Digital Literacy

(Rm )

Teacher Website: http://mrstristinbecksclass.weebly.com

Grading Website: Compass.spectrumcharter.org

Teacher: Tristin Christensen Para:

**Course Description:**

This course is an introduction to computer literacy. Students will have opportunities to use technology and develop skills that encourage creativity, critical thinking, productivity, and collaboration in the classroom and day-to-day life. Skills will be demonstrated by creating a project for a different content area. This course is aligned with national and international standards and the Utah Core to prepare students across multiple levels of skills. Students will complete this course with a prerequisite to move into high school computer literacy courses.

**Expectations of your Behavior**

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| --- | --- |
| **Rules and Procedures** - Be on time - Follow all directions  - Be Polite to myself as well as others  - Work during all work times - Keep your hands, feet, and objects to yourself | **Guidelines for Success** - Be prepared for class - Be considerate of others - Always try - Do your very best all of the time  -Ask for help |

**Materials Needed**

- Pencil or Pen EVERYDAY!

- Notebook  
  
**Grading**  
Formal Assessments (Tests)

Quizzes

Projects (E-Portfolio)

Homework (Including in class assignments)

Participation (Did you try, make an attempt, give your best effort every today)

**Homework**  
Students will on occasion have homework in Digital Literacy. Since this is a middle school course it is expected that students will complete homework assignments by the due date.

**Projects**

There will be several projects throughout the year. The purpose of projects is to take what we learn in class and use it in a creative and relevant manner. Students will always have several weeks to complete projects, so they must manage their time effectively. For some projects students will be allowed to work with others, but they are not required to do so.   
  
**Test and Quizzes**

It is expected that students will be prepared for tests and quizzes when they are scheduled. Students should appropriately manage their personal time to prepare for these assessments. In short, studying is homework.

**Citizenship Policy**

* Each student’s citizenship grade is based on behavior and unexcused absences. Possible citizenship grades:

N: Needs Improvement

U: Unsatisfactory

H: Honors

S: Satisfactory

* Behavior: An N or U can be earned based on breaking class rules after a teacher intervention. Frequently breaking rules after an intervention will earn an N and consistently breaking class rules after an intervention will earn a U. In terms of the 1, 2, 3, 4 behavior system used at Spectrum, H and S are associated with a student that frequently earns a 3 or 4, a grade of N is associated with a student that frequently earns a 2, and a grade of U is associated with a student that frequently earns a 1.

**Late Work and Absences**

* For each day a major assignment or ISN is late, 10% will be deducted from the score (up to 50% off).
* **Excused Absences:** Students with excused absences will receive the same number of days they were absent to complete their assignments. For example, if you are absent for one day, you will receive one extra day to complete the assignment. On the day you return, you should ask your teacher what you have missed either before or after class. It is your responsibility to collect all work.
* If you are absent the day a long-term assignment, paper, or project is due, it will be due the day you return. If you miss a content day, you will have an extra day to learn this material prior to participating in the assessment.
* **Vacations:** Vacations are considered unexcused absences. Do not expect to receive make-up packets, extra time, or any other special arrangement for long-term absences due to vacations. These situations will be addressed on an individual basis.
* **Extra time:** Many students have “extra time on assignments” as an accommodation in their IEPs. If this is the case for you, I will be happy to accommodate you! The standard “extra time” for a daily assignment is one extra day and it varies for each longer project (usually time-and-a-half). If you feel that you will need more than this extra time, you must see me prior to the due date. It is best to talk to your teacher the day they assign the homework or the project so we can work out a new due date. Students that ask for extra time as their teacher is collecting the work will not be given it.