Digital Information Technology
Curriculum Area: Career & Technical Education
Course Title: Digital Information Technology
Course Credit: 1
Instructor Name: Mr. Shea
Phone: 386-822-6909 Ext. 23381
Email: tjsheajr@volusia.k12.fl.us

My responsibilities as your instructor:
- Treat you with respect and care as an individual
- Provide the students with an orderly classroom environment
- Provide the necessary structure and discipline
- Provide the appropriate motivation

Course Description:
This course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information-based society. Digital Information Technology includes the exploration and use of: databases, the internet, social media, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards.

Certification/Testing
All students will be given the opportunity to receive industry certification in Microsoft Technology Associate (MTA) - Introduction to Programming Using HTML and CSS. Each exam is 50 minutes long and student must receive 700 to receive the certification. All students will be prepared to pass the certification exam.

Grading Procedures:
This course will follow the school-wide grading scale as displayed in the student handbook. Grades are determined by the total number of points accumulated by the end of a grading period. Assignments are given a certain point value – for example, classwork might be worth 10 points, while a project might be worth 100 points. Most assessments will be authentic whereby students’ complete hands-on projects or exams that reflect our curriculum for DIT and Introduction to Programming Using HTML and CSS Certification.

Classroom Rules:
1. Show up
2. Do the work
3. Stay focused
Classroom Norms:

Beginning of class
- All students should come to class prepared for the day’s activities.
- Please use the restroom before class begins.
- Students must be in their seat when the tardy bell rings. If you are tardy, school policy on tardiness will go into effect.
- A daily schedule will be displayed in the classroom and on Canvas, so you know what to expect that day. This will be your guide for the entire class period.

During Class
- I will teach lessons based on our DIT Curriculum.
- After new information is covered, students will begin implementing new skills through daily projects to reinforce new content.
- All documents will be saved on One Drive. We will set up your class folder where you will organize all your class projects.
- Students will utilize our DIT Canvas Class for all our curricula including daily lessons, projects, and uploading any class work.
- Assignments and class work are uploaded in Canvas but will be graded in Focus.
- When you are absent
  - Please check Canvas every day.
  - Class work will be available on Canvas and you will be able to work from home if needed.
  - Any work missed from daily activities will be available for you in Canvas
  - No work will be accepted after due date unless you have excused absence.
  - All of you have devices to complete your DIT work so there is no excuse.

Academic dishonesty: Students are expected to always maintain academic honesty and integrity throughout their high school career. Academic dishonesty (as in cheating or plagiarism) is not acceptable. Cheating includes copying another student’s work and submitting it as one’s own. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question and parents will be contacted. Absolutely no cell phones out while instruction is taking place. This also means no cell phones charging during class. Cell phones can be placed in cell phone holder in front of my desk.

You are expected to use your class time wisely. Any work not completed during the allowed class time needs to be made up before or after school. This is DIT and I expect you to use your class time for this subject. Working on other class assignments, unauthorized internet surfing, games playing are not permitted. I WILL NEVER GIVE YOU HOMEWORK. I give you plenty of time to complete all your work in class.

Talk only when permitted. Be aware of the situation. Since quiet talking is allowed in some situations and speaking to the entire group without raising your hand may be allowed in others. I will remind you once and expect compliance.

Use polite speech and body language. Unkind teasing and impolite behavior are unacceptable parents will be contacted immediately.

Follow the teacher's directions the first time. Listen to my instructions and I guarantee your success in this class.
Assignments. Assignments need to be turned in to Canvas. It is your responsibility to get your assignments uploaded on time.

End of class dismissal
- I dismiss the class, not the clock
- Before dismissal all students must be in their assigned seats and the area around your seat must be cleaned.
- Push in your chair before leaving the classroom.