Digital Productions

Brandon Valley High School

Instructor Information
Instructor: Ms. Versteeg
Email: dian.versteeg@k12.sd.us
Classroom: #203

Class Description
This course is designed for students who want to learn multimedia programs to create different types of presentations. Areas covered in this class will include design concepts, digital video and editing, digital camera, audio and digital design.

Supplies:
-Computer - yes :)
-Pen/Pencil - yes
-Folder - yes, can share with another class
-Notebook paper - no
-Headphones, earbuds - yes and no, there are projects will you will need to have "something" to listen to your recordings, there are headsets that you can use for this, we do not "listen to music" when working on projects

 Expectations and Goals
-Follow the BVHS Acceptable Use Policy regarding using your computer **Read Policy Here**
-Be prepared for class: pen, pencil, planner
-You are expected to complete/submit work
-You are expected to follow the directions of the assignment
-You are expected to pass
-Respect yourself and your right to an education
-Respect the education of others
-Respect the school and the teacher's right to teach
-Respect the equipment

Grades
-Grades are based on total points.

Absences and Make Up Work
-Check in Google Classroom and on the Lesson Plan Page for assignments.
-Ask the teacher for help with completing work.

Homework
-There will be assignments that will need to be completed outside of class.

Late Work
-All assignments will be given a due date.
-Students will have the opportunity to turn in the assignment 1 day late and still receive full credit.
-Assignments turned in 2+ days late will have a reduction in score.

-Special circumstances do come up and will be dealt with on an individual basis.
-You are expected to email your teacher when you turn an assignment in after the due date.

Computer Guidelines:
-Keep it in the school issued computer bag when not using it. -Insurance
-Charger:
    --bring it every day
    --no 3rd party chargers -Insurance
    --put your name on it somehow
-RESTART EVERY DAY!!
    --Restart IN the school
    --Maybe restart during TEAM, Studyhall, SRP
    --updates
    --better functioning
-Account Card:
    --Take a picture and keep it on your phone.   -loaner
    --Secure the card in your bag NOT on the computer. --loaner
-Help Desk: open 7 am - 4 pm, usually not open at 12 noon. --lunch time

Semester Test
A semester test will be given in this class. - TBD

Classroom Guidelines
-No food, candy, or drinks in the classroom
-Cell Phone: Phones on the ledge at the beginning of class. If the teacher takes the phone during class, the teacher will take the phone to the office. The phone will not be returned to you. **Please read the student handbook regarding this issue.**
-No earbuds, headphones except when needed on project
-Do not work on other homework during class unless all assignments are completed for Digital Production.
-Games are NOT part of the curriculum in this class.
-Throw papers away that you do not want.
-Push chairs in at the end of class.
-Keep the work area around your computer picked up, even if it's not your mess.
-Return books to where they belong
-Remain seated at the end of class until you are dismissed