Level 3 | Digital Citizenship | Course Introduction

Review:

1. Ask students to reflect on what they know about computers or technology and what they would

like to know. Have them write quietly or share with a partner, then open up to a class discussion.

2. Class Contract Handout

Vocabulary	
Computer	a machine used to work with information
Revolutionize	to change something very much or completely
Cyberbullying	using the internet to be mean, either by sending messages or posting pictures or videos that are unkind
Digital citizen	a person who responsibly participates in using the internet and other technology
Netizen	a person who actively uses the Internet especially in a proper and responsible way
Change agent	someone who makes change happen by inspiring and influencing others



Level 3 | Week 1 | Digital Literacy | Mouse Magic

Weekly Question: What are some ways we can use the computer mouse?

Suggested In-class Extension Activity: Mouse Magic Draw or Define Activity; Mouse Magic

Cut & Paste Activity

Standards: ISTE 1.1.d, 1.2.b

Vocabulary	
Scroll	to move up, down, left, or right
Scroll wheel	the part of the mouse that lets you scroll
Scroll bar	the long rectangle that you can move to let you see different parts of the screen
Text	letters and words
Menu	a list of choices you can make when using the computer or a program
Vertical	going up and down
Horizontal	going side to side



Weekly Question: How can we stay safe online?

Suggested In-class Extension Activity: Break the class into 6 groups. Assign each group one

of the tips from the video/reading:

- 1. Everyone you meet online is a stranger.
- 2. Never share private information on the Internet.
- 3. Only go to websites your parents or teachers have approved.
- 4. Do not download or install anything on your home or school computers.
- 5. Think before you click.
- 6. Don't respond to bullying. Do tell a trusted adult.

Have groups create a poster and present it to the class.

Standards: ISTE 1.1.d, 1.2.b

Vocabulary	
Private information	identifying things specific to you like your photo, home address, email address, school, or phone number
Malware	computer software created to cause harm to a computer or computer network
Virus	a code added to a computer program that can attach itself to and seriously damage other programs
Approve	to consider good or right

Hacker	
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someone who uses computers to get data they aren't allowed to have

Weekly Question: How can we use a computer touchpad?

Suggested In-class Extension Activity: Have students compare and contrast the touchpad

with the mouse using the Compare and Contrast Template or the Venn Diagram Template.

Vocabulary	
Gesture	a movement of part of the body, especially a hand or the head, to express an idea or meaning
Scroll	to move up, down, left, or right
Drag and drop	to move something by clicking, holding, and moving the pointer using a mouse or touchpad
Select	to choose an item by clicking on it
Touchpad	part of a computer that lets you move the pointer with your finger
Right-click	to press the right button
Touchpad gesture	a movement with your finger(s) on a touchpad to perform an action



Level 3 | Week 4 | Digital Citizenship | Digital Citizens

Weekly Question: How can we become good digital citizens?

Suggested In-class Extension Activity: Good Digital Citizen Sorting Activity

Vocabulary	
Critical thinker	someone who analyzes and evaluates facts and evidence to form a judgment
Citizen	a person who lives in a certain place and belongs to that community
Privilege	a right or benefit that is only given to a certain person, group, or social class
Misunderstanding	a failure to understand something correctly
Reputation	the level of respect with which a person is thought of by others
Contribute	to give for a purpose
Interact	to respond to one another in a social situation
Rights	things that a person is or should be morally or legally allowed to have, get, or do



Level 3 | Week 5 | Digital Literacy | Ones and Zeros

Weekly Question: What is the binary system?

Suggested In-class Extension Activity: Ones and Zeroes Activity; Ones and Zeroes

Homework

Standards: ISTE 1.1.d, 1.5.d

Vocabulary	
Base-ten system	a counting system that uses ten digits
Decimal system	a system of measurement or currency in which the basic units increase by powers of 10
Symbol	a thing that represents or stands for something else
Circuit	the path on which electricity flows
Binary system	a system in which information can be expressed by combinations of the digits 0 and 1



Weekly Question: How can we use the internet to create and inspire?

Suggested In-class Extension Activity: Think, Pair, Share:

- 1. What are some practical ways you can affect change online?
- 2. What are some fears or barriers that prevent you from being more vocal online?
- 3. What are some of the responsibilities that come with being a change agent, online and offline?

Vocabulary	
Responsible	able to be trusted to do what is right, expected, or needed
Consequence	result or outcome
Exclude	to leave out or keep out
Digital footprint	all of the information on the internet about you
Blog	short for "web log", an online journal that can be read by anyone



Level 3 | Week 7 | Digital Literacy | History of Computers

Weekly Question: How have computers changed over time?

Suggested In-class Extension Activity: Computers Throughout History Google Slides

Presentation; History of Computers Timeline Activity

Vocabulary	
Mainframe	a large high-speed computer
Command	instructions given to a computer for it to do something
Computer	a machine used to work with information
Personal computer	a computer that is used by the "home" user



Weekly Question: What is your digital footprint and why is it important?

Suggested In-class Extension Activity: Using the term "DIGITAL FOOTPRINT", instruct students to write their own acrostic poems about the responsibility of having a digital footprint.

Standards: ISTE 1.2.a, 1.2.b, 1.2.d

Vocabulary	
Digital footprint	all of the information on the internet about you
Illegal	against the law or rules
Tracking service	a service used to see people and objects on the move
Cookie	a small piece of data sent from a website and stored on the user's computer by the user's web browser
Private	personal and not to be shared



Level 3 | Week 9 | Digital Literacy | External Parts of a Computer

Weekly Question: What are some of the ways that computers can help people?

Suggested In-class Extension Activity: External Parts of a Computer Cut and Paste Activity

Standards: ISTE 1.1.c, 1.1.d, 1.2.b

Vocabulary	
Computer case	the box that holds all of the computer parts
Power button	a button that turns the computer on and off
Input device	a device that puts information into the computer
Output device	a device that takes information from the computer and puts it out
Peripheral	an external computer device that connects to the computer
Data	the information that computers work with, like pictures, numbers, words, or sounds
Device	an electronic piece of equipment
USB	(Universal Series Bus) a port or connection used to connect many external devices to the computer
Port	a hole or connection that allows information to move back and forth between a device and computer

Monitor the screen of a computer	Monitor	the screen of a computer
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Level 3 | Week 10 | Digital Literacy | Hardware and Software

Weekly Question: What is the difference between computer hardware and software?

Suggested In-class Extension Activity: Hardware and Software Sorting Activity

Vocabulary	
Program	a set of instructions that does a particular job in the computer
System software	the programs that manage the computer itself
Application software	a program that is made for a person to perform a certain task
Hardware	the parts of a computer you can see and touch
Software	the files, programs, and applications on a computer



Level 3 | Week 11 | Digital Literacy | How Computers Work

Weekly Question: How do computers work?

Suggested In-class Extension Activity: How Computers Work Sorting Activity

Standards: ISTE 1.1.d, 1.5.d

Vocabulary	
Hardware	the parts of a computer you can see and touch
Software	the files, programs, and applications on a computer
Memory	the part of a computer where information is stored
Process	to take in and use information
Input	any information or data sent to a computer for processing
Output	a place where power or information leaves a system
CPU	(Central Processing Unit) the brain of the computer



Weekly Question: How can we make sure that what we share online is helpful, not harmful? **Suggested In-class Extension Activity:** In the video lesson, THINK was used as an acronym for True, Helpful, Inspiring, Necessary, Kind. Using the term "THINK" or a similar term, instruct students to write their own acrostic poems about the importance of thinking before sharing online.

Standards: ISTE 1.2.a, 1.2.b, 1.2.d

Vocabulary	
Necessary	absolutely needed
Benefit	an object, action, or sum of money that improves someone's life
Inspiring	influencing someone to do something by stirring the emotions



Level 3 | Week 13 | Digital Literacy | Operating Systems

Weekly Question: What is an operating system?

Suggested In-class Extension Activity: Operating Systems Match & Label Activity

Vocabulary	
Menu	a list of choices you can make when using the computer or a program
Home screen	also called a desktop, the main screen of a computer, tablet or mobile device
Window	a rectangle on the screen that lets you see information or a program
Operating system	a set of instructions that manages all of the hardware and software in a computer
Application	a software program that does a certain thing, like web browsing, email, or games
lcon	a small picture that you can click to open a file or program
GUI	(Graphical User Interface) a system of windows, pictures, and buttons that can be clicked on to use the different programs and files in a computer



Weekly Question: What is a window?

Suggested In-class Extension Activity: What is a Window Labeling Activity; What is a

Window Homework

Standards: ISTE 1.1.c, 1.1.d, 1.3.d, 1.5.b

Vocabulary	
Window	a rectangle on the screen that lets you see information or a program
Title bar	the bar that has the name of the program or file
File	an object on a computer that stores information
Menu	a list of choices you can make when using the computer or a program
Restore	to put things back to the way they were before
Minimize	to make smaller
Maximize	to make bigger
Vertical	going up and down

Horizontal	going side to side
Toolbar	a row of buttons onscreen that you can click to do things in a program

Weekly Question: What can a browser do?

Suggested In-class Extension Activity: Use the Venn Diagram Template to compare and

contrast street addresses with web addresses.

Standards: ISTE 1.1.b, 1.1.c, 1.1.d, 1.3.a, 1.4.b, 1.5.b, 1.7.d

Vocabulary	
Address bar	the box where you type in a website address
Search bar	the place where you type in search terms
Homepage	the starting page when a browser is first opened
Load	to open or begin running a program or website
Favorites	web pages saved in the browser's memory for use later
Browser	a program that lets you visit websites on the World Wide Web
Refresh	start over; reload
Extension	a small program that customizes the web browser in some way
	a reatenale that sticks up at the tap of a web page to above you each web page

Tab	a rectangle that sticks up at the top of a web page to show you each web page that is open
Search engine	a computer program that is used to look for information on the Internet

Weekly Question: How can we tell if a website is safe?

Suggested In-class Extension Activity: Divide students into groups and instruct them to use a Website Evaluation Form to evaluate a website. Have them present the attributes of safe and unsafe websites afterwards as a class.

Standards: ISTE 1.2.b, 1.3.b

Vocabulary	
Virus	a code added to a computer program that can attach itself to and seriously damage other programs
Ads	short for advertisements; notices of things for sale
Pop-up	a window that comes up suddenly on the computer screen
Spam	junk email messages sent to a lot of people at once to try to sell something or harm people's computers
Scam	a dishonest way to make money by deceiving people
Personal information	recorded information about a person like name, email address, or phone number



Level 3 | Week 17 | Digital Citizenship | Creative Credit

Weekly Question: How do computers work?

Suggested In-class Extension Activity: Fill out the Vocab Graphic Organizer Template using

the word "Plagiarism".

Standards: ISTE 1.2.b, 1.2.c

Vocabulary	
Word-for-word	in the exact same words
Plagiarism	claiming someone else's work or ideas as your own without giving them credit
Source	the book, website, or place where your information originally came from
Paraphrase	to express the same idea in different words
Bibliography	a list of all sources used
Citing	listing the author's name and the date they wrote something in order to give credit



Level 3 | Week 18 | Digital Literacy | Icons and Symbols

Weekly Question: What are some common computer icons and symbols?

Suggested In-class Extension Activity: Icons and Symbols Matching Activity; Icons and

Symbols Labeling Activity

Standards: ISTE 1.1.d, 1.6.a

Vocabulary	
Symbol	a picture that stands for a word or idea
lcon	a small picture that you can click to open a file or program
Emoji	a small digital picture used to express an idea, emotion, etc., such as a smiley face



Weekly Question: How can breaks help keep our brains and bodies healthy?

Suggested In-class Extension Activity: Put students together in small groups. Ask each group to make a list of "Good Break Ideas" and "Bad Break Ideas". Ask each group to share their lists with the class. Which break ideas appeal to them the most? Which do they think they will use?

Standards: ISTE 1.1.d, 1.3.d, 1.7.c

Vocabulary	
Exercise	working your body to stay healthy
Sore	achy; painful
Moderation	not too much and not too little



Level 3 | Week 20 | Digital Literacy | Memory and Storage

Weekly Question: What are computer memory and storage?

Suggested In-class Extension Activity: Use the Venn Diagram Template to have students

compare and contrast "Memory" and "Storage".

Vocabulary	
Data	the information that computers work with, like pictures, numbers, words, or sounds
Memory	the part of a computer where information is stored
ROM	(Read-Only Memory) the part of a computer in which information that cannot be changed is stored
RAM	(Random Access Memory) a device that stores data for a very short time for the computer to process the data
Storage	a place that data is kept on a computer for an extended period of time
Processing	working with information or data (by a computer)
Boot	when a computer is started and loads the operating system in order to run



Weekly Question: How can we tell if online images are real or fake?

Suggested In-class Extension Activity: Students work in groups or pairs to create a pamphlet with tips for recognizing fake images. This can be drawn and written by hand or on a computer. Provide an opportunity for students to share their work when finished.

Vocabulary	
Altered	made different in some way; changed
Visually similar images	pictures that look the same
Image	picture
Consumer	a person or thing that uses something
Illusion	something that looks or seems different from what it really is
Ноах	a planned trick
Viral	spread quickly on the internet
Reverse image search	searching a picture online to find out where it is on the internet
Perception	the way you see or think about things

Level 3 | Week 22 | Digital Citizenship | Mind What You Download

Weekly Question: How can we download safely?

Suggested In-class Extension Activity: Teach students the "Mind What You Download Rap".

Vocabulary	
Virus	a code added to a computer program that can attach itself to and seriously damage other programs
Malware	computer software created to cause harm to a computer or computer network
Copyright	the legal right to make copies of, give away, or perform a published or recorded work
Download	to copy information, such as a computer file, onto a computer
Trojans	malware that makes users believe computer content is safe when it is really harmful
File	an object on a computer that stores information



Level 3 | Week 23 | Digital Literacy | Keyboard Magic

Weekly Question: How can we use a computer keyboard?

Suggested In-class Extension Activity: Keyboard Magic Labeling Activity

Vocabulary	
QWERTY	the most common English language layout for a computer keyboard
Function keys	the keys located at the top of the keyboard that perform certain tasks when used in combination with other keys
Туро	a mistake in text, like a misspelled word



Level 3 | Week 24 | Digital Literacy | Files and Folders

Weekly Question: How can files and folders help us stay organized?

Suggested In-class Extension Activity: Use the Compare and Contrast Template for "Files"

and "Folders".

Standards: ISTE 1.1.b, 1.1.d, 1.2.d

Vocabulary	
File	an object on a computer that stores information
Folder	a storage space where files and other folders can be kept and organized
Hard drive	the main drive of a computer where files and folders are stored
Drive	a storage device that can store files and folders



Weekly Question: How can we create different kinds of files for school assignments and for fun?

Suggested In-class Extension Activity: Break the class into groups. Assign each group one of the G Suite programs from the video/reading. Have each group create a poster explaining what the program can do and present it to the class.

Standards: ISTE 1.1.d, 1.6.a

Vocabulary	
Classroom	a free online program for schools offered by Google that lets teachers assign and grade assignments
Docs	a free online word processor offered by Google
Gmail	a free email service offered by Google
Slides	a free online presentation program offered by Google
Google for Education	an integrated suite of secure, cloud-native collaboration and productivity apps
Google Drive	a free online file storage program developed by Google



Level 3 | Week 26 | Digital Literacy | Writing and Formatting a Document

Weekly Question: How can formatting help us with assignments and projects?

Suggested In-class Extension Activity: Fill out the Vocab Graphic Organizer Template using

the word "Format".

Standards: ISTE 1.4.b

Vocabulary	
Bold	thicker lettering
Document	a computer file containing data entered by a user
Font size	how large the characters displayed on a screen or printed on a page are
Word processing	the use of computers, software, and printers to get data into printed form
Alignment	the proper positioning of parts in relation to one another
Format	general plan of organization and arrangement
Font	a set of letters, numbers, and punctuation that are all one style
Italicize	to make lettering slanted or tilted



to mark something with a bright color



Weekly Question: How can we create digital drawings?

Suggested In-class Extension Activity: In groups or pairs, students use Google Drawings to create a drawing of a time they were very excited. It may be abstract or representational. Ask them to use at least 5 of the techniques in the video/reading. Optional: ask them to write a step-by-step tutorial for creating their drawing.

Vocabulary	
Menu bar	a row of menu titles that, when clicked, show dropdown menus of other items or commands
Drop-down menu	a list of choices that appears on a computer screen when a button or word is clicked
Toolbar	a row of buttons onscreen that you can click to do things in a program
Resize	to change the size
Highlight	to mark something with a bright color



Weekly Question: How can we create a simple but effective presentation?

Suggested In-class Extension Activity: Watch a short video of a student giving a

presentation. Ask students to critique the presentation, highlighting the use of the slides vs.

what they said and how they said it.

Vocabulary	
Text box	a section of a page that allows a user to enter text
Slide	a single page of a presentation
Insert	to put in
Thumbnail	a smaller sized version of a picture
Layout	the design or arrangement of something



Level 3 | Week 29 | Digital Literacy | Simple Spreadsheets

Weekly Question: How can we create and use spreadsheets?

Suggested In-class Extension Activity: Fill out the Compare and Contrast Template to

compare Google Sheets to another G Suite program, such as Docs, Slides, or Drawings.

Vocabulary	
Cell	a rectangular space where a column and a row intersect
Column	a group of printed or written items (such as numbers or words) shown one under the other down a page
Row	a line of words, numbers, pictures, etc. going straight across
Header	text at the top of each page of a document
Spreadsheet	a document that has columns and rows which are used to calculate numbers and organize information



Level 3 | Week 30 | Digital Literacy | What Is the Internet?

Weekly Question: What is the internet?

Suggested In-class Extension Activity: Fill out the Vocab Graphic Organizer Template using

the word "Internet".

Vocabulary	
Website	a page that is on the World Wide Web; a webpage
Online	done over the internet
World Wide Web	a way of sharing information on networks
Network	two or more computers connected together
Internet	a large network of connected computers around the world



Weekly Question: How does the internet work?

Suggested In-class Extension Activity: Using one of the Timeline Templates, have students create a timeline of what happens chronologically when they use the internet to search for information.

Standards: ISTE 1.1.c, 1.1.d, 1.3.a, 1.5.d

Vocabulary	
Data	the information that computers work with, like pictures, numbers, words, or sounds
Packet	a small piece of data
НТТР	(HyperText Transfer Protocol) the way that information is arranged and sent on the World Wide Web
Server	a computer that is connected directly to the Internet
ISP	Internet Service Provider (ex. AT&T, Comcast, Spectrum, Verizon)
Protocol	a set of rules used in programming computers so that they can communicate with each other
Client	a computer that connects to servers



Weekly Question: How can we keep our online accounts safe?

Suggested In-class Extension Activity: Think, Pair, Share: Using the information from the video and follow-up reading, ask students to discuss which safety tips they already knew and use. Ask them how they plan to start using any new tips they learned.

Vocabulary	
Mindful	being attentive, aware, or careful
Account	an online presence or profile that you are usually required to create and register for such as email or social media platforms
Privacy	being kept apart or hidden from other people



Weekly Question: How can we create strong passwords?

Suggested In-class Extension Activity: In groups or pairs, ask students to generate examples and non-examples of strong passwords. Ask them to share with the class and explain their reasoning. Remind students not to give away any actual private information or personal passwords in the process!

Vocabulary	
Log in	sign on to a computer or account using a username and password
Username	an identification used by a person to access a computer, network, or online service
Password	a secret word or phrase that must be used to gain access to a computer system or service
Hacker	someone who uses computers to get data they aren't allowed to have
Random	chosen or done without a plan or pattern



Level 3 | Week 34 | Digital Citizenship | Netiquette

Weekly Question: How can we practice good communication and manners online?

Suggested In-class Extension Activity: Netiquette Worksheet activity

Vocabulary	
Informal	having a friendly and relaxed quality
Netiquette	rules about proper and polite online communication
Capable	having the skill or power to do what is needed
Impression	a belief or a feeling that is created at the beginning of an experience
Etiquette	rules for good behavior and manners
Guidelines	a set of rules
Formal	following accepted rules for doing something; proper



Level 3 | Week 35 | Digital Citizenship | Sending an Email

Weekly Question: How can we use email responsibly?

Suggested In-class Extension Activity: Sending an Email Sorting Activity

Standards: ISTE 1.1.a, 1.1.d, 1.6.a

Vocabulary	
Spam	junk email messages sent to a lot of people at once to try to sell something or harm people's computers
Email address	letters and numbers that identify where to send an electronic message over the internet
Inbox	a list where incoming email messages are stored
Subject	a summary of what an email is about
Reply all	a response to the sender of an email and all others who were sent the original email
Forward	resending an email possibly to a different address, moving the email "forward"
Reply	a response to the sender of an email
Attachment	a computer file such as a document or image sent in an email
Draft	an email that hasn't been sent yet

Carbon copy	(cc) additional email addresses an email is sent to

Level 3 | Week 36 | Digital Citizenship | Beware of Phishers

Weekly Question: What is phishing?

Suggested In-class Extension Activity: Fill out the Vocab Graphic Organizer Template using

the word "Phishing".

Vocabulary	
lllegal	against the law or rules
Personal information	recorded information about a person like name, email address, or phone number
Malware	computer software created to cause harm to a computer or computer network
Virus	a code added to a computer program that can attach itself to and seriously damage other programs
Phishing	an illegal attempt to steal personal information such as usernames, passwords and credit card details by disguising oneself as a trustworthy friend, company, or electronic communication
Malicious	intended to harm
Scam	a dishonest way to make money by deceiving people
Suspicious	causing questions or doubt

Weekly Question: How can we build stronger online communities and communication?

Suggested In-class Extension Activity: Have students use the Venn Diagram Template to

compare and contrast "Online Communication" and "Offline Communication".

Vocabulary	
Emoji	a small digital picture used to express an idea, emotion, etc., such as a smiley face
Community	a group of people who depend on one another and may live in the same area or share common goals, interests, or beliefs
Social media	websites and applications that let users create and share pictures, videos, texts, or ideas with one another
Communication	expressing your thoughts to someone else



Weekly Question: What are stereotypes and how do we fight back against them?

Suggested In-class Extension Activity: Have students create an anti-hate poster for their classroom with the purpose of promoting respect and tolerance. Posters should contain a clear and creative anti-hate slogan and at least one image that represents unity.

Standards: ISTE 1.2.a, 1.2.b, 1.2.c, 1.2.d, 1.3.b, 1.7.c

Vocabulary	
Stereotype	an often unfair and untrue belief that many people have about all people or things with a particular characteristic
Unique	being the only one of its type
Fact	something known to be true
Opinion	what one thinks about something or somebody; viewpoint
Characteristic	a special quality or trait that makes a person, thing, or group different from others



Weekly Question: How can we be more considerate online?

Suggested In-class Extension Activity: Ask students to write a poem about kindness. It can be rhyming, non-rhyming, or acrostic. It might include examples of kindness or highlight the importance of kindness. When students are finished, they may share out loud, or post nicely written or typed copies on a bulletin board.

Standards: ISTE 1.2.a, 1.2.b

Vocabulary	
Avatar	an icon or figure representing a particular person in video games, Internet forums, etc.
Cyberbullying	using the internet to be mean, either by sending messages or posting pictures or videos that are unkind
CAPS	all upper case letters
Considerate	careful not to harm or inconvenience others
Inconsiderate	not thinking about the rights and feelings of other people; not considerate



Level 3 | Week 40 | Digital Citizenship | See a Cyberbully?

Weekly Question: What can we do about cyberbullying?

Suggested In-class Extension Activity: In groups, students design a poster for classroom

display listing or drawing the key strategies for reacting to cyberbullying:

- 1. Ignore the bully
- 2. Tell a trusted adult
- 3. Block/report the bully

Vocabulary	
Abusive	using harmful or unfair language
Cyberbully	a person who bullies or harasses another using electronic means
Bystander	anyone who witnesses bullying, either in person or online, but does nothing to stop it
Block	to prevent a person from contacting you or accessing your online profile
Report	flag or notify of inappropriate content on social media platforms
Harass	to trouble or bother again and again



Review:

Ask students to reflect on what they have learned. What have we learned about computers and technology? What surprised them the most? What do they remember best? How does their knowledge of technology now compare to their knowledge when they first began the course? Ask students to write quietly or share with a partner, then open up to a class discussion.

Standards: ISTE 1.1.c, 1.2.c

