

DIGITAL CITIZENSHIP Syllabus

Instructor: Mrs. Schroeder
Elective: 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/application tools.

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

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

Software/Applications: Microsoft Word, Microsoft Excel, One Drive, Dreamweaver, 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. Document/Presentation Preparation (7 weeks)
- III. Web Design (7 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:
 Classroom Matrix (In Google Classroom)

Classroom Matrix							
Mid Expectations	Start Class	Direct Instruction	Group Activities	Individual	Getting Help	Devices/Media	End of Class
NOTICE THE POSITIVE We all contribute to a positive & safe school atmosphere.	Come to class ready to learn Power off personal electronics	Focus on instruction	Listen to others Encourage each other Work together	Adapted/Assignments Plan, brainstorm and share Research, note Demonstrate self-control	Take your turn Be respectful	Do not and responsible on social media and digital conversations Be a good example and demonstrate self-control	Demonstrate self-control
HAVE RESPECT & PRIDE We cooperate to build a community where everyone is celebrated	Be on time Be seated	Get on task and stay on task Avoid distractions	Respect all members of the group Have appropriate conversations with respect and kind words Show effort and pride in your work	Show respect for others Work, projects, and process	Be respectful What patience for your turn	Have pride for and take care of devices Be respectful to presenter and not be distracted by technology Create your own work without plagiarizing, and know how to credit sources	Remain in seat at end of class
SHOW RESPONSIBILITY We are accountable & engaged & try each other reach goals.	Stick, pencil, and paper Leave food and beverages in locker Ladder in occupation but do not remain on floor	Ask and answer questions Participate	Work together to share the load	Work quietly on individual work	Talk to teacher (during class, before school, during 10:15 after school)	Have device ready for class Use device appropriately Be accountable for following the school electronics policy Use technology for educational purposes	Log off computer Push chair in

Discipline Policy:

- With a written referral, student owes me 15 minutes at the following lunch period.
- If behavior is ongoing, day after day, parents/guardians will be called and Mr. Michaelson/Mr. Wormley will be involved.