

K-4 Library Technology Pacing Guide

KINDERGARTEN	
Quarter 1	Technology Operations & Concepts/Technology & Society
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. To understand basic technology systems 2. To use technology applications effectively and productively 3. To be aware of how technology has affected society and our environment in the past, and in the present.
	<p>Skills</p> <ul style="list-style-type: none"> ● Logs into computer and/or website (Clever Badges) ● Joins Google Classroom ● Uses a mouse/trackpad <ul style="list-style-type: none"> ■ Control the cursor on screen by moving the mouse. ■ Click and drag to move objects on a screen ■ Single click and double click objects ● Uses a keyboard <ul style="list-style-type: none"> ■ Use the keyboard to copy and/or input text ■ Be able to identify the backspace, number, space, arrows, and enter keys ■ Identify keyboard letters as lowercase letters ● Recognizes that different icons represent different programs using teacher selected internet activities ● Identifies the URL ● Launches and quits programs ● Works independently on the computer or with assistance in a virtual environment ● Discusses appropriate and inappropriate ways to handle hardware and equipment ● Works within a word processing application ● Introduced to and accesses databases. ● Identify how technology impacts or improves life.
Quarter 2	Digital Citizenship/Research & Information Fluency
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. Practice safe use of technology 2. Plan strategies to guide inquiry 3. Locate, analyze, and ethically use information 4. Use information and digital tools for specific tasks
	<p>Skills</p> <ul style="list-style-type: none"> ● Continue reinforcement of skills from Quarter 1 ● Introduction to ownership of digital and print information ● Understand and practice appropriate and safe uses of technology

	<ul style="list-style-type: none"> Continued access of databases, choosing appropriate database based on task Uses digital tools and online resources to explore a problem or issue
Quarter 3	Creativity & Innovation
<i>Big Idea</i>	<ol style="list-style-type: none"> Apply existing knowledge to generate new ideas, products, or processes Create original works as a means of personal or group expression
	<p>Skills</p> <ul style="list-style-type: none"> Continued reinforcement of skills from Quarter 1 and 2 Illustrates and communicates original ideas and stories using multiple digital tools and resources
Quarter 4	Communication & Collaboration/Critical Thinking, Problem-Solving & Decision Making
<i>Big Idea</i>	<ol style="list-style-type: none"> Interact, collaborate and publish with peers, experts, or others by employing a variety of digital environments and media. Communicate information and ideas to multiple audiences using a variety of media and formats Develop cultural understanding and global awareness by engaging with learners of other cultures Contribute to project teams to produce original works or solve problems
	<p>Skills</p> <ul style="list-style-type: none"> Continued reinforcement of skills from Quarter 1, 2 and 3 Works collaboratively with peers utilizing interactive digital games or activities Introduction to mapping tools

FIRST GRADE	
Quarter 1	Technology Operations & Concepts/Technology & Society
<i>Big Idea</i>	<ol style="list-style-type: none"> To understand basic technology systems

	<p>2. To use technology applications effectively and productively</p> <p>3. To be aware of how technology has affected society and our environment in the past, and in the present.</p>
	<p>Skills</p> <ul style="list-style-type: none"> ● Review of skills from Kindergarten ● Identifies different types of domain names (.com, .org, .gov, etc.) ● Uses homerow ● Connects and uses basic devices (headphones, mouse, etc.) ● Selects appropriate icon to access program ● Utilizes word processing application to share original writing ● Saves work to specified location before closing applications (if applicable) ● Input information into a spreadsheet ● Access databases ● Students will be able to explore a program/database they have not used before after demonstration and being given instructions ● Identify how technology impacts or improves life.. ● Identify products or systems that are designed to meet human needs. ● Identify how the ways people live and work has changed because of technology.
Quarter 2	Digital Citizenship/Research & Information Fluency
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. Practice safe, legal, and responsible use of information and technology 2. Plan strategies to guide inquiry 3. Locate, analyze, and ethically use information 4. Use information and digital tools for specific tasks
	<p>Skills</p> <ul style="list-style-type: none"> ● Continue reinforcement of skills from Quarter 1 ● Explains why there are logins and passwords on some pieces of hardware, software, and websites ● Discusses safe usernames for home and game use ● Discusses what qualifies as personal and private information ● Explains the difference between appropriate and inappropriate actions when using the internet and being online ● Asks peers for help if needed. Offers help if possible. ● Uses technology to explore personal interests ● Demonstrates to others how to use technology tools in ways that assist, rather than prevent, others from learning ● Uses digital tools and online resources to explore a problem or issue

Quarter 3	Creativity & Innovation
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. Apply existing knowledge to generate new ideas, products, or processes 2. Create original works as a means of personal or group expression
	<p>Skills</p> <ul style="list-style-type: none"> • Continued reinforcement of skills from Quarter 1 and 2 • Illustrates and communicates original ideas and stories using multiple digital tools and resources
Quarter 4	Communication & Collaboration/Critical Thinking, Problem-Solving & Decision Making
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. Interact, collaborate and publish with peers, experts, or others by employing a variety of digital environments and media. 2. Communicate information and ideas to multiple audiences using a variety of media and formats 3. Develop cultural understanding and global awareness by engaging with learners of other cultures 4. Contribute to project teams to produce original works or solve problems
	<p>Skills</p> <ul style="list-style-type: none"> • Continued reinforcement of skills from Quarter 1, 2 and 3 • Works collaboratively with peers utilizing interactive digital games or activities • Introduction and exploration of mapping tools

SECOND GRADE	
Quarter 1	Technology Operations & Concepts/Technology & Society
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. To understand basic technology systems 2. To use technology applications effectively and productively 3. To be aware of how technology has affected society and our environment in the past, and in the present.

	<p>Skills</p> <ul style="list-style-type: none"> ● Review of skills from First Grade ● Uses basic input and output devices (printer, microphones, etc.) ● Recognizes when an application or device is not working properly ● Relaunches application as a troubleshooting measure ● Differentiates between hardware, software, and web-based applications ● Utilizes presentation application and Web 2.0 tools to share information ● Recognizes applications specific to Chromebooks and/or iPads. ● Enters and sorts information within a spreadsheet ● Identifies the structure and components of a database ● Enters information into a database and filters the information ● Identify how technology impacts or improves life. ● Demonstrate how reusing a product affects the local and global environment. ● Identify products or systems that are designed to meet human needs. ● Identify how the ways people live and work has changed because of technology.
Quarter 2	Digital Citizenship/Research & Information Fluency
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. Practice safe, legal, and responsible use of information and technology 2. Plan strategies to guide inquiry 3. Locate, analyze, and ethically use information 4. Use information and digital tools for specific tasks
	<p>Skills</p> <ul style="list-style-type: none"> ● Continue reinforcement of skills from Quarter 1 ● Describes why copying information and things others have created is the same as stealing tangible items ● Identifies ways to protect identity when contributing information online ● Identifies examples of concerns that should go to an adult right away ● Uses technology to explore personal interests ● Demonstrates to others how to use technology tools in ways that assist, rather than prevent, others from learning ● Uses digital tools and online resources to explore a problem or issue
Quarter 3	Creativity & Innovation/Information Literacy
<i>Big Idea</i>	1. Apply existing knowledge to generate new ideas, products, or

	<p>processes</p> <ol style="list-style-type: none"> 2. Create original works as a means of personal or group expression 3. Locates bibliographic data 4. Recognizes the purposes of library’s online catalog 5. Accesses and internets site using web address or title
	<p>Skills</p> <ul style="list-style-type: none"> • Continued reinforcement of skills from Quarter 1 and 2 • Illustrates and communicates original ideas and stories using multiple digital tools and resources • Access a website by URL and by conducting an Internet search • Locates title page and copyright information on print and digital books • Locates parts of a print or digital book including table of contents, glossary, index and electronic menus • Discriminates between fiction and nonfiction
Quarter 4	Communication & Collaboration/Critical Thinking, Problem-Solving & Decision Making
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. Interact, collaborate and publish with peers, experts, or others by employing a variety of digital environments and media. 2. Communicate information and ideas to multiple audiences using a variety of media and formats 3. Develop cultural understanding and global awareness by engaging with learners of other cultures 4. Contribute to project teams to produce original works or solve problems
	<p>Skills</p> <ul style="list-style-type: none"> • Continued reinforcement of skills from Quarter 1, 2 and 3 • Engages in a variety of developmentally appropriate learning activities with students in other classes, schools, or countries using various media formats such as online collaborative tools, and social media. • Uses geographic mapping tools to plan and solve problems

THIRD GRADE	
Quarter 1	Technology Operations & Concepts/Technology & Society

Big Idea	<ol style="list-style-type: none"> 1. To understand basic technology systems 2. To use technology applications effectively and productively 3. To be aware of how technology has affected society and our environment in the past, and in the present.
	<p>Skills</p> <ul style="list-style-type: none"> ● Review of skills from Second Grade ● Recognizes menu bars for basic applications (word processing, browser windows) ● Introduced to word processing skills to manipulate and change text and edit a document ● Introduced to word processing skills to include images, graphics, symbols, and/or pictures. ● Creates a multimedia presentation (Powerpoint, Glogster, Buncee, or any other application as available) ● Uses a graphic organizer to organize information about a problem or issue. ● Graphs data using a spreadsheet. ● Uses a database to answer basic questions ● Research technologies that have changed due to society's changing needs and wants. ● Explain the purpose of intellectual property law.
Quarter 2	Digital Citizenship/Research & Information Fluency
Big Idea	<ol style="list-style-type: none"> 1. Practice safe, legal, and responsible use of information and technology 2. Plan strategies to guide inquiry 3. Locate, analyze, and ethically use information 4. Use information and digital tools for specific tasks
	<p>Skills</p> <ul style="list-style-type: none"> ● Continue reinforcement of skills from Quarter 1 ● Describes copyright and understands the need for and use of copyrights. ● Analyze the resource citations in online materials for proper use. ● Demonstrate an understanding of the need to practice cyber safety, cyber security, and cyber ethics when using technologies and social media. <ul style="list-style-type: none"> ○ Explains ways to protect identity when contributing information online ○ Discusses what information is appropriate to share about other people (images, video, audio, text, etc) ● Understand digital citizenship and demonstrate an understanding of the personal consequences of inappropriate use of technology and

	<p>social media.</p> <ul style="list-style-type: none"> ○ Uses technology to explore and pursue personal interests ● Use digital tools to research and evaluate the accuracy of, relevance to, and appropriateness of using print and non-print electronic information sources to complete a variety of tasks.
Quarter 3	Creativity & Innovation/Information Literacy
Big Idea	<ol style="list-style-type: none"> 1. Apply existing knowledge to generate new ideas, products, or processes 2. Create original works as a means of personal or group expression
	<p>Skills</p> <ul style="list-style-type: none"> ● Continued reinforcement of skills from Quarter 1 and 2 ● Collaborates to produce a digital story about a significant local event or issue based on first-person interviews. ● Uses the online catalog to find materials <ul style="list-style-type: none"> ○ Uses Destiny to find eBooks and databases ● Identifies importance of using search terms (keywords, title, author, and series) ● With prompting and support, conducts internet searches using educational search engines (SweetSearch4me, NetTrekker, Webpath express or other available resources) and databases ● Determines the usefulness of a source ● Accesses table of contents and index ● Introduction of copyright and plagiarism
Quarter 4	Communication & Collaboration/Critical Thinking, Problem-Solving & Decision Making
Big Idea	<ol style="list-style-type: none"> 1. Interact, collaborate and publish with peers, experts, or others by employing a variety of digital environments and media. 2. Communicate information and ideas to multiple audiences using a variety of media and formats 3. Develop cultural understanding and global awareness by engaging with learners of other cultures 4. Contribute to project teams to produce original works or solve problems
	<p>Skills</p> <ul style="list-style-type: none"> ● Continued reinforcement of skills from Quarter 1, 2 and 3 ● Engages in online discussions with learners of other cultures to investigate a worldwide issue from multiple perspectives and sources, evaluate findings and present possible solutions, using digital tools and online resources for all steps. ● Apply digital tools to collect, organize, and analyze data that support

	a scientific finding.
--	-----------------------

FOURTH GRADE	
Quarter 1	Technology Operations & Concepts/Technology & Society
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. To understand basic technology systems 2. To use technology applications effectively and productively 3. To be aware of how technology has affected society and our environment in the past, and in the present.
	<p>Skills</p> <ul style="list-style-type: none"> ● Review of skills from Third Grade ● Recognizes menu bars for basic applications (word processing, browser windows) ● Uses word processing skills to manipulate and change text and edit a document ● Uses word processing skills to include images, graphics, symbols, and/or pictures. ● Creates a multimedia presentation by choosing from applications and Web 2.0 tools ● Uses a graphic organizer to organize information about a problem or issue. ● Graphs data using a spreadsheet and analyzes results ● Uses a database to answer basic questions ● Identify positive value of technology including web 2.0 tools ● Uses visual space on desktop to display two programs at once and navigate between 2 applications using tabs. ● Creates hyperlinks within a document or Web 2.0 tool ● Examine ethical considerations in the development and production of a product through its life cycle - Introduction ● Examine systems used for recycling and recommend simplification of the systems and share with product developers - Introduction ● Investigate ways that various technologies are being developed and used to reduce improper use of resources. ● Research technologies that have changed due to society's changing needs and wants. ● Explain the purpose of intellectual property law.
Quarter 2	Digital Citizenship/Research & Information Fluency

Big Idea	<ol style="list-style-type: none"> 1. Practice safe, legal, and responsible use of information and technology 2. Plan strategies to guide inquiry 3. Locate, analyze, and ethically use information 4. Use information and digital tools for specific tasks
	<p>Skills</p> <ul style="list-style-type: none"> ● Continue reinforcement of skills from Quarter 1 ● Describes copyright and understands the need for and use of copyrights. Gives credit to owner of information used from various sources. ● Analyze the resource citations in online materials for proper use. ● Demonstrate an understanding of the need to practice cyber safety, cyber security, and cyber ethics when using technologies and social media. <ul style="list-style-type: none"> ○ Explains ways to protect identity when contributing information online ○ Discusses what information is appropriate to share about other people (images, video, audio, text, etc) ○ Explain ways to tell if a stranger is using Internet information to seem like a friend ○ Describe consequences when people do not protect personal information when using social networking tools ● Understand digital citizenship and demonstrate an understanding of the personal consequences of inappropriate use of technology and social media. <ul style="list-style-type: none"> ○ Uses technology to explore and pursue personal interests ● Use digital tools to research and evaluate the accuracy of, relevance to, and appropriateness of using print and non-print electronic information sources to complete a variety of tasks.
Quarter 3	Creativity & Innovation/Information Literacy
Big Idea	<ol style="list-style-type: none"> 1. Apply existing knowledge to generate new ideas, products, or processes 2. Create original works as a means of personal or group expression
	<p>Skills</p> <ul style="list-style-type: none"> ● Continued reinforcement of skills from Quarter 1 and 2 ● Collaborates to produce a digital story about a significant local event or issue based on first-person interviews. ● Uses advanced featured in library’s online catalog for intended purposes (Destiny) <ul style="list-style-type: none"> ○ Uses Destiny Discover to find eBooks and databases ● Identifies personal or educational informational need ● Explains the impact of copyright date to the usefulness of

	<p>information</p> <ul style="list-style-type: none"> • Defines copyright and plagiarism • With prompting and support, conducts internet searches using educational search engines (Webpath express or other available resources) and databases
Quarter 4	Communication & Collaboration/Critical Thinking, Problem-Solving & Decision Making
<i>Big Idea</i>	<ol style="list-style-type: none"> 1. Interact, collaborate and publish with peers, experts, or others by employing a variety of digital environments and media. 2. Communicate information and ideas to multiple audiences using a variety of media and formats 3. Develop cultural understanding and global awareness by engaging with learners of other cultures 4. Contribute to project teams to produce original works or solve problems
	<p>Skills</p> <ul style="list-style-type: none"> • Continued reinforcement of skills from Quarter 1, 2 and 3 • Engages in online discussions with learners of other cultures to investigate a worldwide issue from multiple perspectives and sources, evaluate findings and present possible solutions, using digital tools and online resources for all steps. • Apply digital tools to collect, organize, and analyze data that support a scientific finding.