

# **Dixie Middle School**

## **Digital Literacy Course Disclosures 2023- 2024**

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**Instructor: Missy Durst**

**COURSE OVERVIEW:** This course will give students opportunities to use and develop skills that encourage creativity, critical thinking, productivity, and collaboration in the classroom and day-to-day life using computers. Students will identify the physical and digital components of computers including online privacy, computer security, and the responsibilities of using the internet.

1. Students will identify a computer as a device that utilizes hardware and software to accept input, process data, store data, and produce output.
2. Students will use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively locally and globally.
3. Students will recognize the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.
4. Students will critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts, and make meaningful learning experiences for themselves and others.
5. Students will communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats, and digital media appropriate to their goals.
6. Students will enhance keyboarding skills.

### **BEHAVIOR PLAN:**

Our class behavior plan stems from my desire to encourage students to develop the success traits that employers will be looking for in their future. This plan increases awareness on the students' part of how their complying with these guidelines can help themselves and others focus on learning. Conversely, how it detracts from the learning environment when they do not follow these guidelines.

- Be on time and ready to work.
- Take care of provided equipment.
- No Food or Drink/Appropriate gum chewing (you may keep a water bottle under the desk).
- Follow Instructions.
- No use of electronic devices during class time.
- Avoid disrupting Classroom Environment (i.e. interrupting others, talking loudly, etc.).
- No unauthorized game playing
- Respect yourself, your peers, and your school.

## **DISCIPLINE PLAN:**

**MINOR INFRACTIONS-** Talking out of turn in class, throwing things around the class, not being seated, unauthorized game playing, etc...

1. Verbal Warning
2. Verbal Warning- talk with student in the hall
3. Verbal Warning- email home to parent/guardian
4. Call home to parent/guardian
4. Parent/Teacher/Student conference
5. Discipline referral to the office

**MAJOR INFRACTIONS-** Fighting, obscene language, bullying, etc...

1. These merit automatic referral to the office
2. I will telephone your parents to inform them of the write up that afternoon.

I am happy to discuss the situation with the student later in the class period, in the hall, when it is not a disruption. If a student continues to have trouble, parent contact will be made and an administrator may be involved.

## **ATTENDANCE/TARDIES:**

**Daily attendance is critical** for success in this class. If an absence does occur, you are responsible for obtaining assignments and notes when you return. Check for assignments on Canvas. You should expect to come after school to make up the missed work.

## **ACADEMIC INTEGRITY:**

Dixie Middle School and its teaching faculty demand a high level of scholarly behavior and academic honesty on the part of the students. Violations by students exhibiting dishonesty (cheating), while carrying out academic assignments or tests, may result in no credit or other disciplinary action.

## **SCHOOL POLICIES/RULES:**

This class will follow the policies outlined in the DMS Student Handbook and all District guidelines including the Technology Acceptable Use Agreement.

## **CELL PHONE POLICY:**

Cell Phones are distracting to all. Keep them out of sight and out of mind. Please refer to the school policy that each student has been given concerning this matter.

## **SUPPLIES NEEDED:**

**1- Pen/pencil**

**2- Personal plug-in headphones if you don't want to use the classroom ones**

## **HALL PASSES:**

We use a digital hall pass system on the computer, called SmartPass. Students only get 2 timed hall passes per day, so use them wisely.

When a hall pass is needed you must:

- 1- Ask permission from the teacher
- 2- Turn in cell phone
- 3- Backpacks must be left in the classroom when using hall passes.
- 4- Sign out of SmartPass
- 5- Use the designated bathroom
- 6- Upon returning in your allotted time, be sure to check back in.

There are bathrooms and drinking fountains at each end of the hall and students should make an effort to use the bathroom and get a drink between classes.

## **COURSEWORK:**

We do the majority of our classwork through codehs.com. In order for their grades to sync correctly, students will need to click on each link to CodeHS from Canvas. After grades sync from CodeHS to Canvas, they then sync from Canvas to PowerSchool.

\*\*\*\*No Extra credit is given or will be offered in this class.

Notes are encouraged either on GoogleDocs, in CodeHS, or in a notebook and can be used during quizzes.

## **QUIZ RETAKES:**

Quizzes have the biggest impact on grades and students have 3 attempts at each quiz. Most are 2-3 questions long. If you get 1 out of 2 on your quiz, that is 50%, which is failing. Please be sure you keep up on the retakes!

**BELLWORK/TYPING:**

At the beginning of each class students will log in and complete typing lessons and should expect to average completing one lesson per class period. If a lesson is completed before keyboarding time is over, then approved keyboarding games can be played. Coming in and playing keyboarding games before a lesson is complete is against class rules!