**Van Meter Community School Digital Citizenship, Technology, Library Science Curriculum**

<table>
<thead>
<tr>
<th>K-2 Digital Citizenship</th>
<th>Kindergarten: Digital Citizenship</th>
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<tbody>
<tr>
<td>Understand and practice appropriate and safe uses of technology</td>
<td>States reasons why not to use first and last names when online</td>
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<tr>
<td>Technology</td>
<td>Asks for help at home and at school</td>
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<tr>
<td>Understand basic technology hardware and software and their application</td>
<td>Uses technology to explore personal interests</td>
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<tr>
<td>Information Literacy</td>
<td>Uses technology responsibly explaining the difference between appropriate and inappropriate actions when using the internet and being online</td>
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<tr>
<td>Engages in the information literacy process: access, evaluate and communicate information and ideas</td>
<td>Technology</td>
</tr>
<tr>
<td>Engages in the information literacy process: access, evaluate, and communicate information and ideas</td>
<td>Identifies the URL</td>
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<tr>
<td>Uses a variety of skills and strategies to comprehend nonfiction and informational text</td>
<td>Logs into computer and/or website</td>
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<tr>
<td>Love of Reading</td>
<td>Uses a mouse/trackpad</td>
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<tr>
<td>Demonstrates an understanding of written language and the relationship of letters and words to the sounds of speech</td>
<td>■ Control the cursor on screen by moving the mouse.</td>
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<tr>
<td>Reads for a variety of purposes and across content areas</td>
<td>■ Click and drag to move objects on a screen</td>
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<tr>
<td>Independently reads a significant number of books and texts each year (fiction, nonfiction and variety of genres)</td>
<td>■ Single click and double click objects</td>
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<tr>
<td>1st Grade: Digital Citizenship</td>
<td>Uses a keyboard</td>
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<tr>
<td>Explains why there are logins and passwords on some pieces of hardware, software, and websites</td>
<td>■ Use the keyboard to copy and/or input text</td>
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<tr>
<td>Generates safe user names</td>
<td>■ Be able to identify the backspace, number, space, arrows, and enter keys</td>
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<tr>
<td>Discusses the difference between personal and private information</td>
<td>■ Identify keyboard letters as capital letters</td>
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<tr>
<td>Discusses the difference between appropriate and inappropriate actions when using the internet and being online</td>
<td>Recognizes that different icons represent different programs using teacher selected internet games and activities</td>
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<td>Asks peers for help</td>
<td>Launches and quits programs</td>
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<td>Works independently on the computer or with a partner</td>
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<td></td>
<td>Discusses appropriate and inappropriate ways to handle hardware and equipment</td>
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<td></td>
<td>Information Literacy</td>
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<tr>
<td></td>
<td>Follows process to check out and return books</td>
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<td>Demonstrates respect for and proper care of library materials</td>
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<td></td>
<td>Recognizes library materials are for shared use</td>
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<td></td>
<td>Identifies author, title, illustrator, spine, spine label</td>
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<td></td>
<td>Identifies front/back cover of the book</td>
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<td></td>
<td>Identifies the difference between fiction and nonfiction</td>
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<td>Recognizes common types of text (e.g., storybooks, poems, etc)</td>
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<td>1st Grade:</td>
<td>Love of Reading</td>
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<tr>
<td>Selects a picture book and/or an online resources to share with family</td>
<td>Identifies the purpose of a library and role of the teacher librarian.</td>
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<tr>
<td>Identifies the purpose of a library and role of the teacher librarian.</td>
<td>Reads from online author and book sites and eBooks online</td>
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<tr>
<td>Reads from online author and book sites and eBooks online</td>
<td>Evaluates grade appropriate quality children’s literature</td>
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</tbody>
</table>
- Uses technology to explore personal interests
- Demonstrates to others how to use technology tools in ways that assist, rather than prevent, others from learning

### Technology
- Identifies different types of domain names (.com, .org, .gov, etc.)
- Uses homerow
- Uses basic output devices (headphones, speakers, etc.)
- Explains how to clean screens appropriately
- Utilizes word processing application to share original writing
- Saves work to specified location before closing applications
- Students will be able to explore a program they have not used before without being given instructions

### Information Literacy
- Explains proper care of library materials
- Locates title page and end papers
- Locates parts of a book including table of contents, glossary, index and electronic menus
- Discriminates between fiction and nonfiction
- Distinguishes between information provided by pictures or other illustrations and information provided by the words in a text.

### Love of Reading
- Chooses books according to interest and reading level
- Finds fictions and nonfiction books within the library
- Finds eBooks within Mackin VIA and reads them online
- Reads from online author and book sites
- Evaluates grade appropriate quality children’s literature

#### 2nd Grade:

### Digital Citizenship
- Describes why stealing 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

### Technology
- Uses basic input and output devices (cd-rom, flash drive, 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
- Uses proper fingering of homerow keys
- Recognizes applications specific to a Mac or PC within Van Meter Schools

### Information Literacy
- Locates publisher and copyright date
- Locates a book using the call number
- Recognizes the purposes of library’s online catalog (Destiny)
- Finds an internet site given the specific web address
| 3-5 Grade | 3rd Grade:  
**Digital Citizenship**  
Understand and practice appropriate, legal, and safe uses of technology for lifelong learning |
|---|---|
| **Technology**  
Understand technology hardware and software system operations and their application |
| **Information Literacy**  
Engages in the information literacy process: accesses, evaluates, and communicates information & ideas  
Utilizes digital tools and resources to investigate real-world issues, answer questions, or solve problems  
Uses technological resources to develop and refine questions for investigation  
Uses a variety of skills and strategies to comprehend nonfiction and informational text |
| **Love of Reading**  
Reads for a variety of purposes and across content areas  
Independently reads a significant number of books and texts each year (fiction, nonfiction, and variety of genres) |
| - Uses information gained from the illustrations and words in a print or digital text to demonstrate understanding (fiction and nonfiction)  
- Compares and contrasts two or more versions of the same story (e.g. Fairy Tales, Night Before Christmas around World) by different authors or from different cultures. |
| **Love of Reading**  
- Chooses books according to interest and reading level  
- Shares reasons for selecting a particular book (within library and eBooks)  
- Shares online author and book sites  
- Evaluates grade appropriate quality children’s literature |
| **Digital Citizenship**  
- Describes copyright  
- Explains ways identity is protected when contributing information online  
- Discusses what information is appropriate to share about other people (images, video, audio, text, etc)  
- Considers personal information a stranger could find online  
- Uses appropriate posture while working at a computer to avoid injury  
- Uses technology to explore and pursue personal interests  
- Shows others how to use new technologies, and use technology in ways that assist, rather than prevent, others from learning |
| **Technology**  
- Recognizes menu bars for basic applications (word processing, browser windows)  
- Uses word processing skills to manipulate and change text  
- Uses technology tools to capture images (video and photos)  
- Creates a multimedia presentation (Powerpoint, Keynote)  
- Connects hardware for multimedia presentation  
- Uses external device to save and transfer files  
- Keys home row accurately and confidently |
| **Information Literacy**  
- Uses the online catalog to find materials  
  - Uses Mackin VIA 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) and databases (World Book)  
- Determines the usefulness of a source  
- Accesses table of contents and index  
- Explores copyright and plagiarism |
| **Love of Reading**  
- Makes connections between reading and personal interests  
- Shares information about an author and/or book using various formats  
- Identifies a variety of formats for reading (books, eBooks, magazines, non-print, newspapers, etc)  
- Demonstrates respect for library space and materials  
- Evaluates grade appropriate quality children’s literature |
4th Grade:
Digital Citizenship
- Gives credit to owner of visual media
- Protect other people’s personal information when publishing online (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
- Use technology responsibly to explore and pursue personal interests
- Show others how to use new technologies, and use technology in ways that assist, rather than prevent, others from learning

Technology
- Identify positive value of technology including web 2.0 tools
- Uses visual space on desktop to display two programs at once
- Utilizes spreadsheet and Web 2.0 tools to demonstrate numerical information
- Creates a multimedia presentation by choosing from applications and Web 2.0 tools
- Creates hyperlinks
- Keys alphabet accurately and confidently

Information Literacy
- Uses advanced featured in library’s online catalog for intended purposes (Destiny)
  - Uses Mackin VIA to find eBooks and databases
- Identifies the information need
- Restates provided research question in own words
- Uses provided topic to list possible research questions
- Explains the impact of copyright date to the usefulness of information
- Defines copyright and plagiarism
- With prompting and support, conducts internet searches using educational search engines (SweetSearch4me, NetTrekker, Webpath express) and databases (World Book)

Love of Reading
- Makes connections between reading and personal interests
- Shares information about an author and/or book using various formats
- Reads from a variety of formats (magazines, blogs, books, ebooks, websites, etc.)
- Demonstrates respect for library space and materials
- Evaluates grade appropriate quality children’s literature

5th Grade:
Digital Citizenship
- Debate benefits and safety concerns of contributing information online
- Recognize digital resources that are copyright free
- Credits author and publication for direct quotations
- Use technology responsibly to explore and pursue personal interests
- Show others how to use new technologies, and use technology in ways that assist, rather than prevent, others from learning
- Describe how communication changes online versus face-to-face

Technology
- Suggest a technology tool to use to accomplish a particular task
- Utilizes spreadsheet and web 2.0 tools to organize, graph, and calculate data
- Apply advanced formatting techniques
- Sequence animation to produce a digital story
<table>
<thead>
<tr>
<th>6-8</th>
<th>Grades 6-8</th>
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</table>
| **Digital Citizenship**<br>Understand the legal and ethical issues of technology as related to individuals, cultures, and societies. | *Asterisk indicated skills taught in 6th grade technology class*
| **Technology**<br>Collaborate with peers, experts, and others using interactive technology. | Digital Citizenship
| **Understand the underlying structure and application of technology systems.** | - Recognizes copyright law*
| **Information Literacy**<br>Engages in the information literacy process: accesses, evaluates, and communicates information and ideas | - Uses citation tools*
| Plans strategies utilizing digital tools to gather, evaluate, and use information | - Identifies consequences of plagiarism in school and beyond*
| Use critical thinking skills to conduct research, solve problems, and make informed decisions using appropriate technological tools and resources. | - Identifies fair use*
| Uses a variety of skills and strategies to comprehend nonfiction and informational text | - Choose settings in account profiles that protect personal information when online*
| Utilizes digital tools and resources to investigate real-world issues, answer | - Uses etiquette considering global audience when communicating digitally *
| | - Describes the concept of a digital footprint*
| | - Interact and collaborate with peers, experts and others using technology*
| | - Debate legal and ethical uses of file sharing
| | - Discuss the effects of existing and emerging technology on the global community
| | - Analyze how cultures and groups value technology differently and how these values influence the development and acceptance of technology
| | **Technology**
| | - Uses quick fix tips to troubleshoot basic computer errors*
| | - Explore tools to help with personal learning styles (organization tools like stickies and calendars, speech features for text, highlighting, etc)*
| | - Use online collaboration tools to complete a task*
| | - Use collaborative electronic communications to explore, share, and publish with other learners around the world*
| | - Describe digital tools that help connect with personal interests*
| | - Personalize screen real estate for productivity and efficiency*
| | - Keys with effective rate and accuracy to capture a free flow of thoughts*
| | - Defends against SPAM, Phishing, and other digital scams/solicitations in email and other social media*
| | **Information Literacy**
| | - Uses the research process to investigate ideas
| | - Uses search strategies to locate resources to match/broaden/narrow research topic
| | - Uses information from a variety of sources, both print and electronic
| | - Locates specific information within a source
| | - With guidance, conducts Internet searches using a variety of search engines and databases (SweetSearch4me, NetTrekker, WebPath Express) and databases (Britannica)
| Question, or solve problems | databases to access information  
|-------------------------------|--------------------------------|
| Understands the legal and ethical issues of technology as related to individuals, cultures, and societies | Synthesizes information to make personal meaning  
|                                | Creates new ideas/products as a result of research process |

### Love of Reading

**Grades 9-12**

### Digital Citizenship

Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

**Technology**

- Chooses technology tools to create digital content for information and/or expression
- Apply digital tools to gather, evaluate, and use information
- Utilize a working knowledge of technology or technology support services to identify problems/issue and its solution

**Information Literacy**

- Executes strategies to efficiently and effectively access information
- Determines scope, depth and potential usefulness of more advanced and diverse resources
- Defends information on the basis of accuracy, validity, credibility, bias, and date of publication
- Follows ethical and legal guidelines in gathering and using information

### Love of Reading

**Grades 9-12**

- Refers to blogs, websites, best selling lists, online books clubs and other online and print resources that help guide literature choices
- Evaluates grade appropriate quality literature
- Identifies genres of interests
- Makes connections with others to share love of reading
- Reads from a variety of formats including digital and print resources

**Love of Reading**

- Reads for a variety of purposes and across content areas
- Independently reads a significant number of books and texts each year (fiction, nonfiction, and variety of genres)

**9-12**

### Digital Citizenship

- Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

**Technology**

- Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
- Explain the impact of digital footprint to both personal and professional settings
- Identify the intellectual property rights of personal content

**Information Literacy**

- Defines human, cultural, and societal issues related to
- Executes strategies to efficiently and effectively access information
- Determines scope, depth and potential usefulness of more advanced and diverse resources
- Defends information on the basis of accuracy, validity, credibility, bias, and date of publication
- Follows ethical and legal guidelines in gathering and using information

**Love of Reading**

- Refers to blogs, websites, best selling lists, online books clubs and other online and print resources that help guide literature choices
- Engages in technical reading
- Evaluates grade appropriate quality literature
| technology and practice legal and ethical behavior |

**Love of Reading**
Reads for a variety of purposes and across content areas

Independently reads a significant number of books and texts each year (fiction, nonfiction, and variety of genres)