

Kindergarten Technology Skills

Quarter Focus

Computer Ethics (should be taught in first few weeks of school)

- Explain and demonstrate compliance with classroom rules regarding responsible use of computers and networks.
- Internet Safety (use ABCYa Cyber-Five):
 - Explain responsible use of technology and digital information and describe possible consequences of inappropriate use.
 - Identify cyberbullying and describe strategies to deal with such a situation.
 - Recognize and describe the potential risks and dangers associated with various forms of online communications.

1st Quarter Priorities:

- Turn on a computer and login.
- Identify and use basic computer components (power button, keyboard, mouse, monitor, etc.)
- Close and exit file or program properly.
- Use mouse to manipulate shapes and icons; click on URLs (web addresses), radio button, check boxes; use scroll bar; click, double click, drag
- Use software games to emphasize learning in the classroom: letter recognition, uppercase and lowercase matching, number recognition, number ordering.

2nd Quarter Priorities:

- Be able to find and use preselected teacher approved websites for information. Watch online videos and use play, pause, rewind, and forward buttons.
- Mute, unmute, and change volume.

3rd Quarter Priorities:

- Use desktop icons, windows, and menus to open applications and documents.

4th Quarter Priorities:

- View slide shows.
- Explore a variety of digital tools to produce and publish writing, including in collaboration with peers.

Websites to Consider: ABCYa Keyboarding Zoo, www.kindergartenworks.com, www.education.com/games - Reading and Writing-Reading-Alphabet

1st Grade Technology Skills

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1st Quarter Priorities:

- Review the following kindergarten skills:
 - Turn on a computer and login. Log out and turn computer off.
 - Identify and use basic computer components (power button, keyboard, mouse, monitor, etc.)
 - Close and exit file or program properly.
 - Use mouse to manipulate shapes and icons; click on URLs (web addresses), radio button, check boxes; use scroll bar
 - Be able to find and use preselected teacher approved websites for information. Watch online videos and use play, pause, rewind, and forward buttons.
 - Mute, unmute, and change volume.
 - Use desktop icons, windows, and menus to open applications and documents.
- Explain and use age-appropriate online tools and resources (tutorial, assessment, web browser, etc.)

2nd Quarter Priorities:

- Introduce proper posture and hand position.
- Use software games to emphasize learning in the classroom: letter recognition, sight words, missing letter exercises, number recognition, order sequential numbers.
- Use one space after a period.
- Use backspace and delete keys.

3rd Quarter Priorities:

- File Management: Open and save documents in a specific location.
- Understand text wrap when typing (soft return).
- Use menu/tool bar functions (font/size/style/color, line spacing, margins) to format, edit, and print a document.
- Use of return/enter (hard return) to complete a paragraph, title, or line.

4th Quarter Priorities:

- Copy and paste images within the document and from outside sources.
- Insert and size a graphic in a document.
- Use a variety of age-appropriate technologies to communicate, collaborate, and exchange ideas.

2nd Grade Technology Skills

Quarter Focus

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- Internet Safety (use ABCYa Cyber-Five):
 - Explain responsible use of technology and digital information and describe possible consequences of inappropriate use.
 - Identify cyberbullying and describe strategies to deal with such a situation.
 - Recognize and describe the potential risks and dangers associated with various forms of online communications.

1st Quarter Priorities:

- Review the following 1st grade skills:
 - Turn on a computer and login.
 - Use desktop icons, windows, and menus to open applications and documents.
 - Save, close, and exit file or program properly.
 - Be able to find and use preselected teacher approved websites for information. Watch online videos and use play, pause, rewind, and forward buttons.
 - Mute, unmute, and change volume.
- Explain and use age-appropriate online tools and resources (tutorial, assessment, web browser, etc.)
- Discuss proper posture and hand position for typing skills.

2nd Quarter Priorities:

- Know when to use Control-Alt-Delete.
- Continue working on proper hand placement to improve speed and accuracy.
- Practice typing spelling words and sight words.

3rd Quarter Priorities:

- Use menu/tool bar functions (font/size/style/color, line spacing, margins) to format, edit, and print a document.
- Apply bold, italics, and underline.
- Use tab key for indenting.
- Copy and paste images within the document and from outside sources.
- Insert and size a graphic in a document.
- Print preview and print a file.

4th Quarter Priorities:

- Use informal citation: Cite where the information came from and acknowledge with no formal style.
- Understand copyright laws on written materials, photographs, music, and video.
- Create a PowerPoint slide using bullet points.
- Create and import audio voice recording in conjunction with visual tools.

3rd Grade Technology Skills

Quarter Focus

Computer Ethics (should be taught in first few weeks of school)

- Explain and demonstrate compliance with classroom rules regarding responsible use of computers and networks.
- Internet Safety (use ABCYa Cyber-Five):
 - Explain responsible use of technology and digital information and describe possible consequences of inappropriate use.
 - Identify cyberbullying and describe strategies to deal with such a situation.
 - Recognize and describe the potential risks and dangers associated with various forms of online communications.

1st Quarter Priorities:

- Review the following 2nd grade skills:
 - Turn on a computer and login.
 - Use desktop icons, windows, and menus to open applications and documents.
 - Save, close, and exit file or program properly.
 - Be able to find and use preselected teacher approved websites for information. Watch online videos and use play, pause, rewind, and forward buttons.
 - Mute, unmute, and change volume.
- Explain and use age-appropriate online tools and resources (tutorial, assessment, web browser, etc.)
- Discuss proper posture and hand position for typing skills.
- Use different menu/tool bar functions (font/size/style/color, line spacing, margins, bold/italics/underline) to format, edit, and print a document.

2nd Quarter Priorities:

- Practice typing skills with typing programs/websites while using proper posture and hand and finger position. Use touch typing software.
- Discuss how to add a capital letter (appropriate use of Shift vs. Caps Lock).
- Publish writing using keyboarding skills.
- Cut, copy, and paste text.
- Move text using drag and drop.

3rd Quarter Priorities:

- Use informal citation: Cite where the information came from and acknowledge with no formal style.
- Understand copyright laws on written materials, photographs, music, and video.
- Use online databases (World Book, Accelerated Reader, Scholastic Magazines, etc.).
- Use basic word search techniques in age-appropriate search engine.
- Perform basic searches on databases to locate information (Kidtopia, Google Kids, etc.).

4th Quarter Priorities:

- Create multiple PowerPoint slides with various layouts.
- Position and format text.
- Define and edit an appropriate color scheme.
- Use bulleted lines to summarize a text.
- Understand wireless connections (laptops and other portable devices).

4th Grade Technology Skills

Quarter Focus

Computer Ethics (should be taught in first few weeks of school)

- Explain and demonstrate compliance with classroom rules regarding responsible use of computers and networks.
- Internet Safety (<https://www.netsmartzkids.org> or <https://www.missingkids.org/NetSmartz>):
 - Explain responsible use of technology and digital information and describe possible consequences of inappropriate use.
 - Identify cyberbullying and describe strategies to deal with such a situation.
 - Recognize and describe the potential risks and dangers associated with various forms of online communications.

1st Quarter Priorities:

- Review the following 3rd grade skills:
 - Turn on a computer and login.
 - Use desktop icons, windows, and menus to open applications and documents.
 - Save, close, and exit file or program properly.
 - Be able to find and use preselected teacher approved websites for information. Watch online videos and use play, pause, rewind, and forward buttons.
 - Mute, unmute, and change volume.
- Explain and use age-appropriate online tools and resources (tutorial, assessment, web browser, etc.)
- Discuss proper posture and hand and finger position for typing skills. Continue to work on accuracy and speed using websites/programs.
- Use different menu/tool bar functions (font/size/style/color, line spacing, margins, bold/italics/underline) to format, edit, and print a document.
- Cut, copy, and paste text.
- Move text using drag and drop.

2nd Quarter Priorities:

- Review copyright laws on written materials, photographs, music, and video.
- Review how to use online databases and perform basic word search techniques in age-appropriate search engines.
- Use advanced word search techniques in an age-appropriate search engine and add Boolean (+, "", -, *).
- Use informal citation: Cite where the information came from and acknowledge with no formal style.
- Move between multiple software programs/windows (split screens, minimize, maximize, task bar).

3rd Quarter Priorities:

- Use keyboarding skills to publish a 1-page writing in 1 sitting.
- Align text on a line (center, left, right, justify).
- Use spelling and grammar check.
- Use thesaurus.
- Use the Undo and Redo buttons/commands (Ctrl Z and Ctrl Y).
- Clean up and organize files/folders.

4th Quarter Priorities:

- Create multiple PowerPoint slides with various layouts.
- Insert graphics, sound, and/or video.
- Add a hyperlink for slide show.
- Organize slides for slide show.
- Delete a slide.
- Insert appropriate transitions and appropriate animations.
- Operate and run a slide show.

5th Grade Technology Skills

Quarter Focus

Computer Ethics (should be taught in first few weeks of school)

- Explain and demonstrate compliance with classroom rules regarding responsible use of computers and networks.
- Internet Safety (<https://www.netsmartzkids.org> or <https://www.missingkids.org/NetSmartz>):
 - Explain responsible use of technology and digital information and describe possible consequences of inappropriate use.
 - Identify cyberbullying and describe strategies to deal with such a situation.
 - Recognize and describe the potential risks and dangers associated with various forms of online communications.
- Understand the Acceptable Use Policy (AUP)

1st Quarter Priorities:

- Review the following 4th grade skills:
 - Turn on a computer and login.
 - Use desktop icons, windows, and menus to open applications and documents.
 - Save, close, and exit file or program properly.
 - Be able to find and use preselected teacher approved websites for information. Watch online videos and use play, pause, rewind, and forward buttons.
 - Mute, unmute, and change volume.
- Explain saving to Student U drive vs. saving to OneDrive.
- Introduce Office365 to students and discuss various features (OneNote, Teams, Outlook, etc.)
- Explain and use age-appropriate online tools and resources (tutorial, assessment, web browser, etc.)
- Discuss proper posture and hand and finger position for typing skills. Continue to work on speed and accuracy using websites/programs.
- Use different menu/tool bar functions (font/size/style/color, line spacing, margins, bold/italics/underline) to format, edit, and print a document.
- Cut, copy, and paste text.
- Move text using drag and drop.

2nd Quarter Priorities:

- Review copyright laws on written materials, photographs, music, and video.
- Review how to use online databases and perform basic and advanced word search techniques in age-appropriate search engines.
- Evaluate websites for their content in terms of their usefulness for research.
- Understand domain names and extensions and their meanings.
- Manage passwords.

3rd Quarter Priorities:

- Use keyboarding skills to publish a 2-page writing in 1 sitting.
- Understand the word count.
- Use formal citation in MLA format (Purdue Owl Online Writing Lab).
- Choose the correct printer for the job.
- Log on and off the network.

4th Quarter Priorities:

- Introduce Office 365 to students and discuss various features (OneNote, Teams, etc.).

Software Available for Use:

Microsoft Office 365

- OneDrive
- Teams
- OneNote
- Forms
- Word
- Excel
- PowerPoint
- Publisher

Audacity

Discovery Education

MyVRSpot

Movie Maker

Pixlr

Minecraft

Flipgrid

Prodigy

Coding Software – Lego, Python, Scratch, etc.

KhanAcademy

Destiny – Library