



# Newton Falls Schools

Systems Hardware  
Application Packet



# Systems Hardware

## Guidelines and Overview

- Thank you for showing interest in the Systems Hardware Class for the 2005-2006 school year
- Deadline for submission is June 2, 2005

**Goals:** To begin training for the district's Technical Assistant's program that provides the staff and students of Newton Falls Exempted Village Schools with technical support. This class entails lessons pertaining to the hardware aspect of the technology field and is the first of two classes that will be offered prior to a student entering the Technical Assistant's program.

**Prerequisites:** Students should be computer-literate, self-motivated, and have organizational skills. In addition to these qualities, the student must have completed a keyboarding class with a final grade of "C" or better.

**Requirements:** Students will be required to complete the following tasks:

- Learn the internal components of a personal computer.
- Learn organizational and research methods used by computer technician.
- Learn how to create technical documents.
- Learn how to use the Internet for research purposes.
- Learn how to install and troubleshoot operating system software.
- Learn how to configure and troubleshoot basic networks.

**Expected Behavior:** The nature of this program mandates a strict discipline procedure. Any student not adhering to the following guidelines may be immediately dismissed from the class with no exceptions.

Students should always:

- Speak to staff and students in a respectable manner
- Ask the instructor(s) before opening a computer or beginning work on network equipment
- Be where they are supposed to be, doing what they are assigned to be doing
- Adhere to the school computer procedures as posted in all computer labs and in the student handbook
- Adhere very closely to the Acceptable Use Policy and all school rules
- Academic Eligibility: Students must maintain a "C" or better in all subjects in order to advance to the next level in the Technical Assistant program.

**Required Signatures:**

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Student Signature

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Parent/Guardian Signature



# Systems Hardware Application

Please return this application to Mr. Donley's mailbox by June 2, 2005.  
Each student will be equally considered based on his/her recommendations,  
application, past discipline history, and an interview with Mr. Donley.

Student's Name: \_\_\_\_\_

Your current overall GPA (estimate if needed): \_\_\_\_\_

List of previous computer classes or training taken:

\_\_\_\_\_

It is very important for a Technical Assistant Candidate to be responsible and trustworthy. How have you demonstrated these qualities in the past? (jobs, clubs, sports, etc.)

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

List any incidences of discipline referral that you have had during your school years. You may write an explanation if you wish.

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

Please ask two teachers to complete the attached teacher recommendation forms.

On the back of this application, or on an attached sheet of paper, please complete the following:

1. List in detail your computer experiences and capabilities
2. Write a paragraph stating the reason why you desire to be a technical assistant in the future.



# Systems Hardware

## Application

### Teacher Recommendation Form

**To the teacher:**

Thank you for taking the time to complete this recommendation. Please seal it in an envelope and place it in Mr. Donley's mailbox as soon as possible.

Student's Name: \_\_\_\_\_

How have you become acquainted with this student? (class, clubs, sports, etc.)

\_\_\_\_\_

It is very important for a Technical Assistant Candidate to be responsible and trustworthy. This student will be required to work independently throughout the district. Do you have any reason to believe that this student will not be able to work in this manner? Please be specific.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any incidences of discipline referral that you have given this student during their high school years. You may write an explanation if you wish.

\_\_\_\_\_

\_\_\_\_\_

On a scale of 1 to 10 (10 being the best), how would you rate this student's ability to work independently, to be self-motivated, and to act in an appropriate manner amongst staff members and his/her peers?

1      2      3      4      5      6      7      8      9      10

\_\_\_\_\_  
Teacher Signature



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Teacher Signature