### Prep to Grade 6- Use of Google Apps

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| The following is a brief description of the Google Apps use and the Digital Dignity topics that are taught at each grade level. The Digital Dignity lessons are from Common Sense Media at [commonsensemedia.org](http://commonsensemedia.org/).

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|  | **Google Apps for Education Use by Grade** |  **Digital Dignity Topic by Grade** |
| Prep |  Practice logging in to the computer with username and password. |  [Going Places Safely](http://www.commonsensemedia.org/educators/lesson/going-places-safely-k-1)*Students will be able to ...** discover that the Internet can be used to visit far-away places and learn new things.
* compare how staying safe online is similar to staying safe in the real world.
* explain rules for traveling safely on the Internet.

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| Grade 1 | Google Docs(word processing)- Open a shared document from the teacher- Create word processing document |  [Sites I Like](http://www.commonsensemedia.org/educators/lesson/sites-i-k-1)*Students will be able to ...*• identify and explore different features of an informational website.• understand that not everyone will rate a website the same way.• evaluate whether they like or dislike features of a site. |
|  Grade 2 | Google Docs (word processing) - Share a doc with the teacher or classmate Google Presentations - View a Google Presentation - Add to a teacher created Presentation |  [Staying Safe Online](http://www.commonsensemedia.org/educators/lesson/staying-safe-online-2-3)*Students will be able to ...*• understand that being safe when they visit websites is similar tostaying safe in real life.• learn to recognize websites that are good for them to visit.• recognize if they should ask an adult they trust before they visit a particular website. |
|  Grade 3 |  Google Docs (word processing) - Share a doc with a group Google Presentations - Create a presentation - Share a presentation with a group or classmate - Learn the basic elements of a presentation Google Mail - Create and send an email with proper construction  - Send an email to the teacher |  [Keep It Private](http://www.commonsensemedia.org/educators/lesson/keep-it-private-2-3)*Students will be able to* ...* recognize the kind of information that is private.
* understand that they should never give out private information on the Internet.
* learn to create effective usernames that protect their private information.

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| Grade 4 |   Google Docs - Share a doc with a group and teacher - Create a group and share a doc with the group Google Presentations - Create presentations utilizing advances features Google Spreadsheets - Create and share a spreadsheet with a teacher Google Mail - Create a contact group - Send an email to a contact group - Add an attachment to an email |  [Privacy Rules](http://www.commonsensemedia.org/educators/lesson/privacy-rules-4-5)*Students will be able to ...*• learn which information they should avoid sharing online because it is private.• understand which kinds of websites have privacy policies, and why.• practice checking websites they visit for privacy policies and privacy seals of approvals. |
| Grade 5 |   Google Docs (word processing) - Refinement of tool in everyday use Google Presentations - Creating a refined and polished presentation Google Spreadsheets - Use teacher designed spreadsheets for various curricular topics. Google Mail - Communicate with teacher and classmates about school projects and assignments. |  [Talking Safely Online](http://www.commonsensemedia.org/educators/lesson/talking-safely-online-4-5)*Students will be able to ...*• compare and contrast online-only friends and in-person, faceto-face pals.• analyze why private information should not be given to anyone online without the permission of a trusted adult.• debate how to respond if an online-only friend asks them personal questions. |
| Grade 6 | * Creating websites using Google Sites
* Creating presentations with Google Docs
* Creating word processing documents with Google Docs
* Creating spreadsheets with Google Docs
* Using Google mail to communicate and collaborate with students and teachers
 |  Cyber Bullying*Students will be able to ...** empathize with the targets of cyberbullying.
* recognize some of the key similarities and differences between in-person bullying and cyberbullying.
* identify strategies for dealing responsibly with cyberbullying.

Private and Personal Information*Students will be able to ...** learn about the benefits of sharing information online, but also about the safety and security risks of sharing certain types of information.
* understand what type of information can put them at risk for identity theft and other scams.
* distinguish between personal information, which is safe to share online, and private information, which is unsafe to share.

What’s the big about internet Privacy?S*tudents will be able to ...** explore the concept of privacy in both a real-world setting and online.
* understand how and why companies collect information about visitors to their websites.
* learn and use online privacy terms.
* learn that websites are required to post privacy policies

Trillion Dollar Footprint*Students will be able to ...** learn that they have a digital footprint and that information from it can be searched; copied and passed on; seen by a large, invisible audience, and can be persistent.
* recognize that people’s online information can be helpful or harmful to their reputation and image.
* consider their own digital footprints and what they want those footprints to be like in the future.
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