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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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/).   |  |  |  | | --- | --- | --- | |  | **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. | | 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 to  staying 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. | | 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. | |