Curriculum Framework

Course Title: 3-5 Technology

Board Approval Date: October 14, 2026

Credit / Hours:

Course Description: In this course, students in grades 3–5 will develop foundational technology skills with a strong emphasis on keyboarding proficiency. Through structured lessons and guided practice, students will learn correct finger placement, posture, and technique to build both accuracy and speed. Instruction will focus on developing efficient typing habits. In addition to keyboarding, students will explore responsible technology use and apply their skills within age-appropriate academic tasks. Students will also gain familiarity with the Google Workspace for Education suite, to create, and edit digital work. By the end of the course, students will demonstrate improved fluency, confidence, and precision in their keyboarding abilities while becoming more independent and capable digital learners.

Learning Activities / Modes of Assessment: Teacher Observation, Student Performance, Student Self-Evaluation

Instructional Resources: **Typing Club** software**,** the **Google Educational Suite,** and **ClassLink.**

Revised 2026

Unit: Keyboarding Technique and Practice	
Time Frame	13-15 lessons per year
Student Learning Outcomes	The student will: ● Use technology to publish writing (keyboarding). ● Select appropriate programs to complete a task. ● Correctly use a mouse, touchpad, and keyboard to navigate, select, drag, type, and interact with digital applications. ● Demonstrate proper keyboarding posture, hand position, and finger placement while typing to promote accuracy and good ergonomic habits.
Essential Questions	● How can technology help me create, improve, and share my writing? ● How do I choose the best technology tool for the job? ● Why is it important to use computer tools correctly? ● How do good keyboarding habits help me work more accurately and comfortably?
Content	● Keyboarding fundamentals ● Home row keys and finger placement ● Proper keyboarding posture and ergonomics ● Mouse and touchpad skills (click, double-click, drag, drop, scroll) ● Word processing basics ● Selecting appropriate software for specific tasks ● Basic computer navigation
Assessments	● Teacher Observation ● Student Performance ● Student Self-Evaluation
Standards	**CC.1.4.3.U** With guidance and support, use technology to produce and publish writing (using keyboarding skills) **CC.1.4.4.U** Demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting.

	CC.1.4.5.U With some guidance and support, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others. **15.4.5.D** Demonstrate the ergonomically correct use of more sophisticated input technologies.	
Key Vocabulary	**Academic/Concept Vocabulary** Keyboard Home Row Finger Placement Posture Mouse Touchpad Click Double-click Drag Drop Application (app) Technology Type	**Literary Terms** Words Sentences Paragraph Numbers Text Capitalization Punctuation
Materials/ Resources	● Google Chromebooks ● **Typing Club** software	

Unit: Using Apps for Digital Creation	
Time Frame	3-5 classes
Student Learning Outcomes	The student will: ● Apply technology skills to complete an authentic task independently. ● Choose the best application to communicate ideas, information, or solutions.

Essential Questions	● How can technology help me work independently and successfully? ● How do I choose the best digital tool to communicate my ideas effectively?	
Content	● Selecting appropriate digital tools and applications ● Effective communication using technology ● Creating, editing, revising, and publishing digital work	
Assessments	● Teacher Observation ● Student Self-Evaluation	
Standards	**15.4.5.G** Create a digital project using appropriate software/application for an authentic task. **15.3.5.A** Create work product with a variety of formats.	
Key Vocabulary	**Academic/Concept Vocabulary** Application (app) Document Authentic Task Productivity Create Revise	**Literary Terms** Topic Main Idea Supporting Details Summarize Revise/Edit Paragraph
Materials/ Resources	● Google Chromebooks ● Google Suite	

Unit: Digital Citizenship	
Time Frame	2 lessons per year; discussion throughout
Student	The student will:

Learning Outcomes	● Demonstrate responsible digital citizenship when using technology for learning and communication. ● Identify examples of personal information and explain strategies for protecting it online. ● Demonstrate appropriate digital etiquette by communicating respectfully and using technology responsibly. ● Explain the traits of a responsible digital citizen and describe how it promotes safe and respectful technology use.	
Essential Questions	● How can I stay safe when using technology and the internet? ● What information should I keep private online and why? ● How can I make safe choices when using digital tools? ● How can being a good digital citizen help create a positive online community?	
Content	● Characteristics of a responsible digital citizen, including safety, respect, responsibility, and positive online behavior. ● Identification of personal information (e.g., full name, address, phone number, passwords, school information, location) and understanding why it should be protected. ● Digital etiquette practices, including respectful communication, appropriate online behavior, and responsible use of digital tools. ● Recognizing the importance of kindness and respect when interacting through technology.	
Assessments	● Digital Citizenship module assessments	
Standards	**15.4.5.B** Identify and demonstrate understanding of ethical, safe, and social online behavior and potential consequences of unethical, unsafe, and inappropriate behavior. **1B.NI.05** Discuss real-world cybersecurity problems and how personal information can be protected. **15.3.5.M** Apply proper etiquette when using technology **15.3.5.T** Explain the importance of Digital Citizenship.	
Key Vocabulary	**Academic/Concept Vocabulary** Digital Citizenship Responsible Use Technology	**Literary Terms** Reflection Empathy Collaboration

	Personal Information Privacy Password Security Digital Etiquette Respectful Communication Digital Responsibility	
Materials/ Resources	• Google Chromebooks • **Typing Club** / Digital Citizenship module	

Danville Area School District
Course Overview and Scope and Sequence

Course Title: Technology **Content Area:**
Technology **Grade Level:** 3-5
Date Developed: July 2026
Board Approval Datre: October 14, 2026

COURSE OVERVIEW:

In this course, students in grades 3–5 will develop foundational technology skills with a strong emphasis on keyboarding proficiency. Through structured lessons and guided practice, students will learn correct finger placement, posture, and technique to build both accuracy and speed. Instruction will focus on developing efficient typing habits. In addition to keyboarding, students will explore responsible technology use and apply their skills within age-appropriate academic tasks. Students will also gain familiarity with the Google Workspace for Education suite, to create, and edit digital work. By the end of the course, students will demonstrate improved fluency, confidence, and precision in their keyboarding abilities while becoming more independent and capable digital learners.

ANCHOR STANDARDS:

CC.1.4.3.U
With guidance and support, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.

CC.1.4.4.U
Demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting.

CC.1.4.5.U
With some guidance and support, use technology, including the Internet, to produce and publish writing as well as to interact and

collaborate with others.

15.3.5.A
Create work product with a variety of formats.

15.3.5.M
Apply proper etiquette when using technology

15.3.5.T
Explain the importance of Digital Citizenship.

15.4.5.B
Identify and demonstrate understanding of ethical, safe, and social online behavior and potential consequences of unethical, unsafe, and inappropriate behavior.

15.4.5.D
Demonstrate the ergonomically correct use of more sophisticated input technologies.

15.4.5.G
Create a digital project using appropriate software/application for an authentic task.

1B.NI.05
Discuss real-world cybersecurity problems and how personal information can be protected.

KEY COURSE TEXT AND MATERIALS:
We use the software **Typing Club** for our keyboarding practice. We use the **Google Educational Suite** for Google Applications. Through **ClassLink**, the students will be able to log into their respective programs for the day's lessons.

KEY ASSESSMENTS:
Teacher Observation, Student Performance, Student Self-Evaluation

SCOPE AND SEQUENCE

Unit	PRIORITY STANDARDS	SUPPORTING STANDARDS	ASSESSMENT	MATERIALS	TIMEFRAME
Keyboarding Technique and Practice	**CC.1.4.3.U** With guidance and support, use technology to produce and publish writing (using keyboarding skills) **CC.1.4.4.U** Demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting. **CC.1.4.5.U** With some guidance and support, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others.	**15.4.5.D** Demonstrate the ergonomically correct use of more sophisticated input technologies.	Teacher Observation, Student Performance, Student Self-Evaluation	Google Chromebooks; **Typing Club** software	13-15 Classes
Using Apps for Digital Creation	**15.4.5.G** Create a digital project using appropriate software/application for an authentic task.	**15.3.5.A** Create work product with a variety of formats.	Teacher Evaluation, Student Self- Evaluation	Google Chromebooks; Google Suite	3-5 Classes

Digital Citizenship	**15.4.5.B** Identify and demonstrate understanding of ethical, safe, and social online behavior and potential consequences of unethical, unsafe, and inappropriate behavior.	**1B.NI.05** Discuss real-world cybersecurity problems and how personal information can be protected. **15.3.5.M** Apply proper etiquette when using technology **15.3.5.T** Explain the importance of Digital Citizenship.	Digital Citizenship module assessments	Google Chromebooks; **Typing Club** / Digital Citizenship module	2 classes; also throughout