2024-2025
Liberty Middle School
281 Dock Murphy Drive, Madison, Alabama 35758
Mrs. Joy Hearrington
Digital Publishing Tools (DPT)
Technology Student Association (TSA) Advisor

Teacher Contact Info.	**Email:** jhearrington@madisoncity.k12.al.us **Classroom Phone:** 256-430-0001 ext. 83112
Classroom Digital Platforms	***Webpage Link to Syllabus & Teacher Page: https://www.madisoncity.k12.al.us/Domain/2099** **Schoology Link:** https://madisoncity.schoology.com/home **Distribution List:** PowerSchool will be used for parent contact, including class updates and announcements. **Please ensure** with the LMS Front Office **that your preferred email address and/or phone number is in PowerSchool correctly.**
Textbook Information, Required Texts, and Other Instructional Materials	The "textbook" for this course is actually a few websites: Typing via Clever, Google Applied Digital Skills, CompTIA Spark and our class in Schoology. **SUPER IMPORTANT: Make sure to go to CLEVER for typing lessons.** (Login usernames and passwords are the same as used for Clever and Schoology. We will set up the other accounts in class. You may view them through your student's login at that time.) The Technology Student Association Promotional Marketing project will also be completed in this course. *Please navigate to the digital version of this syllabus to click on the active links. W**e use Schoology as our lessons and activities organizer and the other websites as our curriculum resources. Please ensure your student brings their MCS Chromebook charged and ready for class each day. We have class headphones for them to borrow as needed.** *Parents and guardians can access other supplementary materials through the Schoology platform via their student's login.*
Course Description	Essential workplace readiness skills are taught in this course, including touch typing. Students will learn the fundamental concepts of word processing, spreadsheets and presentation software through a variety of software applications. The students will explore basic design concepts that will be utilized when creating a personalized digital portfolio that showcases their academic work. Students will increase their computer competency and keyboarding skills for composing and creatively expressing ideas digitally. Digital citizenship concepts and skills will be taught throughout the class. Applications used will be from the Google and Word Office Suites.
Course Learning Targets (Objectives)	● Touch type a minimum of 40 wpm (words per minute) using the home keys properly ● Create and fill with data and images: documents, spreadsheets, and presentations ● Describe the permanence of digital data and the importance of managing one's digital identity and reputation. ● Identify information from digital resources, using a variety of tools and methods to create a collection of artifacts that demonstrates meaningful connections or conclusions. ● Identify research strategies to locate information and other resources for student's intellectual and/or creative pursuits.
Course Outline	● Touch Typing ● Digital Presentations Using Google Slides ● Google Suite Overview and Comparison with Word Office Suite ● Introduction to Google Applied Digital Skills

	- Google Drive: Organizing Files & Folders - Google Docs Activities - Google Sheets Activities - How the Internet Works - Strategic Ways to Search the Internet and Promotional Marketing - Career Research Activities including presentations - Google Slides Activities
Classroom Expectations	1. **Be Respectful.** 2. **Lean into Struggles & Own Your Education.** 3. **Be a Learner, Not a Finisher** 4. **Feed Your Passion** 5. **Cheerful Collaboration** 1. Be in your seat when the tardy bell rings starting on bell work immediately. Don't wait to be told. *Detention for tardies will be assigned per LMS policy.* 2. Come prepared for class. Bring a writing utensil and charged Chromebook, including a positive mindset for learning. 3. Treat others as you want to be treated. Show respect for yourself and others at all times. 4. Cell Phones should be off & put away unless instructed by the teacher otherwise.* 5. If it's not yours, don't touch it. Keep your hands, feet, and objects to yourself. 6. Be responsible for ALL technology and supplies. 7. The teacher dismisses the class, not the bell. 8. Behave in a manner conducive to learning for all. 9. Do not visit gaming, video, non-Green Architecture curriculum websites during class. 10. Follow all Lab Safety rules in class and all rules listed in your LMS Handbook, District Technology Policy & MCS Code of Conduct. **All students must follow the [Madison City Schools Code of Conduct](#).**
Progressive Discipline *(LMS Policy) and Think Sheet (Mrs. H. policy)*	Liberty Middle School Classroom Management Plan: **Step 1:** Verbal warning **Step 2:** Student/teacher conference and Think Sheet with parent notification **Step 3:** Parent contact/conference **Step 4:** Detention **Step 5:** Referral to administration for repeat Class I violations and initial Class II and Class III offenses ([**Madison City Schools Code of Conduct**](#))
Grading Policy *(MCS Policy)*	**60%** = Assessments (Tests, Projects, Mini-Assessments) **40%** = Daily Grades (Vocabulary Quizzes, Exit Slips, Progress Checks, Classwork, Daily Activities, Participation)
Late Work/ Make-up Work/ Make-Up Tests	The Student handbook policy for late work will be followed. If students have an excused absence, they will have a minimum of 3 days and a maximum of 1 week to complete missed assignments. Time extensions may be determined on a case by case basis for the level of difficulty of the assignment.
How to Get Make-up Work	It is the student's responsibility to ask for make-up work. Students need to refer to the Digital Publishing Tools' class in Schoology and ask the teacher for help. Work that is not made up in a timely fashion will become a zero (including quizzes/tests). Missed quizzes and tests can be made up during school. It is the student's responsibility to communicate needs to the instructor.
Technology & Cell Phone Procedures	Students should bring their MCS chromebooks and chargers to class each day. Teachers monitor student activity and participation; however, students are responsible for their activity on school-issued devices and using their MCS accounts. Cell phones and earbuds/headphones will **not** be allowed to be used during classroom instruction time. Phones and earbuds/headphones will be put away in a location designated by the teacher and placed in silent mode. Students will have access to their phones and earbuds/headphones **outside of classroom instruction time**, **such as between classes and during lunch,** but devices should be put away when students are in the serving line and in class. Failure to follow these procedures will result in a disciplinary referral to the office.

	Student laptops should not be hard-wired to the network or have print capabilities. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. Laptops and other electronic devices will be used at the individual discretion of the teacher.
Accommodations	Requests for accommodations for this course or any school event are welcomed from students and parents.
Materials & Supplies	Each student should leave their cellphone in their backpack for the entire class. It should start entirely *in* their backpack before they walk in the room and stay in their backpack until they are changing classes and out in the hall. Each student is expected to maintain their digital notebook (DPT Google Drive folder) daily. A charged Chromebook is expected to be brought to each day of class. **We have class headphones for students to borrow as needed for activities.** *Parents and guardians can access other supplementary materials through the Schoology platform via their student's login.* ******************************** *We are always looking for professional adults to come in as guest speakers. If you or a colleague are interested in helping our career and technical education classes by coming in/Zooming in as a guest speaker, please let me know.*
Homework	*It is rare that there is homework in Digital Publishing Tools class other than using the home keys when typing and catching up with typing lessons.* However, if a student does not use their time wisely in Digital Publishing Tools (DPT) class, the work does become homework.
Parent & Student Acknowledgment Form	Both parent and student, please acknowledge that you have read this document by signing and returning this syllabus. You may refer to the digital copy ***Webpage Link to Syllabus & Teacher Page: https://www.madisoncity.k12.al.us/Domain/2099** in the future. ***I look forward to a great Digital Publishing Tools class with your student!***

This syllabus is subject to change.