Microsoft Teams and at the magnet website: <http://haydenmagnet.org>.

### Title 1:

Academic tutoring and test preparation is available to all students. Additional support for passing classes and graduating on time is the intent of these services. Support through Title I funding is available in the areas of: math, reading, and English. If interested, please contact the Principal Julio Rubio 602-764-3035 / [jrubio@phoenixunion.org](mailto:jrubio@phoenixunion.org) or Assistant Principal for Instruction Gwendolen Lee 602-764-3032 / [glee2@phoenixunion.org](mailto:glee2@phoenixunion.org) for additional information.

### Make-up Policy:

The final deadline for all assignments and assessments is the last Wednesday of each term in which they were assigned, without penalty. Up until that time students can redo an assignment or project for a better grade. Multiple resources will be made available to students to assist them in making up work. Resources include, but are not limited to, tutorials, videos, presentations, quizlets, etc.

## Attendance Policy:

"Absent" is defined as nonattendance in an assigned class or activity for more than one-half of the period. (PXU Governing Board Policy J-1561 JHR)

"Tardy" is defined as not being in the assigned class or activity when the tardy bell has finished ringing. (PXU Governing Board Policy J-1561 JHR)

Students may lose credit for the semester in any course, when reaching a total of ten-plus (10+) excused/unexcused absences and after documented interventions have been exhausted (Handbook for Students and Families).

## Plagiarism/Cheating:

Plagiarism is turning in someone else's work as your own. Copying code or creative content from online resources does not constitute original work. Misrepresenting your work is considered cheating. Students are expected to create their own original projects. Plagiarism in any form will not be tolerated and may result in loss of credit for the project or repeating the work with a penalty. Cheating on a test is not permitted and will result in loss of credit for the test, with a penalty for retaking the test.



## Carl Hayden Center for Computer Studies Student Computer Acceptable Use Policy

*(The following policies are in effect whether the student is using a Center for Computer Studies computer or his/her own portable computer or mobile device. If one type of machine is specified, then assume that any and/or all devices are implied.)*

**Internet Use Policy:** Internet access is available on campus to members of the Computer Studies Magnet Program. The Center for Computer Studies (CFCS) is pleased to offer Internet access, its unique tools and its multitude of resources for student use. While the Internet may have its disadvantages, The Center firmly believes that the benefits to educators from access to the Internet far exceed any drawbacks. Using the Internet, however, is a privilege, not a right. This privilege may be revoked at the discretion of the Center for Computer Studies or the Dean of Students. This Agreement has been developed to govern the use of Internet resources and to ensure that those resources are used solely in accordance with The Center's stated mission, goals and objectives. All students agree to indemnify and release the Phoenix Union High School District, Carl Hayden Community High School, The Center for Computer Studies, its faculty, staff, directors, employees and all related organizations from any liability, damages or consequences that may result from use of the Internet. All students enrolled in classes within the Center for Computer Studies must read this Acceptable Use Policy Agreement and agree to its terms.

### I. Acceptable Use Policy

Only usage supportive of educational research and consistent with the objectives and standards of the Center for Computer Studies is allowed. Use of other organizations' networks or resources must comply with rules appropriate to said networks. Transmission of materials in violation of any United States or state organization or law is prohibited. These materials include, but are not limited to: copyrighted material, threatening or obscene material, or materials protected by trade-secret law. Use of the Internet on Computer Studies equipment for commercial activities or on behalf of for-profit institutions is not acceptable. All data, information, and materials stored, either school or personal related, on CFCS computers, or networks are considered property of the Center for Computer Studies and can be subject to modification, deletion, or review.

### II. Code of Computer Etiquette and Online Conduct

Users are responsible for appropriate behavior while using school computer networks. **Any and all policies outlined in the Student Handbook apply.**

All activity deemed unacceptable, inappropriate or illegal by district, school and CFCS policy is prohibited. Information determined to be in violation of said policies will be forwarded to the Dean of Students and dealt with in accordance with policies laid forth in the Student Handbook. Such activity may include, but is not limited to:

1. Intentionally downloading, displaying or sending pornographic, racist, militant, or otherwise offensive material.
2. Using obscene or profane language.
3. Harassing, insulting, or attacking others.

4. Damaging computers, computer systems, or networks. This includes, but is not limited to:
  - a. Modifying single-workstation Control Panel settings, spell-checking dictionaries or other utilities.
  - b. Installing, or attempting to install, software without express permission from appropriate authorities.
  - c. Changing hardware configuration settings for computers or printers.
5. Violating copyright laws.
6. Using computer systems for the purposes of academic dishonesty including, but not limited to cheating, plagiarism or forgery.
7. Using other users' passwords to access network resources.
8. Reviewing, modifying or displaying information from the files of administrative systems of the Phoenix Union High School District, Carl Hayden High School, and the Center for Computer Studies or of other organizations.
9. Intentionally wasting limited resources.
10. Using computer systems for commercial purposes.
11. Any other activity which may be deemed inappropriate at the discretion of the Center for Computer Studies.

### III. Electronic Mail

Electronic mail is defined as a personal electronic message sent by or to a user in correspondence with another person or persons having Internet access. The Center for Computer Studies is pleased to provide a managed Gmail account that students are authorized and encouraged to use for educational activities as prescribed by the CFCS curriculum. Users are expected to remove old messages in a timely fashion, and system administrators reserve the right to remove such messages if not attended to by the user in question. The passing of chain letters via electronic mail is specifically prohibited. Mail messages may be monitored and inspected by the system administrators, although the system administrators will not normally inspect the contents of messages sent by one member to an identified addressee or disclose such contents to anyone other than the sender or an intended recipient without the consent of the same, unless required to do so by law or by district policy, or to investigate complaints regarding cheating, defamatory, abusive, obscene, profane, threatening, offensive or illegal material.

Users are expected to abide by reasonable standards of etiquette in the use of electronic mail and to obey the norms set down in section (II) herein.

### IV. Security

Users are expected to respect security as a high priority. If a security problem in any computer, network, or Internet connection is detected, the user must notify a CFCS instructor of the problem without demonstrating said problem to other users. Users may not let others use their account and password. Attempts to log in to the system using another user's account will result in termination of the account.

Online Vandalism will result in cancellation of privileges. Software Vandalism is defined as any malicious attempts to harm or destroy data of another member, the CFCS, Carl Hayden High School, the Phoenix Union High School District or any of the agencies or networks connected to the Internet. Software Vandalism may also include the destruction of, or tampering with, any computer or the system network by erasing programs, reconfiguring hard drives or disconnecting from the network. Software Vandalism, as defined herein, may include, but is not limited to, the uploading or creation of computer viruses. Suspension and/or dismissal from the Center for Computer Studies Magnet Program will result, and further penalties may be applied at the discretion of the Dean of Students.

Persons identified as security risks or as having a history of problems related to computer systems may be denied access at the discretion of the Center for Computer Studies faculty.

### V. Care of Equipment

Users are expected to take responsibility for the proper care and maintenance of computer equipment and peripherals. Users are responsible for immediately reporting any problems with the equipment to the CFCS faculty. Students are not allowed to alter or reconfigure hardware (including keyboards, mice and other peripherals) without faculty permission. Intentional defacement, damage to, or destruction of CFCS equipment will be considered Vandalism, and will be prosecuted to the fullest extent of school policy, district policy as outlined in the Student Handbook, and state law. Defacement, damage or destruction of CFCS equipment, whether intentional or unintentional, may be charged to the student's account at the full replacement value of the affected equipment at the discretion of the CFCS faculty. Per district policy, charges applied to the student's account must be paid in full before said student will be allowed to graduate.

### VI. Personal Usage Provisions

#### A. Student User Liability

Student users are personally responsible and liable for the legality and security of all data maintained, downloaded, or installed on personal smartphones, tablet PCs, computers, laptops, and network servers without express permission of the CFCS. Student user is liable for the loss of school or personal data or software due to personal smartphones, tablet PC, computer, laptop, or network malfunction resulting from the actions of the

student user. Student users are also responsible and liable for the maintenance and backing-up of all school and personal data that is stored on personal smartphones, tablet PCs, computers, laptops and network servers.

B. Personal Equipment Responsibilities

- i. Students are prohibited from connecting personal equipment to any CFCS equipment without the express permission of CFCS faculty. This includes, but is not limited to: charging smartphones or tablets via USB, connection of external high capacity storage drives, and Bluetooth peer-to-peer connections. Continued inappropriate and insecure usage will be brought to the attention of the Dean of Students, and may result in denial of access to CFCS facilities, and dismissal from the Magnet program.
- ii. Student user accepts all liability for hardware or software malfunctions resulting from a third party.
- iii. Student users are responsible for the maintenance and protection of their own equipment, and accept all liability for the theft, loss, or any and all damages to their own personal equipment.

VII. Miscellaneous

A. Copyright and Public-Domain Material

Copyrighted material must not be placed on any system connected to the CFCS without the copyright owner's permission. Only the owner, owners or persons specifically authorized thereby may upload copyrighted information.

User may download copyrighted material for his own use. Any user may also non-commercially redistribute a copyrighted work with the express permission of the owner or authorized person. Any user may upload public-domain materials to the network. Any user may download public-domain materials for their own use or non-commercially redistribute a public-domain work. Users assume all risks regarding the determination of whether a material is in the public domain.

B. Disclaimer

The Center for Computer Studies cannot guarantee smooth operation of its computer systems. The CFCS cannot be held liable for printing problems, loss of data, inability to access data, network slowdown or other network problems that arise from circumstances beyond its control. It is recommended that students make backup copies of all assignments in print and electronic form.

C. Enforcement Provisions

In order to assure adherence to this Agreement, the faculty and staff of the Center for Computer Studies and Carl Hayden High School and the Phoenix Union High School District reserve the right to monitor any and all system activity and to inspect any files, including electronic mail, stored on the system. Users' privacy is not guaranteed.

D. Limitation Of Liability

All policies stated herein are applicable to the Center for Computer Studies' computer facilities and are subject to change at any time at the discretion of the faculty and staff. These terms and conditions shall be governed and interpreted in accordance with the policies of the Phoenix Union High School District and the laws of the State of Arizona and the United States of America.

E. Consequences

Violations of any of the policies described in this document will result in disciplinary action, at the instructor's discretion. These actions may include, but are not limited to:

1. Detention or referral, as governed by district policy.
2. Loss of network or computer privileges.
3. Removal from Magnet activities, up to and including removal from Magnet classes.
4. Financial charges applied to the student's account in the event of accidental or intentional defacement, damage to, or destruction of CFCS equipment.
5. Criminal prosecution to the fullest extent of school policy, district policy as outlined in the Student Handbook, and state law.

