**Digital Information Technology  
 Virtual Course in the Classroom**

Lab fee

$10

**2019-2020 School Year Instructor: Mrs. Folse**

Course Number 82073100

Course Credit: 1

***Email:*** [***folsed@santarosa.k12.fl.us***](mailto:folsed@santarosa.k12.fl.us)

**916-4100**

This course will fulfill the Online Class graduation requirement as well as the Fine Art requirement to graduate. It will also count as an elective credit and is the first course of three required for a student to be eligible to obtain the Florida Gold Seal Scholarship. It may be the first course of an Academy or a program.

**Classroom Rules**

* Be in your assigned seat when the tardy bell rings
* No food or drink is allowed in this computer lab. Keep such items in your backpack as well as your cell phone.
* Respect the equipment!
* No telephone usage during class which includes no earbuds, or charging on the computer.
* Remain in your seat until the bell rings. Push your chair under your workstation.
* **GAMING**: No games are to be played on school computers. This is a violation of your AUP and subject to removal from class.

**Supplies**

**Daily**: Pen/pencil, paper, folder with brads. Students need to keep up with handouts and project requirements during the school year.

**Evaluation & Online Grade Access (Dolphin GradeLine-Portal)**

Quizzes, class work, and class participation will be calculated as 50% of the student’s grades. Tests and projects will be calculated as the remaining 50%. Students are expected to take notes when such work is given. In this online class the students will be responsible for the TRY Its’, and the Practice and Application for each lesson that is assigned. Students will be required once prepared to take an Industry Certification Exam in each of the Microsoft areas covered—Word, Power Point and Excel. Students will be submitting work to the program as well as to the teacher. Grades will be posted in the Portal in a timely manner. All assignments are available on the internet and can be done at home using your 57 # and your password.

**CLUB**

Please consider joining the Future Business Leaders of America. The meetings will be announced in class as well as opportunities to earn community service hours.

I am looking forward to a great year and hope you are too! Please sign and return this sheet to Mrs. Folse.

I have read and understand the contents of the Syllabus and the student handbook and Code of Conduct. I will adhere to the rules and policies described therein.

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Student Name (printed) Parent Name (printed)

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Student Signature Parent Signature

My student may watch school-class related PG and/or PG 13 Videos that pertain to the curriculum of this class.

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YES NO