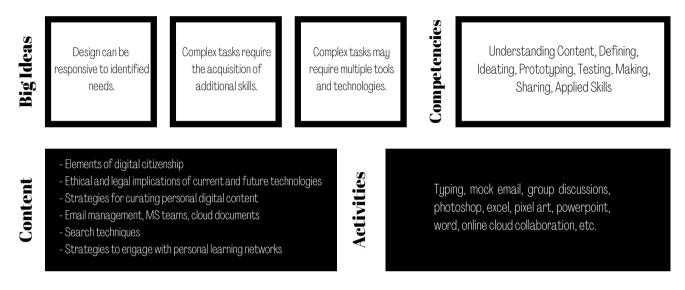# Digital Literacy 8

Ms. Bennett
abennett@sd44.ca
Office: Rm 2013 "The Bunker"
Class: Rm 211

Digital Literacy 8 is an introductory ADST course which provides students the opportunity to gain basic knowledge and the general understanding of computers and technology. You will be introduced to concepts of digital citizenship, MS teams, collaborative cloud documents, excel, powerpoint, digital art, evaluation search results, and more. Each class you will have the opportunity to progress and develop your typing skillset as well.

Big Ideas

- Design can be responsive to identified needs.
- Complex tasks require the acquisition of additional skills.
- Complex tasks may require multiple tools and technologies.

Competencies

Understanding Content, Defining, Ideating, Prototyping, Testing, Making, Sharing, Applied Skills

Content

- Elements of digital citizenship
- Ethical and legal implications of current and future technologies
- Strategies for curating personal digital content
- Email management, MS teams, cloud documents
- Search techniques
- Strategies to engage with personal learning networks

Activities

Typing, mock email, group discussions, photoshop, excel, pixel art, powerpoint, word, online cloud collaboration, etc.
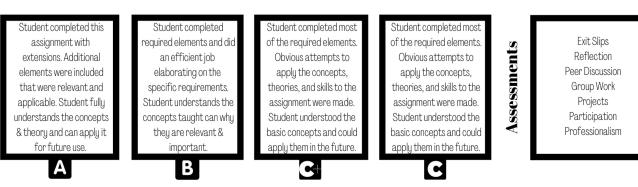
Learning Expectations

Essential learning in Digital Literacy 8 will be comprised of instruction through lecture, powerpoint, videos, discussion, student lead activities, and mini assignments. Within each subject, the curricular competencies covered will be accompanied by a reflective discussion. Some assignments will have tight deadlines while others will have greater flexibility. Students will have the ability to to work at their own pace and to create their own timeline of completion for said flexible assessments. This allows students to complete their stronger suited activities first. By doing so, students will have enough time to focus on areas that they need to strengthen or may go back to extend their learning. Each class will be accompanied by typing practice.

Units

Students are required to incorporate appropriate tools & basic skills necessary to successfully complete their assignments. They are required to problem solve when coming across an issue, apply theory to create extensions of the requirements outlined on their assignment & demonstrate proof they are exploring the activities. Each lesson will be supported by videos, small and large group discussions, group activities that allow students to practice specific skills. Mini assignments will encourage students to apply multiple concepts together within the unit. Students are expected to do more than what is being asked. Thinking creatively and critically is an essential skill to build on.

Rubrics

A — Student completed this assignment with extensions. Additional elements were included that were relevant and applicable. Student fully understands the concepts & theory and can apply it for future use.

B — Student completed required elements and did an efficient job elaborating on the specific requirements. Student understands the concepts taught can why they are relevant & important.

C — Student completed most of the required elements. Obvious attempts to apply the concepts, theories, and skills to the assignment were made. Student understood the basic concepts and could apply them in the future.

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Assessments

Exit Slips
Reflection
Peer Discussion
Group Work
Projects
Participation
Professionalism

Digital Literacy 8
Rules

Plagiarism, cheating, or copying of assignments will result in a mark of zero (0) for all parties involved. Parents, guardians, grade counsellors and administrators will be notified and a note will be added to the student's school file. Please review plagiarism and cheating int he student handbook. Students will learn how to use media appropriately without breaking copyright laws.

Lab Policies

- Food, drinks, and gum are not permitted in the lab.
- Airpods are not permitted during instructional or collaborative time. Ms. Bennett needs to give permission for use during class time.
- ZERO tolerance policy for video games. First step is a conversation, second is an email/call home to family, third is a conversation with administration.
- Please notify Ms. Bennett if any equipment is not working properly.
- DO NOT write on desks or school property. Immediate consequences will follow.
- Your assigned computer station needs to be cleaned up at the end of each class & your chair tucked in.

Attendance

- Regular attendance is required to be successful in this course. Hands-on computer use and instruction is vital for your learning. You need to be here.
- It is expected than you arrive on time. If you are late, enter the room silently *without* disrupting. Once a moment presents itself, please connect with Ms. Bennett. If you are repeatedly late, a conversation with your family and administration will occur.
- You are responsible for catching up on any kind of missed work.

Peer Policies

- Teachers and classmates are to be respected at all times. This includes any replacement teacher who may educate the class.
- There is a zero-tolerance policy for bullying, teasing, and/or insulting and immediate action with administration will take place.
- Inappropriate behaviour is up to the discretion of Ms. Bennett. Whatever she deems is offensive could result in disciplinary action. Choose to be kind.

Assignments

- Assignments and projects must be handed in by their due dates.
- Ms. Bennett will mark work that is handed in on time as top priority. All other work submitted after the official deadline will be marked when she has time.
- Top priority is given to those who practice good behaviours when it comes to punctuality and timeliness with their assignments.

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