



Cincinnati Hills Christian Academy

Lower School Upper Elementary – Technology

Scope and Sequence

Vision: As a result of technology instruction at CHCA, students will become proficient in using a variety of devices across a broad range of applications. Students will use technology to engage and enhance their learning experience in the classroom and among their physical and digital communities. Students will come to see technology as a tool to: communicate and broadcast; research; create both individually and collaboratively; and to collect, process, and organize data. They will become intelligent consumers and thoughtful producers of digital content for redemptive purposes.

Standards and Core Competencies

Students work to master the following overarching skills:

- Digital Citizenship
- Creativity and Innovation: creating written, visual, and logical artifacts
- Communication and Collaboration with Peers
- Research & Information Fluency: Discovering and Producing Information, locating and evaluating sources using digital learning tools
- Problem-solving and Decision Making
- Digital Productivity Skills

Grade 4 Topics: *Technology and Innovation 4* focuses on basic computer literacy introducing students to Windows PC devices: Logging on/off school accounts; accessing the learning management system (Canvas LMS), documents and protocols for saving/retrieving files; online safety, digital citizenship, and wellness; introduction to search engines and databases using effective, safe navigation of internet sources, keyword optimization and usage of online search tools; introductory coding and programming; keyboarding and typing skills; creating productivity documents using desktop and cloud-based applications (ex: Microsoft Word); introduction to presentation software (ex: PowerPoint) and basic presentation skills.

Grade 5 Topics: *Technology and Innovation 5* focuses on accessing online networks, including school email accounts; email functions, etiquette, composition; intermediate skill at creating and formatting productivity documents (ex: Word, using table inserts, headers & footers); file management and naming protocols; utilizing more advanced LMS functions (ex: file uploads, online quizzes); keyboarding and typing skills; online safety, digital citizenship, and wellness with introduction to basic online research protocols and ethics, copyright and fair use; continued refinement of online search skill with effective, safe navigation of internet sources, keyword optimization and usage of online search tools; coding and programming in JavaScript and introduction to new coding languages; use of presentation software and development of presentation skill; introduction to basic video production.

Grade 6 Topics: *Technology and Innovation 6* focuses on building fluency navigating online networks and learning management system; online safety, digital citizenship, and wellness with topics that may include mobile device usage, chat room safety, and social media; continued refinement of online search skill with effective, safe navigation of internet sources, keyword optimization and usage of online search tools; continued refinement of file management and naming protocols; continued keyboarding and typing skill development; introduction to advanced presentation software and media formats (ex: Sway, Prezi); introduction to spreadsheets (ex: Excel); continued emphasis on online research skill, use of citations and research ethics; coding and programming with introduction to new coding languages (ex: HTML/CSS, Python); continued development of video production and basic post-production/editing skills.