

Welcome to Digital Foundations 10!

Mr. Kannekens

Technology is constantly evolving and it is important that students entering high school are adept users and have knowledge of tools that will be necessary to be successful throughout high school.

As 21st century learners, students must be educated digital citizens. Students engage in lessons related to digital citizenship. "Digital citizenship can be defined as the norms of appropriate, responsible behavior with regard to technology use" (Ribble, 2017). Students will learn about the nine elements of digital citizenship outlined by Ribble and have opportunities to discuss, reflect upon and practice these concepts (<http://www.digitalcitizenship.net/nine-elements.html>).

The Workplace Safety Systems module is a part of Info Pro 10. This course is a prerequisite for earning off-campus credits (eg. work experience and RAP). Students will learn about the health and safety systems that workplaces must adhere to. The course provides an introduction to workplace safety, which is critical for students to be aware of as they begin their first jobs.

All students who attend Eagle Butte High School will take Information Processing in Grade 10. Students enrolled in this course have the opportunity to earn 8 credits.

COURSE OVERVIEW

Students will engage in the following modules in Information Processing 10; these modules will be run concurrently throughout the semester.

INF2020: Keyboarding

INF1030: Word Processing 1

INF1070: Digital Presentation

INF 1060: Spreadsheets 1

INF1910: INF Project A (Prerequisite - INF 1030 & INF 1070)

HCS3000: Workplace Safety Systems (Prerequisite for work experience credits)

INF 2910: INF Project B (Prerequisite - INF 2020 & INF 1030)

INF 2080: Spreadsheets 2 (this may be a possible additional credit, Prerequisite INF 1060)

DAILY KEYBOARDING

You are expected to have begun working when the bell rings. You will record the number of words that you key each day on your warm-up record sheet. At the end of the week you will calculate your warm-up average and submit your log sheet.

EVALUATION

Students will receive a separate mark for each course. Therefore, students are completing 6 classes as part of Information Processing 10. The following evaluation methods will be used to grade each course.

Assignments & Projects & Quizzes - 100%

CLASSROOM EXPECTATIONS

- **The “CORE” to our classroom culture** (*What do these mean to you?*)
- **Keyboarding** is an expectation at the beginning of every class period.
- **No food or beverage** (other than water in a sealed container) is allowed near the computers.
- **Gaming** or visitation to unauthorized sites is not permitted. (*Refer to technology agreement*)
- **Plagiarism** will ***not*** be tolerated. This is copying, downloading, or borrowing someone else’s material without them knowing and presenting it as your own. Students who plagiarize will receive a mark of zero until the assignment is resubmitted without any plagiarism. Parents will be notified of any instances of plagiarism.

CLASSROOM ASSIGNMENTS, PROJECTS & QUIZZES

- If you miss a day, it is ***your responsibility*** to catch up on missed work. You are ***expected*** to ***complete all missed assignments***.
- Missing homework assignments may result in detentions at lunch until the assignment is complete.