



A.R. Johnson Health Science & Engineering Magnet School  
1324 Laney-Walker Blvd., Augusta, GA 30901



## **Introduction to Digital Technology 11.4150080**

### **Course Syllabus**

**Teacher: Mr. Christopher Shears**

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**Classroom/Office: Room 305**

**Phone Number: 706-823-6933**

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#### **Course Description:**

This course is designed for students to understand, communicate, and adapt to a digital world as it impacts their personal life, society, and business world. Exposure to foundational knowledge in hardware, software, programming, web design, IT support, and networks are all taught in a computer lab with hands-on activities and project-focused tasks. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course.

Employability skills are integrated into activities, tasks, and projects throughout the course standards to develop the skills desired by business and industry. Various forms of technologies will be highlighted to expose students to the emerging technology impacting the digital world. Professional communication skills and practices, problem solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as foundational knowledge to prepare students to be college and career ready. The knowledge and skills taught in this course build upon each other to form a comprehensive introduction to the digital world.

#### **Introduction to Digital Technology Standards:**

- IT-IDT-1: Demonstrate employability skills required by business and industry
- IT-IDT-2: Explore, research, and present findings on positions and career paths in technology and the impact of technology on chosen career area
- IT-IDT-3: Demonstrate effective professional communication skills (oral, written, and digital) and practices that enable positive customer relationships
- IT-IDT-4: Identify, describe, and evaluate, select, and use appropriate technology
- IT-IDT-5: Understand, communicate, and adapt to a digital world
- IT-IDT-6: Explore and explain the basic components of computer networks
- IT-IDT-7: Use computational thinking procedures to analyze and solve problems
- IT-IDT-8: Create and organize webpages through the use of a variety of web programming design tools
- IT-IDT-9: Design, develop, test, and implement programs using visual programming
- IT-IDT-10: Describe, analyze, develop, and follow policies for managing ethical and legal issues in the business world and in a technology-based society
- IT-IDT-11: Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events

**Classroom Instructional Format:**

The classroom is a combination classroom and computer lab environment with instructional time divided between them. Most assignments will be administered through the use of the Edhesive.com’s online learning environment. Students may access this website from home or school. If students know they will be out and have access to the internet at home, it is their responsibility to be proactive and make-up missed assignments. Microsoft Teams will be utilized for communication.

**ACCOUNT REQUIREMENTS:**

All students are **required** to use their RCSS provided e-mail (@richmond.k12.ga.us) account for the following websites: Canvas, Edhesive.com, and Microsoft Teams.

**Class Materials:**

All students are **required** to have the following:

<b>Required Daily Materials:</b>
• 1 - 1" (inch) 3-Ring Binder (for note taking, homework, assignment tracking)
• Paper for the binder
• Ink pen (blue or black) or pencil
• Wired Earbuds or Headphones

**Computer Use Expectations:**

- Students are expected to follow all school and classroom rules as outlined in the Code of Student Conduct and Internet Acceptable Use policy.
- Students are responsible for the safe handling of the computer workstation they are assigned.
- Students are not allowed to unplug ports or wires. In no way should a student tamper with another student’s computer workstation (including turning off a workstation without permission from the teacher).
- Reconfiguration of the software or hardware is not allowed (including changing the desktop image or attempting to use an alternate web browser to get around Richmond County School System network restrictions).
- Destruction of the CPU, keyboard, mouse, wires, and/or data media will not be tolerated and will be considered a serious offense.
- No student should be logged into a computer workstation under another student’s user login.
- **Games are not allowed unless they are a specific part of the curriculum assignment for the day and are part of the current standard being taught.**
- Sealed water bottles are only allowed in the classroom on the floor (No food or other drinks allowed.).
- Students are expected to be responsible with all equipment and materials in class. All digital activities are monitored.

### **Classroom Etiquettes:**

1. All students are expected to arrive to class promptly and be prepared. As soon as the student arrives to the classroom, follow all instructions given by the teacher.
2. Respect yourself, classmates, your teacher, and school property!
3. Raise your hand before speaking.
4. Dispose of food and drinks before entering the classroom/lab and clean up after yourself.
5. Listen to the ideas of others, participate in class discussions, and ask questions.
6. The use of vulgar, profane, inappropriate gestures or language is absolutely not permitted in classroom/lab.
7. Students are **not to groom** in class, this includes hair, make-up, nails etc...
8. The **use of personal electronic devices is PROHIBITED unless instructed by the teacher**. When entering the classroom all devices must be put away and students must be ready for class to begin. Refusal to put the electronic device away will result in an offense and consequences will occur.
9. Students are responsible for completing all assignments.
10. During independent lab work, stay on task with the assigned activity.

### **Cheating/Plagiarism Policy:**

If you cheat or allow/assist someone to cheat, all parties involved will receive a zero and parents will be notified immediately. Plagiarism is taking the words or ideas of others and using them as your own. This includes paraphrasing, which is using different words to say the same thing. It also includes using a quotation without proper credit. *See student handbook for cheating and plagiarizing policy.*

### **Make-up Work:**

Make-up work is work assigned during a student's absence and not work assigned prior to an absence. The student has up to five (5) school days upon returning to school to complete make-up work. **Each student is responsible for scheduling and completing all make-up work.** Remember, all work must be completed before the end of the grading period (quarter).

*See the student handbook for attendance policy.*

### **Hall Passes:**

If a student needs to leave the room for any reason they will need a pass and sign out/in in the binder within the classroom. Hall passes will **NOT** be granted in the first & last 15 minutes of class and are provided at the discretion of the teacher.

### **Grading System**

Grades are based on the point system. Each assignment is assigned a point value based on the difficulty and importance. Daily Class Work/Practice Activities are worth 1 to 5 points for 20% of the overall grade. Quizzes are worth 10 points and Assignments are worth 20 points for 40% of the overall grade. Assessments/Tests are worth 20 points for 40% of the overall grade... A student's final average is computed by taking the total number of points received divided by the total number of possible points creating a percentage.

For Example:

Test- Student received 65 out of 80 possible points

Quizzes- Student received 30 out of 40 possible points

Assignments - Student received 87 out of 100 possible points

Daily Class Work/Practice Activities – Student received 83 out of 90 points

Student earned: 265 out of 310 possible points.

$265/310 = .855$  or 86%

Percentage of Overall grade

Daily Work/Practice Activities = 20%

Assessments/Tests = 40%

Assignments/Quizzes = 40%

Grades are recorded in Infinite Campus. Students and parents should have a login.

**The grading scale for all classes is outlined below:**

**A 90 – 100**

**B 80 – 89**

**C 75 – 79**

**D 70 - 74**

**F 69 – below**

**Late Policy:** Assignments submitted after the due date will receive a 10% grade deduction. In other words, assignments which would have been given 1 point will be given a grade of .9 points. Work submitted after two days past the original due date will not be accepted and will receive a zero.

**Grade Recovery:** If a student turns in an assignment that receives a failing mark, the student may have the opportunity to redo the assignment if the teacher deems it necessary. The following exclusions apply: multiple-choice tests and other assignments as decided at the discretion of the instructor. The student must confer with the teacher within one week after receiving the assignment. After conferring with the instructor, the assignment will be given back to the student to redo. The assignment must be completed and returned within two days after the conference.

**Tardiness:** Punctuality is critical to developing superior work ethics and professionalism. Coming in late disrupts the other students. You are responsible for making it to class **on time** with all of **your materials**. *See your student handbook for discipline on tardiness.*

**Tutoring:**

Tutoring will be available on Wednesdays after school from 3:30-4:00 as needed. Please make an appointment with me prior to staying for tutoring.

Disclaimer: This plan for the year that might change as class needs develop.

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**Acknowledgement of Receipt:**

By signing below and returning this page to Mr. Shears, the student and parent/guardian acknowledge that they have read and understood the contents in the 2020-2021 Introduction to Digital Technology Syllabus.

Student Name (Print) \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* All students should observe ALL the rules and regulations in the Student Handbook**

*Disclaimer: The syllabus may be updated as needed throughout the year at the discretion of the instructor*