Digital Citizenship Lesson Plan

Introduction to Your Laptop

General Topic (as defined in the Digital Literacy Framework)	TA1
Technology Operations and Concepts a) General Knowledge and Functional Skills	
Applicable Grade Range	
K-2	
Outcome(s) to be Addressed	
The student can use a digital device, which may be one of many types (e.g. Desktop PC, Laptop, Tablet, Smartphone)	
Importance / Significance of Lesson	
Laptops are becoming more and more popular in the classroom due to increased Wi-Fi availability, cost effectiveness and ease of portability between classrooms. Students can use laptops to complete a variety of tasks, including gaining access the internet, researching information, playing skill building games, creating presentations to provide evidence of their learning, reading eBooks or even learning their ABCs and 123s. It is important for students to become comfortable with using laptops at a young age in order to fully experience their potential educational benefits.	
Duration	
2 - 15 minute lessons plus play time	
Overview	
This lesson uses laptops to teach young students how to turn them on and off, log on using a username and password (teacher assigned), locate and use programs for a variety of purposes and browse the internet to find tools that will suit their needs. Please note: this lesson requires the use of a class set of laptops and access to the internet.	
Required Resources	
Computer hooked up to a projector Class set of laptops/access to the computer lab Copies of attached resource	

Lesson Plan and Extension Activities

Lesson 1 – Introduction, logging on and off and the internet

Set up for the lesson by having each student get a laptop from the cart and have it open on their desk. Students should also have cue cards (pre-made with labels containing log in information) on their desks. The teacher should also have their own laptop to demonstrate, preferably hooked up to the class projector. Note that if students are assigned to regularly use the same laptop it will take less time to load their desktop upon login. While the teacher is setting up the room for the lesson, students can be looking at the diagram of the parts of a laptop (attached).

Have students turn on their laptops and type their username and password into the welcome screen. Note that this may take a long time with younger students and that usernames and passwords need to be spelled exactly as indicated on their cue cards (capitals or lower case, no spaces, numbers and punctuation marks must be exactly the same) for their logins to work. Using a group of older students to help with this process the first few times helps. It will take some time to initialize the desktop, but as students log in regularly this shouldn't take as long. Welcome students to the desktop by modelling how the mouse pad works, how to launch a program (by double clicking on the program icon or by finding it in the start menu (can include searching the start menu)).

Have the students find the icon to access the internet on the bottom tool bar (depending on teacher and district preference this could be Internet Explorer, Firefox or Google Chrome) and click on it to bring up a browser window. Explain that there are many parts to the browser including the address bar (where the URL or webpage address is located), the back and forward buttons (for ease of navigation), the tabs (where additional webpages can be opened), a refresh button (to update the webpage), the home button (to take you back to your set homepage), the favourites bar (where students can bookmark websites they use often) and the three buttons at the top right of the page that allow students to minimize, hide and exit out of the internet.

As a first introduction to the internet, tell the students that it is time to have some fun and see what the internet can offer. Take them to http://www.coolmath-games.com/ and allow them some time to play math games.

Let the students know that it is important to properly log off the laptops so that they are ready for the next group that will use them. Have them exit out of the internet (or any other program they are in) and go to the start menu by clicking on the home icon, choose 'log off' or 'shut down' based on school practice and allow the computer to completely cycle through before closing the laptop, replacing it on the cart and plugging it in.

Lesson 2 – Review and programs

Set up for the lesson in the same manner as you did in Lesson 1. Review the process to log on using the username and password. This will continue to be a challenge and students will need support until it becomes routine. Some students may memorize their username and passwords, but not typically until they are in grade 4 or 5. It is important that teachers collect the student cue cards and keep them handy so that they don't get lost between computer lessons.

Have the students log in to their computers and this time tell them that they will be working with a program already installed on the laptops. Ask if anyone can guess how to open it (by double clicking on the icon, or searching it or finding it under the start menu) and have students find the program. For the purposes of this lesson we will use Tuxpaint. Have students double click on the penguin icon to open Tuxpaint and allow them time to explore the tools, draw and colour and stamp and then start a new picture and so on. Support in saving work or discarding it, using different tools and stamps and in using the program may be required, however students often find by exploring and share their cool discoveries with their friends.

After working on Tuxpaint have the students close the program (by clicking Quit, Yes I'm done and Save or Don't bother). Have them access the internet again and this time go to www.google.com . Have students type search Khan Academy and choose the response that takes them to https://www.khanacademy.org/ . Explain that Khan Academy is a collection of resources, tutorial videos and activities on just about any subject they can think of, including lots of Math! Have them search for whatever concept they were working on recently in Math and watch a few videos explaining the concept.

Once again, tell them it is important to carefully log off the laptops by closing the program(s) they've been working with, choosing 'log off' or 'shut down' from the start menu and waiting for the computer to shut down before closing it and replacing it on the cart.

Adaptations

This is a fairly step by step basic lesson for younger kids. Adaptations could include having buddy helpers to assist students in logging in the first few times and having the teacher's laptop display projected onto a screen so students can follow along.

Older students would likely know how to use laptops, however a quick intro or review session using aspects of this lesson (particularly reminding them of proper logging on and logging off practices) could be useful prior to the first session using laptops in the year.

Additional Resources

www.google.com

http://www.coolmath-games.com/

https://www.khanacademy.org/

Tuxpaint

Additional sites or resources can be included to suit the needs of the class

Cross-curricular Outcomes Also Addressed
Programs used include Language Arts, Math and Fine Arts outcomes

~developed by Kristin Sward, 2014

Date: _____   Name: _____

Components of a Laptop

Label the following on the diagram: (picture from www.photoshopgurus.com)

Keyboard	Hard drive	Mousepad
Screen	DVD/CD Reader	USB ports