

## DIGITAL CITIZENSHIP Syllabus

**Instructor:** Mrs. Schroeder  
**Required:** Grades 10-12  
**Prerequisite:** None  
**Length of course:** 1 semester

**Goal:** To provide students the background necessary to be shrewd digital citizens and provide a basic understanding of a variety of software tools.

**Course Description:** This course explores the responsibility of being a digital citizen. Advanced Microsoft Word, Excel and PowerPoint functions along with some web design basics will also be explored.

**Text:** *Web Hot Shots*. Warwick, RI: B. E. Publishing., 2012.

**Software/Applications:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Office 365, Dreamweaver, Google Sites, Google Mail.

**Websites:** *Common Sense Education*. Common Sense Media, Inc., 2017.  
<https://www.common sense.org/education/scope-and-sequence>.

### Course Outline:

- I. Digital Citizenship (1 day/week)
- II. Guided Work Day (tentatively 1 day/week)
- III. Document/Presentation Preparation (4 weeks)
- IV. Web Design (4 weeks)

### Grading:

A	93 %
A-	90
B+	86
B	83
B-	80
C+	76
C	73
C-	70
D+	66
D	63
D-	60
F	0

**Grading Continued:**

Tests/Projects - 45% of grade

Daily Assignments – 35% of grade

Much of our daily discussion will consist of daily exercises and assignments. If you are absent, it will be your responsibility to ask about any assignments you may have missed. “Absent” (which equals a zero) will be entered for these assignments until you have completed them.

Participation - 20% of grade

You will receive four (4) points for each day. However, points can be deducted if disruptive/off task (this could occur more than once)

All “redos” and late work will receive no greater than 65%. Any work not handed in on the final day of class will be recorded as a zero.

**Classroom Expectations:**

- Respect yourself, faculty and your peers
- Bring all required materials for class
- Raise your hand and wait your turn
- Use active listening
- Come ready to learn
- Use appropriate language
- Be on time
- Respect personal and school property
- The bell tells the teacher to dismiss you
- No food, candy or drinks
- Complete all assignments on time
- Ask questions
- All electronic devices out of sight/hearing

**Discipline Policy:**

1st offense - Teacher detention

2nd offense - Written referral/Teacher detention

3rd offense - Phone call home/Written referral/Detention