

# Zion Lutheran School - Technology Plan

## Skills by Grade Level

### *Kindergarten through Second Grade focus areas -*

- ▶ *Parts of the computer and how to operate*
- ▶ *Keyboard familiarity*
- ▶ *Grouping and sequencing*
- ▶ *Respect for the work of others*

### **GRADE: Kindergarten**

- Identify the computer as a machine that helps people work and play
- Keyboard familiarity
- Place cursor at a specified location
- Demonstrate the correct care and use of computers
- Locate and use letters and numbers on the keyboard
- Respect the work of others

### **GRADE: One**

- Use technology at home and school
- Explore multimedia
- Use word processing
- Identify word processing software as a tool for writing

### **GRADE: Two**

- Recognize the characteristics of multimedia
- Identify items by different attributes using software
- Build word processing skills
- Use drawing tools
- Collect, sort and display data

### *Third grade through Fifth grade focus areas -*

- ▶ *Using data bases*
- ▶ *Developing word processing documents*
- ▶ *Locating information on the Internet*
- ▶ *Exploring e-mail*
- ▶ *Identify ways technology has changed our community*

**GRADE: Three**

- Awareness of Copyright Law
- Identify the need for acceptable use policies
- Build word processing techniques
- Use technology to collect, analyze and display data

**GRADE: Four**

- Recognize word processing terms and functions
- Develop word processing documents
- Practice proper keyboarding techniques for upper and lower case letters
- Explore spreadsheets
- Explore databases
- Explore e-mail

**GRADE: Five**

- Using search strategies
- Edit a word processing file to make indicated corrections
- Develop word processing documents using proper keyboarding techniques
- Develop multimedia presentations, citing sources
- Develop a simple database and enter edit information as class activity
- Define spreadsheet terms
- Use e-mail as a means of communication

***Sixth grade through Eighth grade focus areas -***

- ▶ ***Using Christian behavior in the use of technology resources***
- ▶ ***Selecting and using technology tools to collect, analyze and develop projects in content areas***

**GRADE: Six**

- Demonstrate Christian behavior relating to security, privacy, passwords and personal information
- Cite sources of copyrighted materials in papers, projects, and

- multimedia presentations
- Refine application skills
- Use formulas in spreadsheet
- Use word processing, spreadsheet, database, and multimedia for assignments in all subject areas

**GRADE: Seven**

- Use word processing/desktop publishing for assignments and projects
- Research, create, publish, and present projects related to content areas using a variety of technological tools
- Using Christian behavior in the use of technology resources

**GRADE: Eight**

- Use spreadsheets and databases relevant to classroom assignments
- Choose charts/tables or graphs to best represent data
- Conduct online research and evaluate information found
- Use word processing/desktop publishing for classroom assignments and projects

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**INTEGRATION OF SKILLS**

**GRADE: Kindergarten**

*Identify the computer as a machine that helps people at work and play*

Students use computer to practice letter recognition and play learning games.

*Keyboard familiarity*

Can identify letters and numbers on keyboard and use computer to write simple sentences or vocabulary words.

*Place cursor at a specified location*

Student can use software that requires student to choose answer by using cursor.

*Demonstrate correct care and use of computers*

Students know five main parts of Chromebook (central processing unit, the monitor, input devices such as keyboard and mouse, storage/input devices

such as USB jump drive and the printer). Students show care for the computer such as never having food, liquids, or magnets near computer.

*Locate and use letters and numbers on the keyboard*

Students are able to use keyboard to answer questions and play games requiring use of numbers and letters.

**GRADE: One**

*Use technology at home and school*

Students practice spelling at home on computer and print and return to

school. Students use digital camera for projects and project images on a screen (project like showing proper care of pets in photos taken at home).

*Explore multimedia*

Use of art programs, and digital camera will be introduced.

*Use word processing*

Students write simple stories on computer using vocabulary and spelling words.

*Identify word processing software as a tool for writing*

Students use computer to write simple stories and use drawing software to illustrate, and then print off the story and share with the class.

**GRADE: Two**

*Recognize the characteristics of multimedia*

Introduction to digital camera, educational apps and Internet.

*Build word processing skills*

Students become familiar with using upper and lower case letters, punctuation, and spell check by just practicing.

### *Use drawing tools*

Students draw pictures using drawing software to illustrate science ideas.

### *Collect, sort and display data*

Students choose poll question from math class, collect data, and enter data onto the computer to make a chart of collected data.

## **GRADE: Three**

### *Awareness of Copyright Law*

The teacher will use a sample work from the Internet and show students how the copyright law applies.

### *Identify the need for acceptable use policies*

Students will learn things such as doing typing lessons when they are expected to do so and not playing games. Students will also be taught the importance of not tampering with other students' work.

### *Build word processing techniques*

At this level, simple techniques such as bringing up and using a menu, using right button on the mouse can be taught. Students will also learn cutting and pasting a paragraph along with typing a short story.

### *Use technology to collect, analyze, and display data*

Teachers will assist students to use items such as a digital camera for data collection. In subjects such as science, students will be able to enter data into the computer and display it in a simple format such as a  
list. Students will use such simple displays to discuss their observations and draw conclusions on a given topic.

## **GRADE: Four**

### *Recognize word processing terms and functions*

Students will learn the following terms: *open*, *save*, and *spell check*.

Students will work together on writing an “add-on” story. As each student takes his turn at the computer, he/she will be *opening* the document, *spellchecking* what he/she wrote, and *saving* his/her work.

#### *Develop word processing documents*

Each student writes a prayer for a class prayer book. Each student will then transfer his/her first draft to the word processor, and save his/her document in the proper folder (e.g. “Fourth Grade Prayers”)

#### *Practice proper keyboarding techniques for upper and lower case letters*

As students learn when to use capital letters in English class, and in conjunction with friendly letter writing, students will compose a letter to a friend. Before they begin typing their letter, the teacher will demonstrate how to use the Shift key to make capital letters, rather than the Caps Lock key. The students will then demonstrate their ability to use the Shift key as they type their friendly letter.

#### *Explore spreadsheets*

Students are issued offering envelopes at the beginning of the year to collect money for church missions. Student offerings can be kept track of using a spreadsheet. Each month during math we can see how the offerings of the individuals and the class are changing. They will see how it is possible for the spreadsheet to calculate sums automatically. We can also discuss the reasons/factors that affect giving and joyfully give to those in need of the Gospel!

#### *Explore databases*

As students study the geography of Wisconsin (counties and cities), they will use a database of information on Wisconsin counties, cities, population, county seat, attractions, roads, etc. to learn about many of the countries. The teacher will show how it is possible to sort information in different columns alphabetically or numerically.

#### *Explore e-mail*

Fourth grade could use e-mail to send assignments to their teacher.

**GRADE: Five**

*Using search strategies*

As they begin to search on the Internet for specific information, students will need to know how to get and use certain search engines. They will need to know how to get and type in specific keywords as they search.

*Edit a word processing file to make indicated corrections*

Students will edit a word processing file to make indicated corrections. As students develop their typing skills, they will learn to edit their work. Spell check, sentence structure, cutting, and moving texts are all part of this editing process.

*Develop word processing document using proper keyboarding techniques*

Software programs such as Typing Club will be used to assist students develop better typing skills. This will be done as students type specific assignments in various subjects.

*Develop multimedia presentation, citing sources*

In science, students will research and compile information about a specific plant, including taking pictures using a digital camera. They will use this information to put together a power point presentation about their plant.

*Define spreadsheet terms*

As students work on data collection they will learn how to display it in several different ways. A variety of graphs such as bar graph, pie graph, and linear graph will be used.

*Use e-mail as a means of communication*

All students will be expected to e-mail their teacher as a form of communication after school hours. This will assist students to become

comfortable with this form of communication.