Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Period\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seat#\_\_\_\_\_\_\_\_\_\_\_\_

GRAPHICS DESIGN

STUDENT TECHNOLOGY & PROCEDURE AGREEMENT

(Please refer to Cobb County Administrative rule IFBGE-Internet Safety & the Kennesaw Mountain Student Handbook for use agreements)

**Please review the BYOD policy, print out and complete the form. Then return it to Dr. Pool.**

Personal devices will be used to enrich classroom instruction, but are NOT required for success in this course.

**Students MAY use the internet and/or personal devices for the following reasons:**

1. To get images (photos and illustrations) or watch video tutorials for use in class.
2. To research information for a project or assignment
3. To utilize APPS related to graphic design, photography, notetaking, organization and class instruction

**Students may NOT use the internet and/or personal devices for the following:**

1. Social media such as Facebook, Twitter, Snap Chat, Instant Messaging, Skype, etc.
2. Email that is personal and not related to graphics
3. Non-instructional games, videos or music

**Expectations for computer and/or personal device use in the Graphics Lab:**

1. Sit at the computer assigned to you according to the seating chart. Do not use someone else’s computer unless you have teacher permission.
2. Personal files, games, or music may NOT be downloaded on the computers at any time.
3. Headphones are provided for use while watching online instruction, screening/editing music or video. Volume should be kept at an appropriate level so that other students are not distracted, and instructions can still be heard when needed.
4. Computer settings may ONLY be changed with teacher permission.
5. Photos that are loaded for class projects should be appropriate for school.
6. Always log-out of your computer and leave a clean/organized work station.

**Consequences of Abuse:**

1st OFFENSE: Warning by teacher

2nd OFFENSE: Teacher assigns detention and contacts parent

3rd OFFENSE: Administrative referral

4th OFFENSE: Lab privileges evokes and book work will be assigned the remainder of the semester.

**Remember the county and your instructor are monitoring your classroom activities and can access individual computer accounts as necessary. The teacher reserves the right to ban any student from using technology in class- AT ANY TIME- should the misuse be overwhelmingly inappropriate.**

**TECHNOLOGY USE IS A PRIVILEGE AND NOT A RIGHT!!!**

**You are responsible for your personal electronic device.**

Dr. Pool, Kennesaw Mountain High School, and Cobb County School District are NOT liable for any device stolen or damaged on campus. I have read and

understand the rules above and am willing to follow these rules to have access to the internet in the Graphics Lab. Any violation of these rules will result in

disciplinary action and may jeopardize my right as a computer user.

I have also read the Graphics Design Syllabus. I understand what will be taught in this class. I have read the regulations and agree to abide by them. I will

adhere to safety procedures, and use tools and equipment properly. If I do not, the consequences will be reflected in my grade my participation in any labs,

and my ability to continue as a student in this class.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Student Name Student Signature Today’s Date**

**RETURN TO GRAPHICS & DESIGN DR. POOL  ROOM #927**

**(*To be filled out by Parent or Guardian*)**

**EMERGENCY INFORMATION**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone# 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone #2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Phone #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other emergency Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICAL STATEMENT**

1. Drug allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. History of Medical Disorders: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Physical Limitations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Other conditions we should be aware of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LIABILITY RELEASE**

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student) has insurance and/or that the Cobb County Board of Education, its representatives, agents and employees are released from any liability for any injury and/or medical expenses that might result from a shop related accident involving this student in the graphic design course at Kennesaw Mountain High School.

**BRING YOUR OWN DEVICE POLICY**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(PARENT/GUARDIAN), have familiarized myself with the Graphics Syllabus and the Technology/Bring Your Own Device Policy (BYOD). I understand what will be expected of my child during this class. I am aware that this is a lab class, and I give my permission to work with or around equipment like presses, a large power cutter, sharp knives, chemicals and other materials that require a safety conscious attitude and mature behavior. If procedures are not followed, I understand that my child will NOT be allowed to continue in the lab; therefore affecting his/her overall grade.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE IS REQUIRED FOR STUDENT PARTICIPATION Date of Signature**

**COMPLETE TOP SECTION ONLY:**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Period \_\_\_\_\_\_\_\_\_\_\_\_Home #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **CONTACT DATE AND TIME** | **COMMENTS** |
|  |  |



**Dr. Rebecca Pool, *Graphics Instructor***

[Rebecca.pool@cobbk12.org](mailto:Rebecca.pool@cobbk12.org)

(678) 594-8190

Welcome!

It is my pleasure to bring you a dynamic and exciting graphics design program here at KMHS. This incredible journey started over 20 years ago. I graduated with a degree in Commercial Art and set my sites on the “city”. The city for me was the one nearest my home, the great Midwestern barbeque capital of the mid-west -Kansas City. I enjoyed working my way up from a press operator at Smith’s Graphics, to learning Layout and Design at Davis Advertising, and later, sales and marketing at Cicero Graphics. One thing led to another, and I started my own agency in 1983, which was called Gregg and Associates. For over 20 years, I worked in the industry, running this business with my partner and learning the trade. It was a remarkable adventure.

I always knew I would be a teacher-I think those of us who teach were born to do this amazing job. After several years teaching Fine Arts, I have come full circle to my first “love”, graphic design. I must say that technology has taken a quantum leap from those meager beginnings in the 80’s, when there was no “internet”, there were no iPhones or “snap chat, twitter, or text messaging” It is exciting to see the many advances technology has brought to the industry.

Our lab at KMHS is top shelf, and our MAC computers come with the latest software technology. It is with this in mind that I want to remind you of the privilege we have to work with industry quality materials and equipment. It takes all of us to maintain and respect the lab. That’s why my expectations are so exacting and why student workload is substantial. Upon completion of the Career Pathway, you will be ready to take on any university graphics program, or begin an internship at any graphic design firm knowing that your preparation was thorough and complete. Keep in mind, that your attitude and commitment will contribute greatly to your success.

I rarely have issues with student behavior, but many parents like to know when their child is failing or near failing, when absences are excessive or when other concerns arise. Parent contacts are important, so please remember to keep information updated so that if the need arises, you will be kept in the loop regarding your child’s progress.

Welcome to the KMHS Graphic Communications Program. I look forward to another great semester and a great partnership of learning and growing together.

My blog can be found at <http://kmhsgraphics.weebly.com>

Most Sincerely,

Dr. Rebecca Pool