Tokyo International Progressive School
Middle School, Information Technology (IT) Course Outline
2023-2024

Nabi Nazari, Common Room

DESCRIPTION OF THE COURSE

This course provides middle school students with essential digital citizenship principles and hands-on experience using productivity tools. Divided into two semesters, students will learn responsible online behavior and practical skills for using technology effectively.

Course Duration: Two Semesters (approximately 18 weeks each)

Semester 1: Digital Citizenship and Responsible Technology Use
 Module 1: Finding Balance in the Digital World
 Module 2: Privacy and Security in the Digital Age
 Module 3: Digital Footprint and Identity
 Module 4: Effective Online Communication
 Module 5: Addressing Cyberbullying and Hate Speech
 Module 6: News and Media Literacy

Semester 2: Google Tools for Productivity
 Module 1: Introduction to Google Docs
 Module 2: Creating Dynamic Presentations with Google Slides
 Module 3: Efficient Data Collection with Google Forms
 Module 4: Organizing and Analyzing Data using Google Spreadsheets

STUDENT EXPECTATIONS

Materials needed for class: Laptop, headphones, accordion folder, Pencils, Pen, Eraser, Pencil Sharpener.

Students will use handouts distributed to them in each class. Class instructions on google classroom will guide which resource they are going to use for that specific period. Therefore, the students should check their google classroom before they enter the class.

Students are responsible for all the printed materials to keep them organized and safe as they will need those while doing their projects. The teacher will regularly supervise all students' worksheets to make sure they do have all the copies.

Food and Drink Policy: no food or drink other than water is allowed in the classroom. Students can bring drinks in their own water bottle.

EARNING YOUR GRADE
Students' grades will be determined based on your work in these categories:

Grade Category	Percentage of your grade	
6P	60%	
Project	40%	

The grading scale for this course will be:

Letter grade	Mark range
A+	98-100
A	93-97
B+	90-92
B	85-89
C+	82-84
C	77-81
D+	74-76
D	70-73
F	69 or below

1) 6P's: Positive/Pleasant/Polite, Prepared/Punctual/Productive - 60% of the student's grade. Positive/pleasant/polite behaviors articulated govern how members of the TIPS community are expected to treat each other. Prepared/punctual/productive behaviors guarantee academic success. A mark out of 10 will be awarded each class based on these criteria:

Positive/Pleasant/Polite
1) Do I speak positively about myself, my peers, my teachers and my school?
2) Do I always respond positively to adult requests?
3) Do I look for opportunities to help others succeed?
4) Do I use good manners?
5) Am I considerate of the point of view of others?
6) Am I a courteous and attentive listener?
7) Do I treat the environment respectfully and gently?
8) Do I go out of my way to include others in the activity, especially those not part of my circle of friends?

Prepared/Punctual/Productive

1)   Do I bring all required materials to class?
2)   Am I on time for class and ready to begin work at the bell?
3)   Do I participate fully in all the learning activities?
4)   Am I on task without a teacher's supervision?
5)   Do I work at a challenging level?
6)   Do I find ways to assist my peers in their learning?
7)   Am I supportive of the efforts of my peers in the classroom?
8)   Do I take care of my own health so I am fully engaged in learning?

4)Projects – 40% of the student's grade.
Projects are longer tasks, designed to practice skills including research, organization, group work, and presentation. There would one project per each quarter.

IMPORTANT DATES

Assessment	By this date
Semester I	
Project 1	October 23, 2023
Project 2	January 22, 2024
Semester II	
Project 3	April 1, 2024
Project 4	June 10, 2024