Digital Tools
Name: _____

Mr. Hartley
Period: _____

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Coursework information: 🌐 **Polaris**

Voicemail: (330)-830-8100 x3108

COURSE DESCRIPTION: In this twelve weeks course students will explore a variety of computer-related topics, including:

- Basic computer literacy
- Use of: Graphic Design with Adobe Photoshop Elements, Video Editing/sharing with Premiere Elements, Web Design using Google Sites, Internet Safety using "*Brain Pop"/"Common Sense Media"*, and typing/coding/C.A.D tutorials using Web 2.0 software
- Use of other peripheral technology, such as scanners, Chromebook, & personal devices

GRADING POLICY:

- At least one Unit of Instruction is due on or before each three week checkpoint.
- A/B - students complete all class activities/projects independently to a satisfactory level and use class time productively. Students are not entitled to an A. Earning A's in other classes does not warrant an A in this class. You must do the work and turn everything in on time. Due dates matter.
- There are no retakes. Due dates are firm and will be announced weekly.
- Teacher Discretion criteria for final grades includes student: Effort, Attendance, and Attitude

Parent Initials _____   **Student Initials _____**

SunGard/Polaris Grades:

It is the responsibility of the parent and student to actively maintain awareness of student grades. You will need to use your student Polaris account for most updated student grade.

Parent Initials _____   **Student Initials _____**

CLASSROOM EXPECTATIONS: Students in this course will be expected to show self discipline and respect at all times in the following areas:

- **be on time**, in your seat, working quietly on assigned tutorials when the bell rings.
- ask for permission before using the computer for anything other than assigned work.
- **BYOD**'s are for course use only! BYOD's used otherwise will be sent to the office.
- stay on task without needing to be told (self discipline)
- **daily planners** are required for passes to and from the classroom.

Parent Initials _____   **Student Initials _____**

Behavior cards

At the beginning of the 12 weeks a 3x5 index card is given to each student. Students fill out the card with his/her first and last name at the top. This card will be collected and kept on or near the teacher's desk. Each time a student is reprimanded he/she will be asked to pull his/her behavior card. I will initial the card and re-file it. If, throughout the nine weeks, the student's card is signed three (3) times for misbehaving, he/she will be assigned a detention

ANY STUDENTS FOUND NON-COMPLIANT WITH THE CLASSROOM EXPECTATIONS, OR ABUSING ANY PART OF THE COMPUTER, OR TAMPERING WITH ANY OTHER STUDENT'S DOCUMENTS' MAY RESULT IN THE LOSS OF COMPUTER RELATED PRIVILEGES, RESULTING IN A FAILING GRADE.

Parent signature _____Student signature_____