



Journey Middle School

217 Celtic Drive, Madison, Alabama 35758

Digital Publishing Tools, 6-8

Ms. Amy Ramsdell

Teacher Contact Information

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Classroom Digital Platforms

Webpage Link: <https://www.madisoncity.k12.al.us/Domain/3386>

Schoology Link: <https://madisoncity.schoology.com/home>

Distribution List Link: <https://forms.gle/gM4JKGqwRp1sbXNE6>

Textbook Information
(Please give textbook information and list the online textbook codes in Schoology. Let students in parents know the code is accessible in Schoology)

There is no required textbook for this course..

There is not required reading for this course.

Course Description

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.

Prerequisites

None

Course Objectives

Computational Thinker:

Apply logical reasoning and problem-solving strategies to design, test, and improve solutions.

Citizen of a Digital Culture:

Demonstrate responsible, ethical, and safe behavior when using digital tools and interacting online.

Global Collaborator:

Use digital tools to work effectively with others across cultures and locations to achieve shared goals.

Computing Analyst: Collect, analyze, and interpret data to draw conclusions and support decision-making.

Innovative Designer: Create and refine digital solutions or products through the design process and creative thinking.

Instructional Delivery Plan, Course Outline, & Culminating Project

Unit 1: Intro to Digital Publications

Unit 2: Computational Thinking

Unit 3: Collaborating Globally

Unit 4: Crunching Data

Unit 5: Digital Innovation

**This is subject to change.*

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| Credentialing | None |
| CTSO Integration (JMS Career Technical Student Organization is Technology Student Association) | Technology Student Association, TSA, is a career technical student organization and a fundamental part of this course. It is a national career and technical student organization of students engaged in science, technology, engineering, and mathematics (STEM). TSA is integrated into the program which includes competitions and leadership opportunities. TSA provides students with activities during their class time and after school with our local TSA Chapter. Previous TSA based activities include but are not limited to: Coding Challenges, Career Prep, Cyber Security, Essays on Technology, Challenging Tech Issues. The exact project for Digital Publications is TBD. |
| Embedded Numeracy Anchor Assignment | MA.7.27 – <i>Use technology (e.g., calculators, spreadsheets, graphing tools) to display and interpret numerical data in various formats such as line plots, histograms, and box plots.</i> |
| Embedded Literacy Anchor Assignment | W.7.6 – <i>Use technology, including the Internet, to produce and publish writing and link to and cite sources as well as to interact and collaborate with others</i> |
| Embedded Science Anchor Assignment | SCI.7.5 – <i>Construct models (including digital simulations)</i> |
| CTE Lab Safety Guidelines | Each student in a CTE/PLTW/STEM course will be required to complete a lab safety exam and score 100% correct before being allowed to use any tools on projects. We expect students to responsibly and safely use the CTE equipment. Examples of equipment used in CTE/PLTW/STEM courses may include and are not limited to the following: scissors, hot glue guns, box cutters, power tools, hand tools, measuring tools, electronic equipment, computers, medical supplies, adhesives, robotics equipment, & food items (consumable and non-consumable). |
| Classroom Expectations | <ul style="list-style-type: none"> • Come prepared to learn everyday and follow all directions quickly. • Try to limit your time outside of the classroom as much as you can. • Try your very best every single day. • Be kind and respectful to everyone. • Keep your area clean • Keep all personal electronics out of sight during class |
| Progressive Discipline (JMS Policy) | <p>All progressive discipline will correspond with the Madison City Schools Code of Conduct regarding Class I and II offenses. Some Class II and all Class III offenses are a direct office referral.</p> <ul style="list-style-type: none"> • Warning • Conference with student with parent notification • Parent Contact • Detention • Referral to administration for repeat Class I violations and initial Class II and III offenses---Consequences determined to be reasonable and appropriate by the school administration. |
| Electronic Communication Device Policy | <p>Wireless Communication Devices</p> <p>A. Definitions</p> <p>1. Instructional Day –</p> <ul style="list-style-type: none"> • When school is open and in session; • During class time, lunch, transitions between classes, and any non-instructional periods; • Any time that students are required to store their Wireless Communication Devices under the Student Code of Conduct, or other school rules; or • Any other time, students are instructed to store their devices by school staff. <p>2. Wireless Communication Devices – Any portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device, including, without limitation:</p> <ul style="list-style-type: none"> • cellular telephones • tablet computers • laptop computers • pagers • gaming devices • smart watches |

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| | <ul style="list-style-type: none"> • earphones or headphones (Air Pods, ear buds, over the ear headphones, etc., whether wireless or not) <p>B. Possession of Wireless Communication Devices – Students are prohibited from bringing Wireless Communication Devices into school buildings and onto school grounds, except in compliance with this policy. The Board is not responsible for the theft, loss, or damage to any Wireless Communication Device brought onto campus by a student.</p> <p>C. Storage of Devices– At all times during the Instructional Day, students who possess a Wireless Communication Device on any campus or in any school must turn the device off and store the Wireless Communication Device off their person in a locker, car, backpack, purse, gym bag, or other storage location approved by school administrators. This storage requirement is subject to the exceptions set out in subsection D below.</p> <p>D. Prohibition on Use; Exceptions – Students are prohibited from using, operating, or possessing a Wireless Communication Device during the Instructional Day, except under the following limited circumstances:</p> <ul style="list-style-type: none"> • The use, operation, and/or possession of the device is specifically included in the student’s Individualized Education Plan (IEP), 504 Plan, or an Individualized Health Plan; • The use, operation, and/or possession of the device is for educational or learning purposes under the supervision of school personnel; and • The use, operation, and/or possession occur during an emergency threatening the life or safety of the student or another person. <p>The Superintendent or designee is authorized to develop additional guidelines for implementation of these exceptions.</p> <p>E. Searches – School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Conduct, or other school rules, provided that the nature and extent of such reading, examination, and inspection shall be reasonably related and limited to the suspected violation.</p> <p>F. Disciplinary Action – Any violations of this policy may result in disciplinary action under the Student Code of Conduct.</p> <p>G. Additional Procedures Authorized – The Superintendent or designee is authorized to develop any additional rules necessary to carry out this policy.</p> |
| Grading Policy <i>(MCS Policy)</i> | <p>60% = Assessments (Tests, Essays, Projects)</p> <p>40% = Daily Grades (Quizzes, Homework, Classwork, and Participation)</p> |
| Late Work Policy | <ul style="list-style-type: none"> • Students present in class on the day of instruction are expected to turn in all in-class and out-of-class assignments on time. • Late assignments will be reviewed and considered on an individual basis. As CTE/STEM courses simulate real-world work environments and emphasizes project-based learning, timely completion of tasks is essential. However, if circumstances arise, students are responsible for communicating with the teacher emulating positive employability traits; each situation will be assessed fairly and thoughtfully. |
| Make-up Work/Test Policy | <ul style="list-style-type: none"> • Students are permitted to make up work, tests, and other assignments, activities, etc., when absences are excused. Under normal circumstances, it is expected that students will submit previously assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absence(s) must be made up within three school days after returning to school. However, for extended excused absences when homebound services are not necessary, the teacher may grant additional time, but not to extend beyond two weeks past the return to school. It is the joint responsibility of student and parent to ensure a student makes up work following excused absences. Teachers may alter assignments, tests, work, activities, etc., as necessary to ensure an accurate evaluation of the student's performance after an excused absence. • Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences. |
| Technology | <p>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.</p> |

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| Cheating/Plagiarism | <p>A student who cheats will not receive credit for the work in question. If any other student has cooperated in cheating, that student is also considered to have cheated and will not receive credit. Cheating students will also be subject to disciplinary consequences in Section XXII of this CSC. Cheating is defined to include, but is not limited to:</p> <p>(a) copying someone else's work in or out of class and identifying and submitting it as your own</p> <p>(b) failing to quote and/or list appropriate citations for material derived from published sources (including the Internet) and identifying and submitting it as your own</p> <p>(c) the use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class</p> <p>(d) any other situation in which the student attempts to or accepts credit for work not his or her own.</p> |
| Artificial Intelligence Acceptable Use Policy <i>(MCS Policy)</i> | <p>Madison City Schools acknowledges that technology is ever-changing and has a tremendous impact on our global society, local community, and classrooms. Artificial intelligence (AI), including generative forms of AI, is becoming more a part of our everyday lives. It is our responsibility to educate and train students to utilize AI in an ethical and educational way. Therefore, Madison City Schools is not banning the student or teacher use of AI, but each student will need to be aware of the limitations and guidelines of its usage:</p> <p>a. Madison City Schools student email accounts and Chromebook access to specific open AI software, such as ChatGPT, are blocked due to data and security concerns.</p> <p>b. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.</p> <p>c. Teachers may allow the use of AI for curriculum purposes. Access to specific websites will be granted on an as-needed basis, adhering to specific data and privacy guidelines regarding age restrictions and usage.</p> <p>d. College Board and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of Artificial Intelligence.</p> <p>e. Students who use AI software with a personal device and/or personal credentials should do so at their own risk, acknowledging that each platform is collecting various forms of data.</p> <p>f. Students must acknowledge the use of AI in any capacity related to their schoolwork, including text, images, multimedia, etc. The use of AI could be subject to the Academic Dishonesty Policy.</p> <p>h. Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims.</p> |
| Materials & Supplies | <ul style="list-style-type: none"> Students are expected to have a pencil, charged Chromebook & Composition Notebook |
| Homework | <ul style="list-style-type: none"> All assignments and projects will be completed during class time. In the case that a student may not utilize time wisely or are absent from class they may be expected to complete this work at home. |
| Parent & Student Acknowledgment Form | <p>https://forms.gle/vhu6ZCyhCTTBqqzNA</p> |