

Computer Technology and Information Literacy

Grade Level: PreK-5

Teacher: Mrs. Faith Carr

School Year: 2015-2016

Course: Computer Technology and Information Literacy

Grade Level (s): PreK-5

Course Objectives: * (Outcomes to be as appropriate to grade level and appropriately paced pedagogy.)

- **LOLO STRAND 1:** Every student will understand the operation, function of technology, and become proficient in its use.*
- **LOLO STRAND 2:** Students understand human, cultural, and societal issues related to technology and practice legal, ethical, and moral Christian behavior.*
- **LOLO STRAND 3:** Every student will demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.*
- **LOLO STRAND 4:** Every student will use productivity tools and will collaborate, publish and interact with peers experts and other audiences by using telecommunications and media.*
- **LOLO STRAND 5:** Every student will utilize technology based research tools to locate and collect information pertinent to the task, as well as evaluate and analyze information from a variety of sources.*
- **LOLO STRAND 6:** Every student will use critical thinking skills to plan and conduct research, manage projects, solve problems. Students will make informed decisions using appropriate digital tools and resources.*

Course Content: Through the work done in the course the following topics [standards] will be covered: Basic Computer Operations and Concepts, Digital Citizenship, Technology Tools, Communication and Collaboration, Research Tools, Critical Thinking, Problem Solving, and Decision Making which also address the ISTE Standards for Students.. For more details, please refer to the information addressing the ISTE Standards for Students found in the endnotes of this document and online at <http://www.iste.org/standards/iste-standards/standards-for-students>.

Textbook/Supplementary Materials: TechnoKids Computer Curriculum® and other Web 2.0 and 3.0 resources selected by the teacher. Links to web-based resources will be available on the classroom website unless prohibited by copyright rules and regulations. Contact Mrs. Carr for more information.

Assessment: The students will receive a **Pass/Fail** for the course. The students will be required to meet certain skills throughout the year to receive the pass/fail score. Assessments will include typing assessments from program, skills checklists made by teacher observations, and evaluations of document created.

This *Scope and Sequence* in the “Skills Learned” section of this document is adapted from the [Fresno County Office of Education Recommended Digital Literacy and Technology Skills¹](#) to Support the California Common Core State Standards. The skills identified for the grade levels specified within this document address with learning standards as suggested by **the Diocese of Springfield in Illinois** as applicable to **Our Lady of Lourdes Catholic School**. The skills identified this the scope and sequence support the ***Technology Standards Articulation by Grade Level*** as well.

Common Core Standards³

English Language Arts Anchor Standards	Mathematics Standards
RL - Reading Standards for Literature; RI - Reading Standards for Informational Text; W - Writing; SL - Speaking and Listening; L - Language.	MD – Measurement and Data G - Geometry EE - Expressions and Equations A - Algebra F - Functions SP - Statistics and Probability SMP - Standards of Mathematical Practice
OLOL Strands and the ISTE Standards © for Students Addressed by Each**2	
<ul style="list-style-type: none"> • OLOL STRAND 1: Basic Computer Operations and Concepts addresses ISTE • S© 6. • OLOL STRAND 2: Digital Citizenship Students understand human, cultural, and societal issues related to technology and practice legal, ethical and moral Christian behavior addresses ISTE • S© 5. • OLOL STRAND 3: Technology Tools that Promote Creativity and Innovation addresses ISTE • S© 1. • OLOL STRAND 4: Communication & Collaboration addresses ISTE • S© 2. • OLOL STRAND 5: Technology Research Tools addresses ISTE • S© 3. • OLOL STRAND 6: Technological Critical thinking, Problem Solving, & Decision Making addresses ISTE • S© 4. 	

- ❖ The scope and sequence goes from K - 12 but is broken up into sections for K - 5 and 6 - 8.
- ❖ The Scope and Sequence identifies which grade levels the skills need to be Introduced (I), Reinforced (R) and Mastered (M). Skills identified as optional for Grade Level (O) are left to the discretion of the teacher who may choose to teach the skills to the students.

Digital Literacy Categories		Strands & Standards**	Skills	P-K	1	2	3	4	5	Quarter(s) Taught/Emphasized			
Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying hardware, software and connectivity.	Basic Operations	STRAND 1	Turn on a computer and login	I	R	M	M	M	M	√	√	√	√
		STRAND 1	Use pointing device such as a mouse to manipulate shapes, icons; click on urls, radio buttons, check boxes; use scroll bar	I	R	M	M	M	M	√	√	√	√
		STRAND 1	Use desktop icons, windows and menus to open applications and documents	I	R	M	M	M	M	√	√	√	√
		STRAND 1	File management – saving documents	O	I	R	M	M	M		√	√	√
		STRAND 1	Explain and use age-appropriate online tools and resources (e.g. tutorial, assessment, web browser)		I	R	M	M	M		√	√	√
		STRAND 1, W 6	Keyboarding <ul style="list-style-type: none"> • Use proper posture and ergonomics • Locate and use letter and numbers keys with left and right hand placement. • Locate and use correct finger, hand for space bar, return/enter and shift key • Gain proficiency and speed in touch typing 	I	R	M	M	M	M	√	√	√	√
	Word Processing	STRANDS 1, 3, W 5, W 6, W 10	Use a word processing application to write, edit, print and save simple assignments	I	R	M	M	M	M		√	√	√
		STRANDS 1, 3, W 5, W 6, W 10	Use menu/tool bar functions (e.g. font/size/style/, line spacing, margins) to format, edit and print a document		I	R	M	M	M		√	√	√
		STRANDS 1, 3,	Highlight text, copy and paste text		O	I	R	M	M	√	√	√	√
		STRANDS 1, 3, 6, W 5, W 6, W 10	<ul style="list-style-type: none"> • Copy and paste images within the document and from outside sources • Insert and size a graphic in a document 		I	R	M	M	M		√	√	√
		STRANDS 1, 3, 5, L 4	Proofread and edit writing using appropriate resources (e.g. dictionary, spell checker, grammar, and thesaurus).		O	I	R	M			√	√	√
I – Introduce R – Reinforce M – Mastery (ability to teach others) O – Optional for grade level													
Assessment Tools: Formal and Informal Curriculum Based Assessments; Teacher Created Rubrics, Checklists, Teacher/Peer Observations													

Digital Literacy Categories		Strands & Standards**	Skills	P-K	1	2	3	4	5	Quarter(s) Taught/Emphasized			
Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying hardware, software and connectivity.	Spreadsheet (Tables/ Charts and Graphs)	STRANDS 1, 3, 5, MD	Demonstrate an understanding of the spreadsheet as a tool to record, organize and graph information.				I	R	M		√		√
		STRANDS 1, 3, 5	Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, values, labels, chart graph)			O	I	R	M		√		√
		STRANDS 1, 3, MD	Enter/edit data in spreadsheets and perform calculations using formulas			O	I	R	M		√		√
		STRANDS 1, 3, MD	Use mathematical symbols e.g. + add, - minus, *multiply, /divide, ^ exponents				I	R	M		√		√
		STRANDS 1, 3, RI 7	Use spreadsheets and other applications to make predictions, solve problems and draw conclusions.				I	R	M		√		√
	Multimedia and Presentation Tools	STRANDS 1, 3, W 6	Create, edit and format text on a slide		I	R	M	M	M		√	√	
		STRANDS 1, 3, W 6	Create a series of slides and organize them to present research or convey an idea			I	R	M	M		√	√	
		STRANDS 1, 2, 3, W 6, SL 5	Copy and paste or import graphics; change their size and position on a slide			O	I	R	M		√	√	
		STRANDS 1, 3, W 6, SL 5	Use painting and drawing tools/ applications to create and edit work			I	R	M	M	√	√	√	√
		STRANDS 1, 2, 3, W 6, RL 7,	Watch online videos and use play, pause, rewind and forward buttons while taking notes	I	R	M	M	M	M	√	√	√	√
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Digital Literacy Categories		Strands & Standards**	Skills	P-K	1	2	3	4	5	Quarter(s) Taught/Emphasized			
Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school and in society.	Acceptable Use, Copyright and Plagiarism	STRAND 2	Explain and demonstrate compliance with classroom, school rules (Acceptable Use Policy) regarding responsible use of computers and networks	I	R	M	M	M	M		√	√	√
		STRANDS 2, 6	Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use	I	R	M	M	M	M	√	√	√	√
		STRANDS 2, 6	Explain Fair Use Guidelines for the use of copyrighted materials,(e.g. text, images, music, video in student projects) and giving credit to media creators		I	R	M	M	M			√	√
		STRANDS 1, 2	Identify and explain the strategies for the safe and efficient use of computers (e.g. passwords, virus protection software, spam filters, popup blockers)		I	R	M	M	M	√	√	√	√
		STRAND 2, 4	Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette				I	R	M			√	√
		STRAND 2	Identify cyberbullying and describe strategies to deal with such a situation	I	R	M	M	M	M	√	√	√	√
		STRAND 2	Recognize and describe the potential risks and dangers associated with various forms of online communications		I	R	M	M	M	√	√	√	√
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										Q1	Q2	Q3	Q4
Demonstrate the ability to use technology for research, critical thinking, decision making, communication and collaboration, creativity and innovation.	Research and Gathering Information	STRANDS 2, 5, 6,	Use age appropriate technologies to locate, collect, organize content from media collection for specific purposes, citing sources	I	R	M	M	M	M	√	√	√	√
		STRANDS 1, 2, 5, 6, RI 5, RI 7	Perform basic searches on databases, (e.g. library, card catalog, encyclopedia) to locate information.			I	R	M	M	√	√	√	√
		STRAND 2, 5, 6, RI 5, RI 7	Evaluate teacher-selected or self-selected Internet resources in terms of their usefulness for research	I	R	M	M	M	M		√	√	√
		STRANDS 1,5, RI 7	Use content specific technology tools (e.g. environmental probes, sensors, and measuring devices, simulations) to gather and analyze data.			O	I	R	M		√	√	√
		STRANDS 1,5, RI 6, RI 7, RI 9	Use Web 2.0 tools (e.g. online discussions, blogs and wikis) to gather and share information			O	I	R	M	√	√	√	√
		STRANDS 1,5, RL 7	Identify and analyze the purpose of a media message (to inform, persuade and entertain)	I	R	M	M	M	M			√	√
	Communication and Collaboration	STRAND 4, W 6	Work collaboratively online with other students under teacher supervision			I	R	M	M	√	√	√	√
		STRANS 1, 2, 3, 4, W 6, W 10	Use a variety of age-appropriate technologies (e.g. drawing program, presentation software) to communicate and exchange ideas		I	R	M	M	M		√	√	√
		STRANDS 1, 3, 5, 6, W 6, W 10	Create projects that use text and various forms of graphics, audio, and video, (with proper citations) to communicate ideas.			I	R	M	M		√	√	√
		STRANDS 1, 2, 5, 6, W 6, W 10	Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations.			O	I	R	M		√	√	√
		STRANDS 1, 2, 3,4,5, 6, W 6, W 10	Use district approved Web 2.0 tools for communication and collaboration			I	R	M	M	√	√	√	√

I - Introduce

R - Reinforce

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Sources

1. Authors. (2015, July 27). *he LBUUSD Common Core State Standards K-12 Technology Scope and Sequence* . Retrieved from http://www.lbschools.net/Main_Offices/Curriculum/Areas/Technology/curriculum_docs.cfm:
http://www.lbschools.net/Main_Offices/Curriculum/Areas/Technology/docs/Common_Core/CCSS%20K-12%20Technology%20Scope%20and%20Sequence.pdf
2. ISTE Standards for Students, Second Edition. ©2007, ISTE® (International Society for Technology in Education) iste.org, All rights reserved.
3. National Governors Association Center for Best Practices & Council of Chief State School Officers. (2010). *Common Core State Standards*. Washington, DC: Authors.