



Curriculum

Technology

Scope and Sequence P-8

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Rationale for the Technology Program

In accordance with the school's mission, technology is a tool that enhances and supports a broad spectrum of disciplines. Technology should foster creativity, improve communication and facilitate research in a manner appropriate to each level of instruction.

Goals of the Technology Program

Our goal is to develop in our students a level of competence and comfort with the available technology. Our graduates will be able to

- understand the basic computer operations: they will comprehend its functions, vocabulary, and historical evolutions, and have the ability to manage files, do basic troubleshooting and have a basic level of self-sufficiency.
- demonstrate competency in keyboarding.
- use the computer for word processing: they will know how to format a page, use the computer as an editing tool and complete the writing process.
- manipulate information through the use of databases, spreadsheets and graphs.
- access appropriate information on the Internet, use search engines, e-mail and other electronic sources while evaluating the value of the information they find.
- decide whether technological tools are right for the job.
- produce multimedia presentations through the use of appropriate software and hardware (i.e., a scanner, digital and video camera, printer).
- use technology in an ethical manner; they will understand issues of plagiarism and copyrights, and in partnership with parents, they will know and abide by rules of access to appropriate information.

	KINDERGARTEN	GRADE ONE	GRADE TWO	GRADE THREE
Technology	<p>The computer curriculum at the Kindergarten level will focus on introducing the following skills and providing opportunities to practice them:</p> <p>Ethics, Etiquette, and Safety Skills (repeated yearly)</p> <ul style="list-style-type: none"> • appropriate etiquette and behavior in the computer lab • care of the machines • safety skills and specific direction on the use of the internet <p>Practical Computer Skills</p> <ul style="list-style-type: none"> • parts of a computer • mouse skills introduced • ability to open, close, and save a file • drop-down menus and menu shortcuts introduction • maneuvering around a window • headphone use • use of the Dock • drawing in various graphic applications • Web browser introduction and appropriate use • manipulation of the desktop • printing • music creation on the computer • use of Student Share Folder <p>Kindergarten students are given the opportunity to use the computer to reinforce and review skills introduced in the classroom.</p> <p>A wide variety of software programs are used to support the Kindergarten curriculum. These include, but are not limited to:</p> <ul style="list-style-type: none"> • Kid Pix • Millie's Math House • Kidspiration • Calculating Crew • Zoo Zillions • GarageBand 	<p>The computer curriculum in the first grade will focus on building upon the skills learned in earlier years and introducing new skills such as:</p> <p>Ethics, Etiquette, and Safety Skills (repeated yearly)</p> <ul style="list-style-type: none"> • appropriate etiquette and behavior in the computer lab • care of the machines • safety skills and specific direction on the use of the internet <p>Practical Computer Skills</p> <ul style="list-style-type: none"> • writing and editing in a word processing application • simple computer troubleshooting skills • use of Student Share Folder • use of bookmarks in web browsers • multimedia projects introduced. (For example: podcasting and animations) <p>First grade students are given the opportunity to use the computer to reinforce and review skills introduced in the classroom.</p> <p>Additional software programs introduced at this level may include, but are not limited to:</p> <ul style="list-style-type: none"> • Microsoft Word 	<p>Building on the previous years' curriculums, second grade students will learn and apply:</p> <p>Ethics, Etiquette, and Safety Skills (repeated yearly)</p> <ul style="list-style-type: none"> • appropriate etiquette and behavior in the computer lab • care of the machines • safety skills and specific direction on the use of the internet <p>Practical Computer Skills</p> <ul style="list-style-type: none"> • ability to open, close, save and retrieve a file • keyboard familiarity and typing skills introduced • exposure to Internet research for classroom projects • use and editing of bookmarks within web browsers, as well as learning organization of bookmarks within such programs • organization of files within their login • manipulation of Desktop and screensavers • use of Student Share Folder <p>Second grade students are given the opportunity to use the computer to reinforce and review skills introduced in the classroom.</p> <p>Additional software programs introduced at this level may include, but are not limited to:</p> <ul style="list-style-type: none"> • Apple Safari • Mozilla Firefox • Keyboard Instructor • MasterKey 	<p>Building on the previous years, third grade students will learn and apply:</p> <p>Ethics, Etiquette, and Safety Skills (repeated yearly)</p> <ul style="list-style-type: none"> • appropriate etiquette and behavior in the computer lab • care of the machines • safety skills and specific direction on the use of the internet • age and grade appropriate ethical issues, including plagiarism and copyright issues <p>Practical Computer Skills</p> <ul style="list-style-type: none"> • continuation of keyboarding skills course with focus on home row, error reduction and words per minute enhancement. • special keys on the keyboard introduced • exposure to Internet research for classroom projects • inserting graphics into documents • concept mapping and it's benefits <p>Examples of Third grade projects may include:</p> <ul style="list-style-type: none"> • Colorado history reports, including a flyer created to describe a historic town, a report about a famous Colorado person, and a report on a Colorado Fourteener. • creation of a multimedia presentation • design of a project with text and graphics using a paint-and-draw program <p>Additional software programs introduced at this level may include, but are not limited to:</p> <ul style="list-style-type: none"> • Microsoft Office Suite of programs • Apple's iWork and iLife Suite of programs • Google's ComicLife • Inspiration • Music Ace

	GRADE FOUR	GRADE FIVE	GRADE SIX	GRADE SEVEN	GRADE EIGHT
Technology	<p>Building on the previous years, fourth grade students will learn and apply:</p> <p>Ethics, Etiquette, and Safety Skills (repeated yearly)</p> <ul style="list-style-type: none"> • appropriate etiquette and behavior in the computer lab • care of the machines • safety skills and specific direction on the use of the internet • age and grade appropriate ethical issues, including plagiarism and copyright issues <p>Practical Computer Skills</p> <ul style="list-style-type: none"> • continuation of keyboarding skills course with focus on home row, error reduction and words per minute enhancement. • ability to open, use and move among multiple documents and applications • ability to enter text and format text, including set margins, tabs and indents; center text, change font colors, styles and size • ability to insert, eject, and burn CD's • use of spell checker • use of spreadsheet to manage, organize and interpret information, including graphing of data • simple calculations and formulas • ability to evaluate resources <p>Examples of Fourth grade projects may include:</p> <ul style="list-style-type: none"> • writing a story with text and graphics • creating a HyperStudio animation • designing a graphic and inserting it into it another document • writing, formatting and illustrating a poem • creating a slide show • using a spreadsheet to graph data <p>Additional software programs introduced at this level may include, but are not limited to:</p> <ul style="list-style-type: none"> • Hyperstudio 	<p>Building on the previous years, fourth and fifth grade students will learn and apply:</p> <p>Ethics, Etiquette, and Safety Skills (repeated yearly)</p> <ul style="list-style-type: none"> • appropriate etiquette and behavior in the computer lab • care of the machines • safety skills and specific direction on the use of the internet • age and grade appropriate ethical issues, including plagiarism and copyright issues <p>Practical Computer Skills</p> <ul style="list-style-type: none"> • continuation of keyboarding skills course with focus on home row, error reduction and words per minute enhancement. • ability to open, use and move among multiple documents and applications • keyboard shortcut commands • ability to enter text and format text, including set margins, tabs and indents; center text, change font colors, styles and size • use of Internet for research, use of search engines <p>Examples of Fifth grade projects may include:</p> <ul style="list-style-type: none"> • producing a podcast of their favorite famous person 	<p>Building on the previous years, middle school students will learn and apply:</p> <p>Ethics, Etiquette, and Safety Skills (repeated yearly)</p> <ul style="list-style-type: none"> • appropriate etiquette and behavior in the computer lab • care of the machines • safety skills and specific direction on the use of the internet • age and grade appropriate ethical issues, including plagiarism and copyright issues <p>Practical Computer Skills</p> <ul style="list-style-type: none"> • basic operations, including file management and troubleshooting • word processing and editing skills • databases, spreadsheets, and graphs • ability to use various research tools, including Internet, CD-ROM, and library catalogues • ability to use and manage e-mail • understanding of ethical issues, including plagiarism, copyright issues, and access to age-appropriate information <p>Examples of Sixth grade projects may include:</p> <ul style="list-style-type: none"> • data entry into a database program in order to print labels for the 6th grade bug project • electric circuit design and then build the circuit in real life • music composition • cross-cultural projects <p>Additional software programs introduced at this level may include, but are not limited to:</p> <ul style="list-style-type: none"> • A.D.A.M. • Filemaker Pro 	<p>Building on the previous years, middle school students will learn and apply:</p> <p>Ethics, Etiquette, and Safety Skills (repeated yearly)</p> <ul style="list-style-type: none"> • appropriate etiquette and behavior in the computer lab • care of the machines • safety skills and specific direction on the use of the internet • age and grade appropriate ethical issues, including plagiarism and copyright issues <p>Practical Computer Skills</p> <ul style="list-style-type: none"> • basic operations, including file management and troubleshooting • word processing and editing skills • databases, spreadsheets, and graphs • ability to use various research tools, including Internet, CD-ROM, and library catalogues • ability to use and manage e-mail • understanding of ethical issues, including plagiarism, copyright issues, and access to age-appropriate information <p>Examples of Seventh grade projects may include:</p> <ul style="list-style-type: none"> • completion of a research project • creation of a multimedia presentation including digital movies after returning from the 7th grade science camp in Keystone • spatial creation of rooms and furniture to learn perspectives, space, and angles <p>Additional software programs introduced at this level may include, but are not limited to:</p> <ul style="list-style-type: none"> • Google SketchUp 	<p>Building on the previous years, middle school students will learn and apply:</p> <p>Ethics, Etiquette, and Safety Skills (repeated yearly)</p> <ul style="list-style-type: none"> • appropriate etiquette and behavior in the computer lab • care of the machines • safety skills and specific direction on the use of the internet • age and grade appropriate ethical issues, including plagiarism and copyright issues <p>Practical Computer Skills</p> <ul style="list-style-type: none"> • basic operations, including file management and troubleshooting • word processing and editing skills • databases, spreadsheets, and graphs • ability to use various research tools, including Internet, CD-ROM, and library catalogues • ability to use and manage e-mail • understanding of ethical issues, including plagiarism, copyright issues, and access to age-appropriate information <p>Examples of Eighth grade projects may include:</p> <ul style="list-style-type: none"> • data entry and retrieval techniques for the "Doctor Doctor" project in 8th grade science • research, compile and present a topic on the 8th Grade Washington, DC trip <p>Additional software programs introduced at this level may include, but are not limited to:</p>