

Meet the Teacher video: [https://youtu.be/ Kr8B1vJ-ug](https://youtu.be/Kr8B1vJ-ug)

COURSE INFORMATION

Course Title: Digital Information Technology –Olympia High School

Course Objectives:

The content should include but not be limited to:

- Basic overview of current business and information system trends
- Fundamental Hardware and Software components and Computer Skills
- Digital Citizenship and Networking Fundamentals
- Exploration of the uses of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design
- Offers the opportunity to be certified in:
 1. CompTia IT Fundamentals
 2. Microsoft Office Specialist (MOS) i.e Microsoft Word, Microsoft PowerPoint and Microsoft Excel

NB. *These are industry certifications, which you can put on resumes and college applications.*

Instructor Information

Teacher: Miss C. Reid

Email: Camala.Reid@ocps.net

Google voice number: 321 355 2387

Room: 11-151

Remind Code: @ba4bc3

Classroom Phone: 407-905-6500 ext. 6123127

MATERIALS: Students are expected to come prepared for class at all times (Virtually/Face to Face).

Required Materials:

- Laptop (charged) with charger
- Earbuds/headphones to use for specific assignments during class. (There are videos that the student will need to view)
- USB or Wireless Mouse**

- Pencil/Pen/Highlighter
- Class Composition Notebook

(Content is theory heavy, so it's always good to make physical notes even though there will be digital ones via OneNote)

TEACHER RESPONSIBILITIES

- 1.) ***Be Respectful*** - You do not need to “earn” my respect - You already have it.
- 2.) ***Be Responsible*** - Your lessons and assignments should prepare you for the exams related to this course, and for life outside of this course. Lessons and assignments are crafted with that in mind. Feedback should be given in a timely manner, and should be actionable - meaning you should be able to *fix what you did wrong*.
- 3.) ***Be Appropriate*** - While I like to joke around, and an off topic conversation is not new to my classroom, all conversations and jokes will be school appropriate and timely. This means there are certain topics that are off-limits and will be respectfully declined. This also includes not wasting your time when I need to be teaching you or you need to be learning, or using my phone for non-academic reasons during class, etc. I expect you to be on task - I should be too.
- 4.) ***Be Involved*** - Mostly this means within my classroom. I am involved in you, your success, and your grade, however, I also love to be involved with you in your other endeavors. I am interested in you as a person beyond the student. In the school play? Playing a game Friday night? I will try to attend or at least wish you luck. Let me celebrate your successes with you!
- 5.) ***Be Honest*** - If I do not know something, I will tell you. I will also try to find out for you. Honesty does not mean complete openness - refer to “Be Appropriate.”

Classroom Expectations, Procedures, and Rules

- Follow directions the first time
- Keep hands, feet, and objects to yourself (Personal Space)
- Ask before borrowing materials or printing to the printer
- Follow ALL school policies
- Be respectful and professional to your teachers, peers, and to yourself
- Food or drinks NOT allowed at computer tables (NO chewing gum)
- All students are expected to come to class prepared (charged laptop, writing implements and paper)
 - Sit in your assigned seat
- Backpacks (back of the room) and electronic devices are to be placed in the designated location (front of the room in the phone bin) and will remain there during the entire class **At NO time should a phone or electronic device (other than a computer) be turned on or be out in the class.**
- The Code of Student Conduct and Discipline is in effect at all times
- **10/10 RULE** - Students will remain in the classroom during the first ten and last ten minutes of class. **NO bathroom breaks then.**
- Only **FOUR(4)** students will be allowed to use the bathroom during any given class period. Plan trips to the bathroom between classes and during lunch whenever possible. Cell phones and other electronics are to remain in the classroom while you visit the bathroom. Student will sign out and in when they return. Log is located on teacher desk. Return the pass.
- **Remain in your seat until the dismissal bell rings and teacher dismisses class** (Students are not allowed to stand at the door)

***Consequences for not following Expectations, Procedures, and Rules depends on the infraction. Possible consequences are:**

- Warning - Phone call or email home
- Referral

Miss Reid's DIT Syllabus

- Confiscation of offending item by Deans
- Seat change

During class time:

- Raise hand to indicate question or type in a private chat virtually
- Raise pointer finger to use restroom pending your name is on the list. (send a chat message)

Grading Policies

Assignments are due on specified days. Assignments with due dates will be available in canvas each week.

- Students with excused absences will have extra time to complete missing assignments (equivalent to the number of days they were absent immediately following the return to school). Students will NOT have time during class to make up missing work as they are expected to do the current assignment. **Students may use after school to make up work (consult with teacher first).**
- Class attendance is necessary for you to meet the requirements of this class and obtain the required knowledge and skills of multimedia.

Late Grades - Within the 48-hour grace period, late grades are docked 10%. After an assignment closes, there will be an opportunity to make it up - for half credit. It is important to do work on time not for the grade penalties, but because our work builds on itself and it is easy to fall behind.

Grading Categories - Grades may fall within the following categories, but are graded on a TOTAL POINTS system:

-Classwork (5-30 pts)	-Homework (5-15 pts)	-Tests (100 pts)
-Participation (1-5 pts)	-Quizzes (35 pts)	-Labs (100 pts)

N.B. Participation points are awarded as follows:

- 1 point for logging into the lesson on time
- 1 point for having and keeping their video on
- 1 point for staying on screen and being actively participating in the lesson
- 1 point for staying to the end of the lesson (Absent if they leave before lesson's end)
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Cheating is unacceptable. Students will receive a zero on each assignment that they have cheated on, and they will be referred to the dean of discipline

Miss Reid's DIT Syllabus

SUPPLIES needed throughout the school year

- White Copy Paper- 8 ½ x 11
- Whiteboard Markers, Sharpies
- Facial Tissue, Paper Towel
- **Hand Sanitizer/Clorox Disinfecting Wipes**

LaunchEd@Home Specific Policies:

Daily Attendance - Daily attendance will be taken via the web conference at the beginning of class. Students are expected to sign in on time as if they are attending class in person and complete the bellwork with the other students.

Due Dates - Due dates are set for a physical schedule, meaning things are “due” at the end of class on the day it is due. There is a 48 hour grace period where students may submit work. Generally speaking, if work is submitted the same day it is due, I do not reduce points. If it is submitted the following day, it is docked 10%. Once assignments close, there will be an opportunity to make it up later in the quarter for *half credit*.

Office Hours - My office hours remain the same whether the student is LaunchEd@Home or face-to-face. I may respond to an email or Remind message after hours, especially if it is a quick question that can be answered without looking something up, changing something on Canvas, etc.

Web Conferencing - It is expected that students have their video activated during web conferencing and that they are dressed appropriately for school as if they were attending face-to-face. Recording by students is not permitted. Students need to attend class digitally, as lectures will not be recorded. However, any notes, presentations, or other materials will be available online, and students daily may arrange an office hours video conference with me to review any material they need help with or missed for any reason.

Daily Procedure- At the beginning of our scheduled class, sign in to our Canvas Course, and access the conference for the day. Make sure your video is enabled and your display name is at least your first initial and last name for the first two weeks of class. If you have another name that you go by, let me know so I can adjust my personal roster. Complete the bellwork with your peers while I take attendance- first 5-10 minutes of class. If you have a question, use the “raise your hand” option in the conference, or type it into the chat and I will address it when I can.

During class discussion or lecture, be prepared to be called on as if you were sitting in class. Make sure your video is enabled, and I will unmute microphones when asking you a question. If you have a question, use the “raise your hand” option or type it into the chat. In the event of a microphone issue, you can use the chat function to answer questions and I will provide you with some time to do so.

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During independent work, you may stop sharing video but must keep the conference active unless told otherwise as I may draw the class back to the main group discussion or to share. If I do so, I will give students a few minutes warning that it is going to happen so students at home can reactivate their video.

Group Work - All group work whether face-to-face students or LaunchEd@Home students will be completed using shared Google documents and Google Hangouts for chat functionality.

Content - All chat conversations, video conversations, shared screens, presentations, etc, should be focused and school appropriate. Students at home are held to the same standards of civility and engagement as students on campus. Remember that everything you do on a school computer or using your school accounts (like google, even in google hangouts) is subject to observation and monitoring by the school and district. These are not private accounts or private equipment and should be used solely for educational purposes.

In the Case of a Shutdown - these policies and procedures will count for ALL students.

If you have any questions or concerns please feel free to contact me. I look forward to working with you and let's have a great TITAN year!

