



Instructional Plan Communications Technology: Grades Kinder-6

Course Overview

This instructional plan provides a framework for a comprehensive technology curriculum through communications applications for students in Kindergarten through 6th grade. The plan is designed to be flexible and can be adapted to fit different classroom environments and resource availability.

Throughout the year, students will:

- Learn age-appropriate: Concepts are introduced and revisited with increasing complexity as students mature.
- Hands-on and Project-Based: Students learn by doing, creating, and solving problems.
- Integrated Learning: Technology skills are often tied to other subject areas like math, science, and language arts.
- Safe and Responsible Use: Digital citizenship is woven into all lessons to promote positive online behavior.
- Creativity and Innovation: Students are encouraged to use technology as a tool for self-expression and problem-solving.

Contact Information

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K-6 Communications Classroom Expectations

Communications Technology class is a place for learning, creating, and collaborating. To make sure everyone has a great experience, we all agree to follow these simple rules.

Expectation 1: Be respectful

- Listen to the teacher and to each other. Wait for your turn to speak and raise your hand with questions.
- Be kind with your words and actions, both in person and online. Cyberbullying and unkind comments are never okay.
- Handle equipment with care. Technology tools are expensive and we want them to last.
- Use the keyboards, mice, iPads, and other devices gently.
- Clean up your workspace before you leave. Make sure you log out, push in your chair, and put away any materials you used.

Expectation 2: Be responsible

- Follow directions the first time they are given. This helps us all stay on task and learn as much as possible.
- Only use the websites and apps that the teacher has approved. Do not download programs or change computer settings without permission.
- Protect your personal information. Never share your name, address, phone number, or passwords with anyone except your teacher or parents.
- Save your work. Losing your hard work is frustrating. Remember to save your projects often and in the correct folder.



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Expectation 3: Be A Good Digital Citizen

- Be a safe explorer. If you see something online that makes you feel uncomfortable, close the screen and tell a teacher or trusted adult immediately.
- Give credit where it's due. When you use a picture, video, or information from the internet, always let people know where you got it. Plagiarism is not allowed.
- Understand that your words and actions online last forever. This is called your "digital footprint." Think before you type or post.

Positive reinforcement and clear routines will help students learn and meet these expectations. If expectations are not met, the teacher will first reteach and remind the student(s) of expectations. If a student continues to fail to meet expectations, they will be redirected, then parents will be contacted. If a student is unable to meet expectations after these preventative measures, an office referral will be made.

Attendance Policy & Its Importance

Regular attendance is vital to your child's academic development. When students attend daily, they stay current with new skills, deepening their knowledge of the world, develop thinking skills, and practice important habits that support lifelong learning.

Please notify the school if your child will be absent. Frequent or extended absences may make it more difficult for your child to learn necessary foundational skills that ensure student success this year and in future school years.

Learning Objectives

Curriculum is structured by grade level and covers a variety of concepts. By the end of the first semester, students will be able to:

- *Grade K-1:* Basic computer familiarity, introduction to typing.
- *Grade 2-3:* Improve typing speed and accuracy, Begin basic image and document creation, Develop digital storytelling skills
- *Grade 4-5:* Master intermediate typing skills, Create multimedia presentations, Explore photo editing and graphic design basics(Grade 5), Understand collaboration tools
- *Grade 6:* Advanced typing proficiency and digital communication, Professional-level graphic design and photo editing, Video production and digital portfolios, Mastery of collaboration and productivity tools

Course Resources

- Typing.com: Beginning to Final mastery and speed testing.
- Google Apps (Docs, Slides, Sheets, Forms): Create and present Simple drag-and-drop activities and storytelling, reports, surveys, and data analysis projects.
- Canva: Design complex projects such as class magazines or digital portfolios, newsletters, flyers, infographics related to classroom topics, simple brochures or posters.
- Photography: A Basic composition lessons and class photo projects & Photoshop
- Learning.com: Advanced digital citizenship, typing, and coding basics.



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- Adobe Suite (Photoshop, Premiere Pro, Illustrator): Create professional digital art, posters, and short films or presentations.
- Portfolio Development: Compile all digital work into a personal digital portfolio using Google Sites or Canva.
- Computers, tablets, cameras, & software programs.

Assessment & Evaluation

- *Project-based assessments:* Students are evaluated on their final projects in Photoshop, Premiere Pro, Illustrator, or Canva.
- *Observation:* The teacher observes student participation, collaboration, and problem-solving skills during class activities.
- *Portfolio:* Students maintain a digital portfolio of their work to showcase their progress over the year.
- *Rubrics:* Clear rubrics are used to evaluate projects and skills based on the learning objectives.
- *Typing drills:* Regular timed drills are used to measure progress in typing speed and accuracy.

Class DoJo (School-wide System of Communication)

Our campus uses ClassDoJo to communicate with families. Please ensure you join our class for important updates.