AACPS Digital Citizenship

Lesson Title: Logging On/Off /Saving/Printing

Grade K

Time: 30 minutes

Overview: Students will learn to logon/off. Student will learn to save and print a document.

Objectives:

- Students will logon to the computer using their Student Id number.

- Students will practice mouse skills using a Kidpix template. Students will save to their H Drive (which is MY Documents).

- Student will learn the school's printing procedures.

- Students will logoff.

Maryland Technology Literacy Standards for Students (MTLSS)

Standard 1.0 – Technology Systems: Foundation in the use and understanding of technology

Standard 2.0–Digital Citizenship: Students will demonstrate an understanding of the history of technology, its implications on society and practice ethical, legal, and responsible use of technology to assure safety.

Standard 3.0 – Technology for learning and Collaboration: Students will use a variety of technologies for learning and collaboration.

Activities:

Introduce:

- Ask students what they do to show that something belongs to them. (Put their name on it.) Say, we can also do this with our computer work. The school has a computer called a Server. On this computer we can save our work. Before we can do this, we need to logon to use the computers in our school. When we logon we use our student ID number. This number is just for you. No one else may use this number. You also have a password. (Teachers: use the current requirement for passwords)

- Ask students to practice Logging On and Logging Off. Say, Good Digital Citizens always leave the computer station ready for the next person to use. That is why it is important to logoff.
- Teacher Demonstration: Open Kidpix. Show students the color palette. Change colors of the pencil. Use the medium size pencil and demonstrate drawing the lines. Have volunteers practice drawing lines.

- Ask students to go to Logon again. Direct them to the *Web Resources > Digital Citizenship >Logging On/Off/Save and Print.* Ask them to select *Mouse Practice.*
- Ask students to draw their name or initials in the name slot. Then have students practice using their mouse to draw over the lines and to change colors when necessary.
- Students may not get to finish this activity. Explain to students, *that sometimes we may not get to finish our computer work. We can save it so that we can work on it on another day.* Ask students to save. Show them how to click on File at the top of the page > Save As. It should come up with the students My Documents, (which is the H drive). Click Save.
- Discuss with your students your school's printing procedures. If students are able to print, go ahead and allow them to do so but only after they have saved the document.

Close

Ask students to describe what they would do to use a computer in school. (Login) Ask them, what happens if we do not finish our work? (Save) Ask, when we finish using the computer, what do good digital citizens do? (Logoff)

Extend

Ask students to use the drawing tools to design their own mouse practice template for other students to use.