Grace Lutheran School Technology Curriculum

Rationale based on Scripture

God is the Creator of all things, including technology. Our school is committed to providing students with a quality education in technology so they can function effectively as Christians in their church, community, and country. A quality education in technology will help students succeed in high school, in the work place, and help them witness to friends, neighbors, and co-workers about our Savior.

Exit goals for graduation

Students will demonstrate proficiency, understanding, and/or commitment to the following set of exit goals upon graduation. The level of proficiency of these exit goals will be dependent upon the individual gifts and effort of the student and at what grade the student started attending Grace.

- Demonstrate a positive attitude toward technology
- Use God's gift of technology in a God-pleasing manner
- Are aware of how to stay safe while searching the Internet
- Able to touch type from home keys position
- Experience with doing research on the Internet
- Ability to create, modify, share a document on Google Docs
- Ability to create, modify, and present a presentation on Google Docs

Grade Specific Technology Resources

Currently, Grace does not offer a technology class. Technology is primarily used as a supplementary resource in other classes. Teachers may teach mini lessons on how to use a particular program, website, or type of technology. The teachers utilize a website to maintain all of their online resources. You can find it at the following link: http://www.ikeepbookmarks.com/browse.asp?folder=2843052. Many teachers have also utilized Google Classroom and have found this resource to be easier to share with students and keep up-to-date. With the use Chromebooks in all grades K-8, Grace Lutheran School uses Google products (Google docs, Google drive, etc.) as our primary instructional tools for technology.

TECHNOLOGY COMPUTER CURRICULUM

Desktop Publishing (Word Processing & Graphics)

1   -Write name and selected words

2   -Write sentences and paragraphs using capitalization and punctuation

3-4   -Teacher assisted basic word processing
        -Write and edit basic paragraphs and short stories, letters

-Word processing functions (insert, highlight, delete)
-Move through a document
-Basic drawing tools: lines, shapes, erase
-Basic paint tools: brush, spray can, bucket, patterns

5-6　　　-Students less assisted by peers/teacher
　　　　　-Basic word processing reports, poems, newsletters, brochures, posters, cards, signs etc.
　　　　　-Format & edit text (select text, font, style, sizes)
　　　　　-Format pages-spacing, tabs, margins, alignment (center, justify, etc.)
　　　　　-Use spell check
　　　　　-Edit, cut, copy, paste, & undo commands
　　　　　-Higher level draw & paint skills- draw basic pictures to add to text
　　　　　-Import graphics with assistance to enhance word processing
　　　　　-Create & save a new word processed document
　　　　　-Move between documents
　　　　　-Open a saved document
　　　　　-Print a document
　　　　　-Launch & exit a word processing program

7-8　　　-Higher level word processing-
　　　　　-Use several programs to work together to produce a final result
　　　　　-Create, insert and incorporate graphics and visual elements added to a word processed document (import graphics and draw own)
　　　　　-Reports with pictures, graphs, tables, shading, etc.
　　　　　-Newspapers, advertisements, complex reports
　　　　　-Format pages: headers, footers, thesaurus, columns, page numbers
　　　　　-Use the ruler-tabs, hanging indents, etc.
　　　　　-Change the document view, zoom in or out
　　　　　-Higher level format text- change color, add a border, change line spacing
　　　　　-Work with tables- create and add text to
　　　　　-Find and replace text using Find option

Research

K-2-　　- (Assisted by teacher)-search and navigate digital resources

3-4-　　-Search and navigate digital resources-
　　　　　-Outline, note taking, bibliography

5-6-　　-Retrieve and manipulate information from the Internet and other digital sources.

-Use note-taking features of Google docs or related Google products.

-Cut, copy, and paste from Internet and other digital sources.

-Narrow search parameters on Internet by using more than one word

-Communicate with experts or peers via on-line discussion groups (teacher supervised)

-Save & organize information in folders

-Create formats for bibliographies, title page, etc.

7-8   -Independently select digital sources, Internet sources; compile information for a complex research report

-Compare, analyze and synthesize information gathered

Keyboarding

K-2-   -Use the keyboard to select letters and numbers

-Use shift key, space bar and arrow keys

3-4-   -Learn the keyboard layout.

-Use Return, Escape, Delete and Backspace keys

-Begin keyboarding

5-8-   -Use function keys, control or command and caps lock. Use shortcut keys

-Develop proficient keyboarding skills

-Review and practice all learned before.

-Model proper keyboarding technique

Computer Literacy
(Data File management, terminology, trouble shooting)

K-2-   -Click on icons to perform a function.

-Use the mouse to reach places on a screen

-Click and drag when appropriate

-Identify monitor, central processing unit, screen saver, printer, mouse, keyboard

- Identify items listed above on a Chromebook if applicable.

3-5-   -Move around the desktop/Chromebook

-Basic use of the menu bar

-Understand the care and operation of a computer

-Use the mouse/touch pad most effectively

-How to use a Google account to access Google Classroom and Google Drive.

- Understand ethical and social issues

-Follow copyright laws
        -Follow student/staff privacy issues

   6-8-   -Use and maintain an external drive
        -Retrieve a saved file from various locations
        -Delete files from an external drive
        -Shut down, turn on and off, computer
        -Boot the computer or other common troubleshooting solutions
        -Turn on various computers
        -Launch different programs from a menu
        -Know where to find computer supplies in the room
        -Copy documents & backup files within Google Drive
        -Send and receive e-mail

Network and Internet Use Policy

We are pleased to give students access to our computer network for access to the Internet. To gain access to the Internet, all students in grades 1-8 must obtain parental permission and must sign and return this form to the principal.

Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that even though our Internet access is filtered to keep children from inappropriate sites, some material accessible via the Internet may still contain items that are illegal, defamatory, inaccurate or offensive. It is our intent to make Internet access available to further educational goals and objectives, and to teach responsible Christian use of the Internet. Ultimately, parents are responsible for setting and conveying the God-pleasing standards that their children should follow when using media and information sources. To that end, Grace Lutheran School respects each family's right to decide whether or not to apply for access.

Internet Use and Rules

The network is provided for students to conduct educational activities and research. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Network administrators may review student files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers will seek to guide students toward appropriate and God-pleasing materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other media.

The following are not permitted on Grace's computer network:

- Unsupervised and/or unauthorized use of e-mail
- Unsupervised and/or unauthorized use of any chat room or social networking site.
- Intentional access of inappropriate sites according to the standards of God's Word
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's work or files
- Using the network for commercial purposes

Violations of the above policies will be communicated to parents and may result in a loss of network access as well as other disciplinary or legal actions.

User Agreement and Parental Permission Form

As a user of the Grace Lutheran School's computer network, I agree to follow the rules and guidelines of Grace Lutheran School's Network and Internet Use Policy.

Student Signature _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services as outlined in this document. I understand that even though Grace Lutheran School's Internet access is filtered to keep students from inappropriate sites, some material accessible via the Internet may still contain items that are illegal, defamatory, inaccurate or offensive. I accept responsibility for guidance of Internet use - setting and conveying God-pleasing standards for my daughter or son to follow when selecting, sharing or exploring information and media. I have reviewed the rules and guidelines from of Grace Lutheran School's Network and Internet Use Policy with my child.

Parent Signature _____   Date _____

Name of Student(s)   _____

Please return the form to the Principal.