



DIGITAL LITERACY · GRADES 3–5

Meet Your Devices

Get to Know Your Tech Tools

Learn the main types of devices, their parts, how you control them, and how to log in safely.

Chapter 1

Becoming a Tech Explorer

4 sections

9 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Learn the main types of devices, their parts, how you control them, and how to log in safely.

Get to Know Your Tech Tools

- 1 1.1 Kinds of Devices
- 2 1.2 The Parts of a Device
- 3 1.3 Turning On and Logging In
- 4 1.4 Tablets, iPads, and Helping Everyone

Kinds of Devices



A device is a tech tool you use to do things and go online.



Tablet or iPad

A flat device with a touchscreen you tap with your fingers.



Desktop

A bigger computer that stays on a desk.



How you control it

Tablets and phones use a touchscreen. Laptops and desktops use a mouse or touchpad, plus a keyboard.



Laptop

A computer with a keyboard that folds shut so you can carry it.



Smartphone

A small computer that fits in your pocket and makes calls.

The Parts of a Device



The parts you can touch are called hardware.



Screen

Shows you pictures and words.



Keyboard

Keys you press to type.



Mouse or touchpad

Moves the pointer around the screen.



Camera and microphone

For photos and video calls.



Ports

Little slots to plug things in, like the charger.



Storage

Your work is kept on the device — or in the cloud, where it is saved and backed up.

Turning On and Logging In



Use the menu to shut down — don't just pull the plug — so the device can save your work.



Restarting fixes things

Turning a device off and on again fixes many problems.



Log in so only you get in

Use a password, a PIN (a number code), or your fingerprint or face.



Watch out for rush messages

“Click here RIGHT NOW or your account is locked!” is probably a trick. Real companies don't rush you.



Tell a grown-up

If a message tries to scare you, tell a parent or teacher right away.

Tablets, iPads, and Helping Everyone



Tablets work by tapping apps on a home screen and using finger moves.



Finger moves

Swipe up to go home. Pinch to zoom in and out.



Bigger text

Accessibility settings can make the words on screen larger.



Captions

Add captions to videos. These settings help everyone!



App store

New apps come from an app store, which helps keep out bad software.



Read out loud

The device can read the screen aloud to you.

Words to Know

Say them, use them, own them

device

A tool like a tablet, laptop, phone, or computer that helps you do things and go online.

hardware

The parts of a device you can see and touch, like the screen, keyboard, and mouse.

log in

To prove it's really you, using a password, a PIN, or a fingerprint or face scan.

touchscreen

A screen you touch with your fingers to tap, swipe, and zoom.

cloud

A place on the internet — like Google Drive or iCloud — where your files are saved so you can open them on any device.

accessibility

Settings that change a device to fit you — like bigger text, reading out loud, or captions on videos.

Be a Device Detective

Your turn — work through each part

1**Label It**

Draw a device you use. Label at least four parts — screen, keyboard, camera, port — and what each one does.

2**On and Off**

Write the steps to turn the device on, log in, and turn it off the right way.

3**Make It Yours**

With a grown-up, change one setting — make the text bigger or the screen brighter. What happened? Who would that help?

You've Got This

Tick every box you can do on your own

- | | |
|---|--|
| ☐ I can name the main kinds of devices | ☐ I can tell the difference between a touchscreen and a mouse |
| ☐ I can point to hardware parts like the screen, camera, and ports | ☐ I know files can be saved on a device or in the cloud |
| ☐ I can turn a device on, log in, and shut it down the right way | ☐ I know what a password, PIN, and fingerprint login are |
| ☐ I can spot a scary “click now!” trick message | ☐ I know how tablets use apps and how to make text bigger |



DIGITAL LITERACY · GRADES 3–5

Finding Your Way Around a Device

Don't Lose Your Work!

Get around the screen, understand files and folders, and save your work so you can always find it again.

Chapter 2

Becoming a Tech Explorer

4 sections

9 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Get around the screen, understand files and folders, and save your work so you can always find it again.

Don't Lose Your Work!

- 1 2.1 The Boss of the Device
- 2 2.2 Files and Folders
- 3 2.3 Saving in the Cloud
- 4 2.4 Settings and Staying Healthy

The Boss of the Device



Every device runs an operating system — the main software that runs everything.



Windows

The operating system on many laptops.



Mac

The operating system on Apple computers.



iPadOS

The operating system on iPads.



They all do the same jobs

They look a little different, but they all let you open apps, search, and change settings.

Files and Folders



A file is one thing you save. A folder holds files to keep them neat — just like a folder in your backpack.



A file

One thing you save: a story, a picture, or a drawing.



A folder

A container that holds files so they stay organized.



The most important rule

Save your work with a good name in a good spot.



Good names find fast

“Untitled” is easy to lose. “My-Dog-Story” in a “Writing” folder is easy to find!

Saving in the Cloud



Your files can be saved in the cloud — on the internet — using something like Google Drive or iCloud.



Safe if a device breaks

Your work is still there, because it isn't only on the device.



Open it anywhere

You can get to your files from any device you log in to.



That's why it helps

Saving to the cloud means your work follows you.

Settings and Staying Healthy



Settings is where you change how a device works — the sound, the screen, and more.



Let updates happen

Updates fix problems and keep the device safe.



Like a check-up

An update is a bit like a visit to the doctor for your device.



Remember

Save on purpose, keep files in folders, and back up to the cloud. Then you'll never lose your work!

Words to Know

Say them, use them, own them

operating system

The main software that runs a device and lets you use apps, files, and settings. Examples are Windows, Mac, and iPad.

file

One thing you save, like a picture, a story, or a drawing.

folder

A container that holds files to keep them neat, like a folder in your backpack.

cloud

A place on the internet, like Google Drive or iCloud, where your files are kept safe and you can open them on any device.

Organize Your Work

Your turn — work through each part

1**Make Folders**

Make a folder for one of your subjects. Draw a picture of your folder with files inside it.

2**Save and Find**

Make a file, save it in your folder with a clear name, close it, and find it again. Write down how you found it.

3**Cloud Check**

Ask a grown-up or teacher what cloud service you use, like Google Drive. Why is it good to save your work there?

You've Got This

Tick every box you can do on your own

- | | |
|--|--|
| ☐ I know the operating system runs the device | ☐ I can tell the difference between a file and a folder |
| ☐ I can save a file with a good name in a good spot | ☐ I can find a file again after I save it |
| ☐ I know the cloud keeps my work safe on the internet | ☐ I know updates help keep a device healthy and safe |



DIGITAL LITERACY · GRADES 3–5

Exploring the Internet

Finding Things — and Knowing What to Believe

Use a browser, search smart, read a web address, and tell real information from fake — safely.

Chapter 3

Becoming a Tech Explorer

4 sections

9 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Use a browser, search smart, read a web address, and tell real information from fake — safely.

Finding Things — and Knowing What to Believe

1 3.1 Getting Online

2 3.2 Reading a Web Address

3 3.3 Searching Smart

4 3.4 Is It True?

Getting Online



To visit websites you use a browser — like Chrome, Safari, or Edge.



Wi-Fi

Connects a device to the internet without wires, at home or school. Look for the Wi-Fi symbol.



Address bar

Where the web address goes.



Tabs

Let you keep more than one page open at a time.



Back and refresh

Go to the page before, or load the page again.

Reading a Web Address



A web address is called a URL, and the ending tells you something about who runs the site.



.com

Usually a business.



.org

Usually a group or organization.



.edu

A school.



.gov

The government.



https

The “s” means the site is more secure.



Look carefully

Tricky people make fake addresses that look almost right. Check before you type or click.

Searching Smart



How you ask changes what you find.



Use clear words

“How do frogs breathe” is better than just “frogs.”



Look before you click

The first thing on the list isn't always the best one.



Some results are ads

Ads are paid for. They are not always the best answer.

Is It True?



Not everything online is true! Ask these questions before you believe something.



Who made it?

A school, library, or news site is more trustworthy than a random person.



Do other places agree?

If only one strange website says it, be careful.



Ask a grown-up

If you're not sure, check with someone you trust.



About AI answers

Sometimes a computer writes the answer. It can be helpful, but it is sometimes wrong — even when it sounds sure. Always double-check important things.

Words to Know

Say them, use them, own them

browser

An app you use to visit websites, like Chrome, Safari, or Edge.

Wi-Fi

A way to connect to the internet without wires, from a box called a router at home or school.

URL

The address of a web page, like www.example.org, typed in the address bar.

Be a Web Detective

Your turn — work through each part

1**Read Addresses**

Find two websites. Write each address. What does the ending (.com, .org, .edu) tell you? Does it have https?

2**Search Smart**

Pick a question you're curious about. Search it with clear words. Write down one good answer and where it came from.

3**True or Not?**

Find a fact online. How could you check if it's really true? Write down two ways.

You've Got This

Tick every box you can do on your own

- ☐ I know a browser is used to visit websites
- ☐ I know Wi-Fi connects a device to the internet
- ☐ I can read a web address ending like .com, .org, or .edu
- ☐ I can search using clear words
- ☐ I know some results are ads
- ☐ I can check if information is true by asking who made it
- ☐ I know AI answers can be wrong and should be double-checked



DIGITAL LITERACY · GRADES 3–5

Communicating and Creating

Sharing Your Ideas with Technology

Learn email, video calls, and how to make documents and slideshows to share your ideas.

Chapter 4

Becoming a Tech Explorer

4 sections

9 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Learn email, video calls, and how to make documents and slideshows to share your ideas.

Sharing Your Ideas with Technology

1 4.1 Email

2 4.2 Video Calls

3 4.3 Making Documents

4 4.4 Slideshows

Email



Email is like a letter you send online. It's used for school and important messages.

**To**

Who the message goes to.

**Subject**

A few words about what it's about.

**Message**

What you want to say.

**Be polite**

Start with “Dear Ms. Lee,” and end with “Thank you, Sam.”

**No ALL CAPS**

Typing in all capitals looks like yelling.

Video Calls



A video call lets you see and talk to someone far away.



Mute

Turns your sound off so others don't hear background noise.



Video

Turns your camera on or off.



Chat

Lets you type a message during the call.



Set up well

Sit somewhere quiet and bright, with the camera at eye level — and unmute when it's your turn to talk!

Making Documents



Tools like Google Docs and Microsoft Word are like a super-powered piece of paper.



Type

Write your words on the page.



Change size and color

Make words bigger, smaller, or a different color.



Add pictures

Put images into your work.



Fix spelling and save

Check your spelling, then save it so you can find it later.

Slideshows



A slideshow shows your ideas one slide at a time, using Google Slides or PowerPoint.



Just a few words

The best slides use only a few words.



Big, clear pictures

Pictures help people understand fast.



Slides help you talk

They are not for reading every word out loud.



Save with a clear name

So you can find it and share it later.

Words to Know

Say them, use them, own them

email

A way to send written messages online, used for school and grown-up messages.

video call

Talking with someone using video and sound over the internet, with apps like Zoom, Google Meet, or FaceTime.

slideshow

A set of slides with words and pictures used to show ideas to other people, made with tools like Google Slides or PowerPoint.

Create and Share

Your turn — work through each part

1**Write an Email**

Write a short, polite email to your teacher — on paper is fine. Include a greeting, a subject, a message, and a closing.

2**Video-Call Ready**

Draw or describe a good spot for a video call. Where's the light? Where's the camera? What buttons would you use?

3**Make Something**

Make a small document or a 2-slide slideshow about something you like. Use a few words and a picture.

You've Got This

Tick every box you can do on your own

- ☐ I know email is for school and important messages
- ☐ I can name the parts of an email: to, subject, message
- ☐ I can be polite in an email with a greeting and closing
- ☐ I know the video-call buttons: mute, video, and chat
- ☐ I can set up a quiet, bright spot for a video call
- ☐ I can make a document and change words and add pictures
- ☐ I know a good slideshow uses few words and clear pictures



DIGITAL LITERACY · GRADES 3–5

Staying Safe and Smart Online

Protecting Yourself and Being Kind

Make strong passwords, spot online tricks, be kind, and understand the digital footprint you leave behind.

Chapter 5

Becoming a Tech Explorer

4 sections

9 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Make strong passwords, spot online tricks, be kind, and understand the digital footprint you leave behind.

Protecting Yourself and Being Kind

1 5.1 Strong Passwords

2 5.2 Spotting Tricks

3 5.3 Your Digital Footprint

4 5.4 Being Kind Online

Strong Passwords



A password is a secret that keeps your account safe.



Long

A phrase like HappyBlueTiger9 is great.



Secret

Never share it, except with a trusted grown-up.



Different

Use a different password for different accounts.



Helpers exist

A grown-up might use a password manager, or a fingerprint or face to log in.

Spotting Tricks



Phishing is a fake message pretending to be someone you trust.



“Hurry!” messages

Watch out for anything that tries to scare you or rush you.



Asking for your password

Nobody real needs your password.



Links you didn't expect

Don't click a link that shows up out of nowhere.



The rule

Slow down and tell a grown-up. Real helpers never rush you.

Your Digital Footprint



Everything you do online leaves a digital footprint — like footprints in the sand, but they don't wash away.



It lasts

Things you post can stay around for a long time.



Others can see it

People you didn't expect might see what you share.



Before you post, think

Would I be okay if my teacher and my grandma saw this?

Being Kind Online



The most important rule online is the same as in real life: be kind.



A real person is there

There's a real person on the other side of every screen.



Use kind words

Say things you'd be happy to say face to face.



Keep private things private

Don't share other people's private things.



If someone is mean

Tell a trusted adult.

Words to Know

Say them, use them, own them

password

A secret word or phrase that keeps your account safe, so only you can get in.

phishing

A trick message that pretends to be someone you trust to get your password or private information.

digital footprint

The trail you leave online from the things you post and do — it can last a long time.

Safety Superhero

Your turn — work through each part

1**Build a Password**

Make up a strong password — don't use a real one! Make it long and fun to remember. Why is it strong?

2**Spot the Trick**

Draw or describe a trick message. What are two clues that it's a trick? What would you do?

3**Think Before You Post**

Draw two pictures: one thing that's okay to share online, and one thing that should stay private.

You've Got This

Tick every box you can do on your own

- ☐ I can make a password that is long and secret
- ☐ I can spot a trick (phishing) message
- ☐ I know my digital footprint can last a long time
- ☐ I know to be kind online because there's a real person on the other side
- ☐ I know not to share my password, except with a trusted grown-up
- ☐ I know to slow down and tell a grown-up about scary messages
- ☐ I think before I post about who might see it