

DIGITAL COMMUNICATION TOOLS



Guidelines, Expectations, and Grading Policies

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Course Summary

Digital Communication Tools prepares students to use computerized devices and software programs to effectively handle communications-related school assignments and to develop communication competencies needed for personal and professional activities after graduation. Students will learn the capabilities and operation of high-tech hardware and software and will develop proficiency using a variety of input and output technologies, including touch keyboarding, speech recognition, and handwriting recognition. Knowledge of hardware, software, and input, and output proficiencies will be applied to communication situations that require problem solving and critical thinking. The projects included in this course will enable students to enhance their math, reading, listening, writing, speaking, and information presentation skills.

Required Supplies

- Notebook (may be used for other classes)
- Pen or pencil
- FHS Student Handbook (for recording due dates)

Attendance and Make-up Work

Attendance is critical to success at Fishers High School. Students have one day to make up work for every absence (2 days absent; 2 days to make up assigned work). ***It is the student's responsibility to obtain make up work from the teacher.*** Access to Parent Connect aids greatly to note missing work. Make up work not turned in will be recorded as a zero score and will greatly affect a student's grade. Due to the high level work in the class work may need to be conducted after school or at lunch.

Deadlines

Deadlines will be announced or posted. Students are expected to make a note of these deadlines, preferably in the FHS Student Handbook, and hand in work on time. Work handed in after the deadline will be penalized or refused.

Late Arrivals (Tardies)

Students are expected to be ***in the classroom*** and headed toward their seat before the bell rings. On the second *late arrival* the teacher will call the parent. On the fifth accumulative late arrival for all courses the student will conference with the discipline dean.

Student Expectations

- ALWAYS show respect for all those present in the classroom. Proper attitude, attire, and activity are expected at all times.
- Be ready to work when the bell rings.
- Bring required materials to class every day.

Food and Beverages

No food and **only** water in a clear bottle is allowed in any computer lab.

Cheating/Plagiarism

Students who use one another's work as their own or who allow their work to be used by someone else will receive a zero (0) grade on that assignment. **This includes material obtained from the internet.** A second offence will result in a withdrawal from the class with a grade penalty. **Working together and helping each other is encouraged; copying someone else's work is cheating and will not be tolerated.** (Pages 43 and 46 of the Student Handbook)

Extra Help

I strongly encourage any student who wishes assistance to ask for help. I am available before school, during lunch, after school, and most planning periods. Extra help is available, all the student needs to do is ask.

Student Dress

Fishers students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. Students who violate the dress code will face disciplinary action. (Pages 42 and 47 of the Student Handbook)

Prohibited in FHS Computer Labs

Misuse of Computers listed in the FHS handbook and is considered a serious offence with a 1st occurrence infraction of up to 3 days ISS. Prohibited in FHS computer labs:

- general internet surfing or use without teacher permission
- any game playing
- emailing at anytime without prior teacher permission
- **use of any flash device**
- use of any music or video device
- accessing any HSE network other than ones own student directory
- compromising personal safety by visiting chat rooms, clubs, discussion forums or anything that may be construed as a chat room
- downloading of any files without teacher approval (including MP3's and EXE's)

Internet or Flash drive use without teacher permission will result in a detention. Use of a proxy site to avoid the district filtering system is considered a serious infraction and will result in an automatic discipline referral. (Pages 43, 69 and 70 of the Student Handbook)

When in doubt, ask FIRST. Violators may lose lab and internet privileges and will receive the appropriate discipline according to the FHS discipline ladder.

Please sign this sheet to indicate you have reviewed these expectations together. Return this copy to the teacher. If you would like a copy to keep as your reference please ask for an additional copy.

Student Name – Printed

Student Name – Signed

Date

Parent Name – Printed

Parent Name – Signed

Date

Preferred Phone

Email

"MY CHARACTER, MY CHOICE"