DIGITAL LITERACY

Instructor:
Tammy Foreman

tammy.foreman@boerneisd.net

Conference times:
A Days - 2nd Period
B Days - 7th Period

Course Overview:
Digital Literacy classes provide students an opportunity to make informed decisions by analyzing and applying current and emerging technologies, appropriate digital tools, and personal learning networks. Students will select the technology appropriate for the task, synthesize knowledge, create a solution, and evaluate the results.

Supplies Needed:
- ❏ Headphones and/or Earbuds if you do not want to use shared classroom sets (*NO Bluetooth*)
- ❏ Pen and/or Pencil
- ❏ Planners

Grading Policy

Students will be graded on:
- Class participation
- Completion of projects on time
- Effort

9 week grades are an average of:
- 50% - Minor Grades
  - Keyboarding
  - Daily Work
- 50% - Major Grades
  - Projects
  - Tests

Late Work:
- Students have one day per day absent to make up any late work for full credit
- The highest grade on late daily work is 70.
- Daily class agendas will be posted on Google Classroom.

Keys to Success
- ★ Pay attention & participate during lessons.
- ★ Stay on task and don't goof-off with games, videos, etc.
- ★ If absent, check Google Classroom.
- ★ Seek support if you have questions.

Projects & Activities
While in this class, you will how to:
- Practice responsible and ethical behavior while using technology tools & resources.
- Improve keyboarding accuracy & speed.
- Express creativity using technology.
- Communicate and collaborate with peers and outside of school.
- Develop research strategies and skills.
- Develop information fluency and management of digital resources.
- Make informed decisions by applying critical thinking & problem solving skills.
- Employ technology operations and understand technology concepts.
- Explore and create real world products utilizing various GOOGLE software applications including: word processing (DOCS), spreadsheets (SHEETS), presentations (SLIDES), publications (LUCID-PRESS), databases (ACCESS), multimedia projects (MOVIE MAKER/WEB).

Behavior Expectations

Be Safe, Be Responsible, Be Respectful

All students are expected to follow all school rules as outlined by the BISD Student Code of Conduct. If a student violates the rules, the school wide discipline plan will be followed (warning, 1st & 2nd documented offenses, then office referral) & conduct grade adjusted.

Google Classroom Code:
See Tammy Foreman's Website

Technology Resources

Students will use their BISD Google Apps for Education accounts along with Google Classroom. Class reminders will be sent through Google Classroom.
It is recommended that these Apps be loaded onto students' personal devices:

- Google Classroom
- Google Drive
- Gmail

Students will be provided technology via a desktop computer lab.

Instructional Resources
- → Typing.com
- → Google Apps
- → Project Lead the Way
- → Code.org
- → Various web-based software
- → Various web-based technology and academic extensions

Guidelines for Success:

- Be on time.
- Place your bags & backpacks under the counter.
- Food is NOT allowed at computer stations.
- Only water is allowed in class.
- Have your planner with you every day.
- Gum and/or candy are NOT allowed.
- Read the agenda board. Write down homework.
- Begin every class with the DO NOW activity.
- Do NOT lean back in the chairs. They tip = you fall.
- While I am speaking to the class, you are not.
- Raise your hand if you have a question/comment.
- When independently working, practice **C3B4ME**.
- Your work is your responsibility. If you are consistently off task or missing work, be prepared to call home and explain it to your parents.
- If you need a tissue, you may get up and get one as long as you are quiet and not disruptive.
- Ask for permission when you need to use the restroom or need water.
- Work to the very best of your ability and effort. Operating technology takes practice and patience.
- When I have a substitute, he/she is in charge and will have seating charts, name lists, etc.
- Emergency drills at VMS are completely **silent**.
- Negative behavior & bullying will **not** be tolerated.
- Say "please" & "thank you".
- Do NOT tell people to "shut-up".
- Wash hands before class or use hand sanitizer.
- Do not leave a mess at your station.
- I dismiss the class, not the bell.
- If you are absent, it is your responsibility to check Google Classroom for missing assignments.

Google Classroom Expectations

Purpose - A Platform for Learning
- We will use Google Classroom as a "digital room" that is connected to our actual classroom. Art happens in the real world outside of school so we will use Google Classroom to bring Art from the real world into our classroom.
- We will use Google Classroom to have a digital record of everything we do and to aide us in creating a digital portfolio.
- I understand Google Classroom is not for my personal life, but is a part of my art classroom.

Content - Is This Mine?
- I will only post material that I create myself. I will not post any material that I copy and paste from another source made by other people.
- I will not post material that includes classmates or myself that I do not have permission to share.
- I will only post material that is school appropriate.

Tone - *SCHOOL RULES!*
- School rules apply when using Google Classroom.
- If you aren't sure if it is okay to post, then it probably isn't.
- No sarcasm. No bullying. No gossiping.

Posting - Stay on Topic
- I will post a question to the group only if it applies to the group. If the question only applies to me, I will only post or message my teacher.
- I will not knowingly answer a post with false information.
- If a question posted to the group is answered correctly, I will not repeat the answer.

Language - This isn't texting
- Spell words out completely. No *txting* lingo. im ur teacher…show me that u have learned how 2 spell.
- Don't yell by using ALL CAPS !!!!!!!!!!!!!!!!
- Please please please don't type words more than once.

Safety - Nothing Personal
- No numbers, addresses, emails, last names, etc
- No logins or passwords.

Reporting - Heads Up
- If you feel something has been posted or exchanged that is inappropriate in any way, you will immediately report it to your teacher.

Adapted from Edmodo Student Code of Conduct