# Digital Literacy 2015

**La Conner Middle School Mrs. Keith**

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**Welcome to Digital Literacy!**

Digital literacy is a person’s ability to use digital technology and communication tools (like computers and the Internet) to find, evaluate, use and create information. We will work with tools such as social media, websites, and blogs. As a member of this class, you will also help with the production and publication of the school’s yearbook.

**Some things that we will be doing:**

* Producing the middle school yearbook, including taking pictures and composing all of the written text.
* Writing and publishing student blogs.
* Studying other aspects of digital communications such as the Glogster, Wordle, website creation, and others as time allows.
* Digital citizenship: how to be safe and responsible online.
* Various class work and projects as assigned.

**What is expected of you:**

* This class requires students to show a great deal of leadership, responsibility, and a strong work ethic.
* Students will be assigned the responsibility to design, layout, and complete a certain number of pages in the yearbook.
* Great importance is placed on the ability to complete layouts before the deadline with minimal supervision.
* Not all students will be working on the same thing at the same time. Therefore, the ability to work independently is very important.
* Many projects are performed in groups or partnerships emphasizing cooperation and teamwork.
* Students should follow our school’s 5 Star Model:

**Show Respect, Responsibility, & Restraint,**

**Demonstrate Aspiration and Involvement!**

Grading Procedure:

* Grading is based on the student’s ability to perform the required tasks, on time, with minimal supervision.
* Due to the nature of this class, and the enormous responsibility placed on it to produce the school yearbook, trust and reliability are essential and will become part of a student’s grade. Any abuse of the freedoms, trust, and responsibility placed on students in this class will result in a lowering of the student’s grade and potential removal from future work on the yearbook.

1. **DAILY GRADE:** You will receive a daily grade in this class, similar to what you would receive in a P.E. class. Each day you can earn a total of 4 points.

4 = Completely on task & productive

3 = Mostly on task & productive

2 = Sometimes on task & productive

1 = Hardly ever on task & productive

0 = Not on task at all

**2. WRITTEN GRADE:** We will be doing various written assignments throughout the semester. The point values will vary for each.

**3. LATE WORK**: Completing assignments **ON TIME**, especially meeting assigned deadlines for yearbook pages, in crucial. **Missing page deadlines for the yearbook will result in significantly lower grades. Credit for other late work may be reduced up to 20%.**

**Grade Calculation:**

Grades are calculated by totaling the number of points earned by a student and dividing that number by the total number of points possible during a particular grading period. Grade percentages earned for one quarter are averaged with those earned the next quarter to determine the semester grade.

**Grading Scale:**

**A** = 93-100% **B+** = 88-89% **C+** = 78-80% **D+** = 65-69%

**A-** = 90-92% **B** = 83-87% **C** = 73-77% **D**  = 60-64%

**B**- = 82-80% **C-** = 70-72% **F**  = 59% or less

*We are looking forward to a great year where we learn a lot and produce of a book of memories that will last a lifetime! If you have any questions about the above information, please don't hesitate to call me at school at 466-4113, or send me an email at* [*skeith@lc.k12.wa.us*](mailto:skeith@lc.k12.wa.us)

*Please sign below to indicate that you have read and understand the above information, and then return this sheet to class by next Friday.*

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Student's name (please print) Parent's name (please print)

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