

Dixie Middle School

Digital Literacy Course Disclosures 2025-2026

E-mail: missy.durst@washk12.org **Instructor:** Missy Durst

COURSE DESCRIPTION:

This course is an introduction to computer literacy. Students will have 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.

Students will be exposed to a variety of Digital Communication media. Students will be introduced to careers as they relate to Digital Media. Students will be able to explain ethical and security issues of their Digital Footprint.

This course includes a wide variety of hands-on assignments that use various computer programs that may only be accessible (at times) on school computers. If your student is absent from class, please look on Canvas to find out what was missed and reach out to the teacher to see how your student can make up their missing work before or after school.

COURSE OVERVIEW:

1. Students will demonstrate correct typing techniques.
2. Students will be able to recognize and demonstrate responsible use of digital media in their lives.
3. Students will identify the benefits, dangers, and responsibilities of using the internet.
4. Students will exhibit proficiency and understanding of how to navigate the internet.
5. Students will be able to identify the primary hardware & software components of a computer.
6. Students will be able to demonstrate knowledge & practical applications of Word Processing.
7. Students will be able to demonstrate knowledge & practical applications of spread sheets.
8. Students will demonstrate knowledge & practical applications of presentation programs.

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 (phones, earbuds, smart watches)
- 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. Students should expect to come after school to make up the missed work. **Please note: I am only here part time on “B” days! If you would like my help after school please plan accordingly!**

If you are not in your seat when the bell rings you will be marked as tardy!

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 and absolutely NOT allowed in school. Keep them out of sight and out of mind. Please refer to the school policy that each student has been given concerning this matter.

The same applies for smart watches and airpods/headphones.

SUPPLIES NEEDED:

1- Pen/pencil

2- Personal Plug-in Headphones if you don't want to use the classroom ones

HALL PASSES:

Backpacks must be left in the classroom when using the Smart Pass system.

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 in Canvas and the Google suite.

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

QUIZ RETAKES:

Quizzes have the biggest impact on grades and students have 2 attempts on most quizzes. 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 bellwork. This will usually be either a typing lesson or typing game. Coming in and playing keyboarding games before a lesson is complete is against class rules!

IMPORTANT INFO/PARENT PERMISSION:

DIGITAL CITIZENSHIP & WELLNESS/DOCUMENTARY PERMISSION :

As part of your student's education in Digital Literacy they will be learning about responsible use of digital media and being a good digital citizen. Part of what we teach during this unit is how to be safe and responsible while using the internet and social media. Students will be able to recognize the rights, responsibilities, and risks of learning and working in an interconnected world, and model behaviors that are safe, legal and ethical while balancing in-person responsibilities and relationships [Digital Literacy Strand 4 Standard 2,4]. As part of their instruction we will be viewing the documentary "Childhood 2.0 – Middle School Edition" [<https://www.youtube.com/watch?v=ZxyvTJnH16Q>].

This documentary is for anyone who wants to better understand the world their children are navigating as they grow up in the digital age. Featuring actual parents and kids as well as industry-leading experts in child safety and development, this documentary dives into the real-life issues facing kids today — including cyberbullying, online predators, suicidal ideation, and more.

This documentary will help students understand how social media can become addictive and affect their mental health. It is important for our students to understand this so they can make responsible choices when using social media and the internet.

Please note: there will be over one minute during this documentary that will NOT be shown in class due to teacher discretion. In accordance with Washington County School

District Policy 4240, we must have your consent for your student to view this documentary.

IF YOU DO NOT WANT YOUR CHILD TO VIEW THE DOCUMENTARY, PLEASE EMAIL ME AND THEY WILL BE GIVEN AN ALTERNATIVE ASSIGNMENT.

CANVA PERMISSION:

In Digital Literacy we will be using the website Canva.com to help create digital marketing material. This is an important tool for us to use. Students are allowed to use alternate software such as Microsoft Word, but it doesn't have the same capabilities and is more difficult to use. In order to have students using Canva, I need parental/guardian permission.

IF YOU DO NOT WANT YOUR CHILD TO USE CANVA, PLEASE EMAIL ME AND THEY WILL BE GIVEN AN ALTERNATIVE WAY TO COMPLETE THE ASSIGNMENT.

DISNEY MOVIE- "RALPH BREAKS THE INTERNET" PERMISSION:

As we wrap up our current unit on Internet Literacy and Digital Citizenship, I am excited to let you know that we will be watching **Ralph Breaks the Internet** in class. The movie contains many relevant terms and concepts about the internet that we have been discussing, and it will serve as a fun and engaging way to reinforce our learning while celebrating the completion of the unit.

IF YOU PREFER THAT YOUR CHILD NOT PARTICIPATE IN VIEWING THE MOVIE, PLEASE FEEL FREE TO EMAIL ME, AND I WILL PROVIDE AN ALTERNATIVE ASSIGNMENT FOR THEM TO COMPLETE.