

## About this class

Welcome to your Digital and Interactive Media class. This is a full year career and technology education course in which you will learn to work with text, graphics, audio, animation and video. The majority of your coursework will be done using the Adobe Creative Suite, though a few other pieces of software will come into play. In the first semester of this class, you will learn about digital citizenship, design, typography, desktop publishing and graphics. You will round out the first semester by creating a portfolio. In the second semester, you will move into audio, animation and film. The course is cumulative, meaning that that your skill sets will build from the first day of class, and those skills will be necessary throughout the year. It is important to note here that you may be photographed or filmed for work you will need to complete in the class. These photos or pieces of film will be necessary for your class work.

## Grading

This class will be a different learning experience for you, as we do not use a textbook or be assigned traditional homework. If possible, your tests in this class will be administered online and be kept to a minimum. Your regular daily grades will be based on class participation. Should you miss a day of class, you will be provided an opportunity to make up the missed grade. Your other grades will be determined through completion of projects and tutorials. All of your assignments will be posted at [msdunlap.org](http://msdunlap.org).

### The Dallas ISD Grading Policy for high school classes is as follows

<i>Task</i>	<i>Percentage of six weeks grade</i>
Class work and homework	40%
Tests	25%
Projects and products	20%
Six week tests	15%

Due to the fact that this is somewhat of a non-traditional class, the following categories will be fulfilled with these specific types of assignments:

- Class work and homework: Daily class participation grades and demonstrations of learning
- Tests: Completed projects graded against a rubric
- Projects and products: Writing activities and completed tutorials
- Six weeks tests: Tests will be administered online during class time

## About your instructor

My name is Heather Dunlap. I am an experienced teacher certified in multiple areas. I hold a Master of Education degree in technology curriculum and instruction, and have been awarded the Texas Instruments/Dallas Education Foundation innovations in teaching Science, Technology, Engineering and Math award. I am also a Texas Instruments Teaching fellow. This will be my 17th year as a teacher, and I am excited to get started.

If you need to contact me outside of class time, please send me an email at [hhinds@dallasisd.org](mailto:hhinds@dallasisd.org). Please do not attempt to contact me through any social network until after you graduate.

## Rules and Procedures

You will be expected to adhere to all school and District rules. Specifically, I expect that you will be dressed appropriately for school and wearing an ID badge every day.

Additionally, please familiarize yourself with the rules and procedures in this classroom.

- Students will arrive on time
- Students will work on assignments only
- Students will behave in a respectful manner
- Students will refrain from eating or drinking in class
- Students will adhere to the Dallas ISD Acceptable Use Policy
- Students will adhere to the Dallas ISD Student Code of Conduct

## Attendance

Your attendance is very important in this and every other class. Too many absences will result in a loss of credit in a course. If you do miss a day and need to make up the missing daily grade, please note that the make-up assignments will be available. If you miss a day due to a school activity (sporting event, field trip, etc.) or an illness (with appropriate documentation) please let me know as soon as possible about that absence so I can make the appropriate notation in my grade book. If you fail to mention such an absence, it is very likely that you will receive a failing grade for that day of class work, simply because I am unaware of that event. The Dallas ISD policy dictates that you are allowed two days following an absence to make up a missing grade. This can be made more flexible, depending upon the circumstance.

## Supplies

There is no required supply list for this class. As far as storage of your work, you should be able to do everything you need without purchasing supplies. I would recommend that each student have access to a USB flash drive, though it is not required. A flash drive would simply be useful in this and every other class.

## The DISD Acceptable Use Policy

The full Dallas ISD Acceptable Use policy is available on my website, [misshinds.org](http://misshinds.org), and applies to every teacher, student, administrator, employee and volunteer in the Dallas ISD. It is 11 pages long, but the salient points are as follows:

- Users have no expectation of privacy while using DISD resources
- District technology resources are to be used for educational purposes only
- Should a user locate a security problem, he must notify a teacher or site administrator
- Users will not disable antivirus software
- Users will not install unauthorized software
- Users are not to misrepresent themselves while using District resources
- Users cannot disparage the District or post inappropriate material in social networking or blogging sites
- Users must not use "save password" functions
- Users will not log in as someone else, nor will they lend their login information to others
- Users will not disable or intentionally harm technology equipment
- Users will not access create or transfer obscene or objectionable material
- Users will not remove technology equipment from the building without proper permission
- Users will not annoy or harass others using District resources
- Users will not disclose the personal information of others
- Should a user access inappropriate material, he must report it to the Technical Assistance Center

## Parent/Guardian Acknowledgement and Acceptance

Please provide the following information and return this page:

- YES-** I have read and understand the classroom rules and procedures and the grading policy. I understand that my child will be bound by them. I also understand that my child will be granted Internet access as an integral part of this class for educational purposes. Use of the Internet for any non-educational purpose may result in a lowered grade due to nonparticipation in class assignments, or in severe cases, it could result in disciplinary action. I also understand that my child may be photographed or filmed for projects in this class.
  
- NO-** I have read and understand the classroom rules and procedures and the grading policy. I will not permit my child to be bound by them, nor do I permit my child Internet access as an integral part of this class for educational purposes. I do not permit my child to be photographed or filmed for projects in this class. I am unable to accept these circumstances, and I would like to arrange for a schedule change so my child can be placed in a different class.

<b>Student</b>		
		_____ ID Number
_____ Printed name	_____ Signature	_____ Date
<b>Parent/Guardian</b>		
_____ Printed name	_____ Signature	_____ Date
_____ Parent/guardian email address		
_____ Preferred parent/guardian contact telephone number		