

St. Mark Evangelical Lutheran Church and School

Wisconsin Evangelical Lutheran Synod



Technology Curriculum Guide

Philosophy of Technology

Technology is included in the curriculum at St. Mark to ensure that high quality Christian Educational learning through the use of technology is available in every classroom. Technology is used to support the teachers and administration of St. Mark as they educate their students in a 21st century classroom.

Technology Curriculum Goals

As teachers and administrators decide how technology is to be used in each classroom, the following goals should be taken into account:

1. Technology is a blessing God has given us to help our students grow mentally in terms of academic education and spiritually through the use of visual and musical aids that are used in our WELS schools.
2. Technology must be a tool in education and not something that is a substitute for teaching. Technology does not replace a teacher and the teaching the process but increases the students' knowledge and motivation for learning. Technology brings more useful information directly to the student than ever before. The process of learning does not change with technology but is supplemented and enhanced for the student.
3. Technology enables are students to be prepared for their future life. This is done when technology is used correctly to motivate students, be problem solvers, and learn how to find and use the information that is at their fingertips.
4. Technology training is as important as continuing education in different teaching techniques. Since teachers without training and exposure to the latest technology will have very little motivation to include it into their curriculum. Teachers must be confident in their use and also knowledgeable in their use of technology to make lessons better for the students. This is only done through the training of teachers in the world of technology. Schools can have computers in the classroom, Smart boards on their walls, and library of software, if they do not how to use it or do not see the need than it is money that has been wasted.

Exit Goals

1. By the end of 8th Grade students will...
2. Understand the operation of computer systems.
3. Understand the ethical and societal issues related to technology.
4. Know the basic functions of technology software and productivity tools.

5. Use the internet to locate, evaluate and collect information.
6. Use technology research tools to process data and report results.
7. Use technology resources for making informed decisions and problem solving in the real world.

Assessment

Teachers will assess the students’ achievement in each grade level objective through observation of computer use, and evaluation of technology produced projects and assignments. Students will have time in each classroom for computer use that will be centered on mastery of these objectives.

Student Weekly Computer Time

This chart is designed to give the teacher a guide to follow when setting up a computer schedule for the students. It is understood that not all classroom situations will allow for this amount of time and that there will be others that may exceed this. This is one example of where too much is never enough. In the situations where computer time is just not there, many students will be willing to work before school, during recess, or even after school. This puts a burden on the teacher as far as supervision goes, but the benefits to the student are well worth it.

Student On-Time	
Grade	Computer Time/Week
K	30 Minutes
1	30 Minutes
2	30 Minutes
3	45 Minutes
4	45 Minutes
5	45 Minutes
6	45 Minutes
7	90 Minutes
8	90 Minutes

Scope and Sequence

Key: (I) Introduce (R) Review/Reinforce (M) Master

Objective	K/G r. 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
(1) Understanding the operation of computer systems	I	R	M					
(2) Understanding the ethical and societal issues related to technology					I	R	R	M
(3) Using technology related productivity tools								I
Keyboarding/Typing	I	R	R	R	R	R	R	R
Word Processing		I	R	R	R	R	R	R
Spreadsheets						I	R	R
Presentation Software				I	R	R	R	R
Web Design							I	R
Drawing/Graphics			I	R	R	R	R	R
Publishing Tools					I	R	R	R
Using productivity tools to collaborate in constructing technology-enhancing projects			I	R	R	R	R	R
Students use a variety of media to communicate information to an audience					I	R	R	R
(4) Students use telecommunication tools to interact with peers, experts, etc.								
Students use the internet to locate, evaluate, and collect information	I	R	R	R	R	R	R	M
Students use technology research tools to process data and report results				I	R	R	R	M
(5) Students evaluate and select new information resources based on appropriateness							I	R
Students use technology resources for making informed decisions & problem solving in the real world.					I	R	R	M

Grade Level Objectives

Kindergarten/1st Grade Objectives

1. Students will identify and name computer components.
2. Students will demonstrate proper care when working with computer components.
3. Students will demonstrate the ability to handle software correctly.
4. Students will associate the letters of the alphabet with the symbols on the keyboard.
5. Students will associate numbers with the symbols on the keyboard.
6. Students will begin to write words on the computer.
7. Students will develop mouse techniques.
8. Students will learn to use the internet to find teacher directed information.
9. Students will explore websites bookmarked by the teacher.

2nd Grade Objectives

1. Students will review the names of the computer components.
2. Students will demonstrate the ability to use both hardware and software correctly.
3. Students will review the location of letters and numbers on the keyboard.
4. Students will demonstrate the ability to type words or phrases which interact with the computer.
5. Students will begin to coordinate their basic keyboard skills with software that allows them to create short written documents.
6. Students will use the internet to find more information in curriculum areas.
7. Students will explore websites bookmarked by the teacher.

3rd Grade Objectives

1. Students will demonstrate the ability to power up a system.
2. Students will demonstrate the ability to power down a system.
3. Students will demonstrate a mastery of the terms that describe a computer system.
4. Students will begin to learn correct keyboarding techniques.
5. Students will demonstrate the ability to create basic word processing documents.
6. Students will demonstrate the ability to print their documents.
7. Students will demonstrate the ability to add clip art to their writing using the graphics available.
8. Students will extend their skills in other curriculum areas by using the web to browse related subjects.
9. Students will learn to use their Google account.

4th Grade Objectives

1. Students will learn proper keyboarding skills during the year.
2. Students will be able to input text into a word processing document.
3. Students will be able to set printer options and print their documents.
4. Students will become acquainted with common terms used in word processing.
5. Students will be able to use the spell checker (if applicable) and make the necessary corrections.
6. Students will begin to edit their work by inserting and deleting text selections.

7. Students will demonstrate the ability to add clip-art to their writing using the graphics available.
8. Students will extend their skills in other curriculum areas by using the web to browse related subjects.
9. Students will use the internet to research more information about teacher directed topics, and report their findings.
10. Students will learn how to make simple presentations to report their information.

5th-6th Grade Objectives

1. Students will explore what it means to be responsible to and respectful of their offline and online communities as a way to learn how to be good digital citizens.
2. Students will think critically about the information they share online.
3. Students will learn strategies to increase the accuracy of their keyword searches and make inferences about the effectiveness of the strategies.
4. Students will learn that copying the work of others and presenting it as one's own is called plagiarism.
5. Students will learn how to create secure passwords in order to protect their private information and accounts online.
6. Students will work together to outline common expectations in order to build a strong digital citizenship community.
7. Students will learn what spam is, the forms it takes, and then identify strategies for dealing with it.
8. Students will reflect on the importance of citing all sources when they do research. They then learn how to write bibliographical citations for online sources.
9. Students will learn how photos can be altered digitally. They will consider the creative upsides of photo alteration
10. Students will learn that the Internet is a great place to develop rewarding relationships, but they also learn not to reveal private information to a person they know only online.
11. Students will explore how it feels to be cyberbullied, how cyberbullying is similar to or different than in-person bullying, and learn strategies for handling cyberbullying when it arises.
12. Students will continue to develop correct keyboarding techniques.
13. Students will select and make changes to text.
14. Students will insert headers or footers into documents.
15. Students will format their text into multiple columns.
16. Students will format their text by changing the fonts, sizes, and styles.
17. Students will format their text by using tabs.
18. Students will add clip art to their word processing document.
19. Students will be introduced to outlining in the word processor.
20. Students will collect data and input the information into a spreadsheet.
21. Students will be able to use the data in the spreadsheet to create a simple graph.
22. Students will learn to create their own list of bookmarks.
23. Students will learn to use their Google account

24. Students will learn to share documents and presentations with their teacher and classmates using Google.
25. Students will learn how to make simple presentations to report their information.

7th-8th Grade Objectives

1. Students will be introduced to the 24/7, social nature of digital media and technologies, and gain basic vocabulary and knowledge for discussing the media landscape.
2. Students will learn that to conduct effective and efficient online searches, they must use a variety of searching strategies.
3. Students will learn strategies for guarding against identity theft and scams that try to access their private information online.
4. Students will learn about the difference between being a passive bystander versus a brave upstander in cyberbullying situations.
5. Students will be introduced to copyright, fair use, and the rights they have as creators.
6. Students will review their media habits and the array of media they use on a weekly basis, and reflect on the role of digital media in their lives.
7. Students will learn how to handle situations or online behavior which may make them feel uncomfortable.
8. Students will learn that presenting themselves in different ways online carries both benefits and risks.
9. Students will learn that they have a digital footprint and that this information can be searched, copied and passed on, but that they can take some control based on what they post online.
10. Students will learn that anyone can publish on the Web, so not all sites are equally trustworthy.
11. Students will expand their understanding of fair use, apply it to case studies, and create an original work of fair use.
12. Students will continue to develop correct keyboarding techniques.
13. Students will use the keyboard shortcuts to accomplish certain tasks.
14. Students will be able to complete from start to finish a written document using the word processor.
15. Students will use the outline feature when preparing written documents for language units or other curriculum areas.
16. Students will review how to write bibliographical citations for books and online sources.
17. Students will create images using the tools from the painting and drawing programs.
18. Students will create linked text frames.
19. Students will mix text and graphics to create a newspaper type document.
20. Students will add clip art to their desktop page.
21. Students will use their Google accounts to share documents with classmates and teachers.
22. Students will use various types of presentation software such as Google Presentation, PowerPoint, and Prezi.

Student: _____ Grade Level: _____ 2013-2014

Technology Acceptable Use Policy
St. Mark Lutheran School
Please fill out one for each child

THE LAW: Students may access the Internet only when a teacher is in the classroom and acting in a supervisory role. We encourage teachers to use pre-selected sites to provide reliable and safe information for students to use, but it is also necessary for students to learn how to search using the engines and directories on the net. Teachers will be supervising that activity as it occurs. In accordance with the CIPA (Children's Internet Protection Act) we will do all we can to protect the child from obscenity, child pornography, and materials harmful to minors. This is the categorization from the law itself. Note that these categories according to the CIPA refer only to pictures, not text. We would include the text as objectionable as well and it will be avoided, of course, in our setting.

FILTERING: We have installed a content filtering agent on the Internet material that comes into our server. These devices are not foolproof, and it is still important for teachers and parents alike to teach children to discern what is right and wrong with the material that surrounds us daily in this age of information.

DOWN and/or UPLOADING MEDIA; Downloading or uploading of any media format from the Internet will be done only in connection with assigned projects and activities. Students will be issued a student document on the server to house school related projects and are not allowed to add extraneous material not related to those projects to their file. Those abusing the rules will lose the site on the server for a time deemed reasonable by the teacher/technology coordinator.

Students bringing work from home on flash drives or disks need to talk with Mr. Leonard before using them. Use of Google Docs in the upper grades should eliminate most of this kind of transfer. Upper graders using the Chromebooks and Google Apps will be storing their data in the cloud. Same rules apply, uploading and downloading of media for school purposes only.

STUDENT EMAIL: Secure email accounts are now assigned through Google Apps for Education. Upper graders have Gmail accounts which are used only for school project purposes and permissions are controlled through the admin management. Any teacher can apply for her students to have accounts issued when needed for project work. They can be tightly monitored.

CHAT ROOMS: The use of chat rooms in school is strictly forbidden except in the case of a teacher-led project with the teacher as a participant or when used by students collaboratively in project work. This is rarely used in our setting.

SCHOOL HARDWARE AND SOFTWARE: Students are instructed in the careful and responsible use of all school hardware and software. Abuse of same will result in suspension of use of materials for a time deemed appropriate by the teacher/technology coordinator, as well as cost to replace broken hardware or software in cases of abuse. If equipment is abused during horseplay, students will be held accountable for replacement cost if needed. Software may not be brought to school and loaded onto any computer in the building.

Cell phones and other handheld electronic devices must be left in the lockers during the school day, unless, under the teachers' discretion, they are allowed to be used in class during a supervised project or activity.

Technology will be used in a way that treats other people in a God-pleasing manner. Therefore, the sending of threatening messages, or other inappropriate communication, such as using technology to bear false witness or spread rumors about someone, make inappropriate overtures toward another, or impersonating another person, is prohibited and will be dealt with as detailed in the discipline policy of St. Mark

I support this Acceptable Use Policy and my child(ren) may participate in technology at St. Mark as indicated by the policy.

Parental Signature_____

Student Signature_____ (Grades 5-8)
(Students will sign in school upon review of document under tech coordinator's direction.)

We have every confidence that our students and teachers are and will continue to be responsible users of the gifts of technology at St. Mark.