Cincinnati Hills Christian Academy
Armleder School – Technology
Grades K – 6 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

Kindergarten Topics: Logon/off using generic username/password; Graphic design using Paint; Use right hand/left hand on keyboard; Identify input and output devices; Design thinking; Digital citizenship

Grade 1 Topics: Create and contribute slides to a collaborative PowerPoint presentation; identify input and output devices; Logon/off using generic username/password; create/save pictures for use in PowerPoint and Word documents; create original word processing documents with text/graphics; access websites using hyperlinks and use safely; use technology for problem solving, communication, and illustrating ideas and stories; Digital citizenship; Design thinking

Grade 2 Topics: Keyboarding skills include using correct fingering and shift key for capital; name/save/retrieve files to/from specified location; create PowerPoint presentation; Format text, add graphics to MS Word and PowerPoint documents; Research assigned topic using approved Internet resources and databases; using keywords for searches; Digital citizenship; basic coding skills.

Grade 3 Topics: Logon/off using personal username/password, Practice proper fingering for letters, use of shift, space bar, enter key; use drop/pickup boxes; save/retrieve files to network folder; cooperative work to complete project; demonstrate/practice safe/ethical use of Internet; format text/paragraphs/lists in MS Word, create multi-slide presentations with text/graphics; create presentation using PowerPoint; conduct electronic research using multiple sources; Organize information in Excel; organize information using graphing software, graphic organizer, spreadsheet, or simple database; private and personal information online; Digital citizenship.

Grade 4 Topics: Use Canvas to retrieve and hand in digital assignments; create presentation using PowerPoint; organize information and use formulas in Excel, locate/save graphics for use in print/multimedia products; Photography skills; Continue to increase speed and accuracy in keyboarding. *Digital Citizenship*: Email using Microsoft Outlook – email and calendar features; rights and responsibilities of using the school network and Internet; Digital security (cybersafety, password use); Cyberbullying; describe/demonstrate safe/ethical use of Internet

Grade 5 Topics: *Digital Literacy* Using technology to organize for learning using One Drive; Internet research using Google advanced search and databases; citing sources using online tools and bibliographic information provided in databases; Presentation tools including PowerPoint and online tools (Canva); Digital storytelling using PowerPoint, Use of hyperlinks in documents and emails; Videography and editing skills; Develop keyboarding speed and accuracy. *Digital Citizenship* Email using Microsoft Outlook – email and calendar features; rights and responsibilities of using the school network and Internet; Digital security (cybersafety, password use); Cyberbullying; Plagiarism.

Grade 6 Topics: *Digital Literacy* Using technology to organize for learning using One Drive; Internet research using Google advanced search and databases; citing sources using online tools and bibliographic information provided in databases; Creation of the yearbook; Use of Excel, formatting, formulas, and graphs; Digital storytelling using PowerPoint, Windows Movie Maker, iMovie; Stop Motion videography; Developing keyboarding speed and accuracy. *Digital Citizenship* Email and Netiquette using Microsoft Outlook – email and calendar features; rights and responsibilities of using the school network and Internet; digital security (cybersafety, password use); Responsible use of social media; Recognizing your digital footprint and keeping it secure, cyberbullying; Copyright, fair use, rights of creator.