



## LOWER SCHOOL CURRICULUM SUMMARIES

# MEDIA

## COMPUTER

The goals of the Lower School computer curriculum are to teach our students to be at ease using technology, to introduce them to the fundamental operations of the computer, and to show that the computer is a useful and necessary tool for learning, gaining, and presenting information, and connecting with the world.

Students learn age-appropriate technology skills through projects for all curricular areas. Keyboarding and mouse skills, use of word processing and spreadsheet applications, creating multimedia presentations, research via Internet access, Internet safety, and use of online applications are objectives in the technology curriculum. (Internet research is limited to sites that have been vetted by teachers and media specialists. These are accessed through the LS Library web site.)

Some of the software used include Pixie 3, MS Word, Excel, PowerPoint, iMovie, iPhoto, GarageBand, iTunes, Kidspiration and Inspiration.

The 3<sup>rd</sup> and 4<sup>th</sup> grades are assigned a Google account. This allows them to use Google Drive for word processing, presentations, and spreadsheets for classwork and for collaboration. The email function is not activated.

The Lower School uses MacBook Airs for computer instruction and has several iPad and Chromebook carts accessible for regular use by students.

*Units of Study Include:*

## Kindergarten

Basic Operations and Concepts

- start and shut down computer including storing and recharging laptops, log-in and log-out of network using password

- use correct posture at the computer

- keyboard-special purpose keys-return, spacebar, shift, arrow and delete keys

- use of mouse-point, click, double click and drag

- recognize doc and use of dock preference, icons and their functions

- open and quit applications, use pull-down menus, commands and scroll bar

Responsible Use of Technology

- demonstrate appropriate behavior when using a computer including proper care and use of hardware and media and obtaining permission to use media sources and products

Keyboarding

- use proper hand, finger, and body position

- use two hands and use thumb to space

- recognize the layout of the letter and number keys on the keyboard
- recognize the difference between lower and uppercase letters
- use shift key for uppercase and other symbols and apply correct spacing rules for punctuation

#### Word processing

- enter and delete text, select (highlight) text-change, font, size, style and color of text
- text alignment (left, center, right)

#### Graphics

- use paint and draw tools, add clip art or picture, move or resize objects or images
- add voice narration

#### Multimedia Presentations

- create a series of slides, add new slides, add text to a text box, add graphics, and add voice-overs in presentations

## First Grade

### Basic Operations and Concepts

- open, close, minimize and restore windows
- create, name, and save files

### Responsible Use of Technology

- use school-approved web-based software and technology resources for directed and independent learning across the curriculum

- format document (margins, font size) to minimize use of paper
- select (highlight) text-change font, size, style and color of text
- page orientation (portrait or landscape)

### Graphics

- select, copy and paste clip art or images
- rotate, duplicate, group and align objects or images

## Second Grade

### Basic Operations and Concepts

- open files from within application
- print document to appropriate printer
- use "save as" appropriately
- open and use two applications at a time
- organize and "nest" folders

### Responsible Use of Technology

- understand and follow Acceptable Use Policy (AUP)
- understand and maintain proper etiquette and maintain good cyber citizenship

### Keyboarding

- touch type (increase typing rate, 40 words per minute)

### Word Processing

- alter line spacing
- change images to float over text

### Spreadsheets

- enter and organize data

- edit cells
- Graphics
  - use software to edit images
- Internet
  - view and navigate school-approved web pages
  - launch browser and use browser toolbar
- Technology Research
  - use approved websites and/or webquests to support learning and research
  - use appropriate (content-specific) online resources to support learning and research
  - use the Stuart Library resource page to gain access to approved sites
- Computational Decision Making and Problem Solving
  - use mind-mapping software like Kidspiration and Inspiration to organize ideas before writing or as a presentation tool

## **Third Grade**

- Basic Operations and Concepts
  - Management of various passwords for applications
  - set print options (print duplex)
  - access and save to network folder-teacher's drop box
  - transfer files from computer to external drives and cloud spaces
- Responsible Use of Technology
  - interpret and obey copyright laws and fair use policies with regard to ownership and use of electronic information, computer crime (cyber misconduct) copyright infringement, hacking, slander, etc.
  - cite electronic sources properly according to school guidelines
- Keyboarding
  - use shortcut keys in various software program
- Word Processing
  - use spell check, create and format tables, and create brochures
- Spreadsheets
  - merge cells, use data entered to make a graph, title and format features in graph
- Multimedia Presentations
  - save as .ppt or .mov
  - practice presentation skills for the audience using projection devices
  - create movie in iMovie and apply good elements of design
- Internet
  - copy and paste text and images and cite sources correctly
  - add bookmarks
- Technology Research
  - cite electronic sources properly according to school guidelines
- Digital Media
  - upload files from digital media
  - use a digital and video camera
  - utilize software for basic editing of images, sounds, movies: cropping, resizing, adjusting sound
  - operate media players to view
  - export finished movies
- Google Drive

- log in to Google Drive using provided Google account
- create, edit, and share a document, make folders and organize documents, and upload and download files

## **Fourth Grade**

Basic Operations and Concepts

- use find command to locate files and folders
- scan and save files

Word Processing

- insert header, create columns and use column breaks

Spreadsheets

- auto fill
- use add and average function

Multimedia Presentations

- use animations and transitions, add hyperlinks, add graphics and charts

Digital Media

- scan and save files