

**Kindergarten
Technology Skills**

5. Demonstrate the proper and safe use of hardware and software.

- A. Use input devices. (mouse, keyboard)
- B. Insert CD's into drives.
- C. Use output devices. (printer, monitor)
- D. Turn CPU/Monitor on/off.

6. Understand basic computer operations.

- A. Recognize and verbalize basic computer terminology.
- B. Recognize if a computer is not functioning properly.
- C. Operate menu-driven software.
- D. Follow onscreen directions.
- E. Utilize troubleshooting skills in operation of a computer.

7. Identify and use a keyboard properly.

- A. Demonstrate proper usage of a basic keyboard.
- B. Demonstrate proper posture and placement of hands on keyboard.
(left-hand side, right-hand side)

8. Utilize multimedia authoring and presentation tools.

- A. Demonstrate use of paint tools.
- B. Demonstrate use of draw tools. (KidPix)

9. Utilize a word processing program.

- A. Write, edit and/or revise documents.
- B. Open and save documents. (KidPix)
- C. Manipulate text and graphics. (size)

**Grade One
Technology Skills**

6. Demonstrate the proper and safe use of hardware and software.

- A. Use input devices. (mouse, keyboard)
- B. Access CD drives.
- C. Use output devices. (printer, monitor)
- D. Turn CPU/Monitor on/off.
- E. Log on and off network.

7. Understand basic computer operations.

- A. Recognize and verbalize basic computer terminology.
- B. Recognize if a computer is not functioning properly.
- C. Operate menu-driven software.
- D. Read and follow onscreen directions.

8. Identify and use a keyboard properly.

- A. Demonstrate proper usage of a basic keyboard.
- B. Demonstrate proper posture and placement of hands on keyboard.
(home row)

9. Utilize multimedia authoring and presentation tools.

- A. Create projects using paint/draw tools.
- B. Create presentations. (KidPix)

10. Utilize a word processing program.

- A. Write, edit and/or revise documents.
- B. Open and save documents.
- C. Manipulate text and graphics. (size and font)

6. Identify different parts of a book.

- A. Locate the spine of a book to identify title and call number.
- B. Identify information on a title page (title, author, illustrator).

**Grade Two
Technology Skills**

7. Demonstrate the proper and safe use of hardware and software.

- A. Use input devices. (mouse, keyboard)
- B. Access CD drives.
- C. Use output devices. (printer, monitor)
- D. Log on and off network.
- E. Turn CPU/Monitor on/off.

8. Understand basic computer operations.

- A. Recognize and verbalize basic computer terminology.
- B. Recognize if a computer is not functioning properly.
- C. Operate menu-driven software.
- D. Read and follow onscreen directions.

9. Identify and use a keyboard properly.

- A. Demonstrate proper usage of a basic keyboard.
- B.

10. Utilize multimedia authoring and presentation tools.

- A. Create projects using paint/draw tools.
- B. Create presentations. (slide shows)

11. Utilize a word processing program.

- A. Write, edit and/or revise documents.
- B. Open and save documents.
- C. Manipulate text and graphics.
- D. Access Spellchecker as an editing tool.

5. Identify different parts of a book.

- A. Identify information on a title page (title, author, illustrator).
- B. Identify other parts of a book. (index, glossary, table of contents, spine)

**Grade Three
Technology Skills**

6. Demonstrate the proper and safe use of hardware and software.

- A. Log on and off network.
- B. Choose the appropriate printer.
- C. Turn CPU/Monitor on/off.

7. Understand basic computer operations.

- A. Communicate using basic computer terminology.
- B. Operate menu-driven software.
- C. Read and follow onscreen directions.

8. Demonstrate proper use of the keyboard.

- A. Demonstrate proper usage of a basic keyboard.
- B. Demonstrate proper posture and placement of hands on keyboard. (touch type)
- C. Use basic keys. (tab, command/control, caps lock)

9. Utilize multimedia authoring and presentation tools.

- A. Create projects using paint/draw tools.
- B. Create presentations. (slide shows)

10. Utilize a word processing program.

- A. Write, edit and/or revise documents.
- B. Open and save documents.
- C. Manipulate text and graphics.
- D. Access spellchecker as an editing tool.
- E. Use shortcuts in operating computer. (Open Apple Q, Open Apple P)

Appropriate Use of Resources

4. Demonstrate respect for people and media materials.

- A. Talk quietly.
- B. Behave correctly for different activities.
- C. Treat the materials and resources with care.
- D. Return materials on time and to the correct place.
- E. Recognize the media specialist as a resource.

5. Demonstrate responsible computer and Internet use

- A. Demonstrate positive social and ethical behaviors when using technology.
- B. Understand and follow the school's acceptable use policy.
- C. Understand and follow copyright policies.
- D. Use critical thinking skills in analyzing data.

6. Use different parts of a book.

- A. Identify information on the title page. (title, author and illustrator, publisher)
- B. Identify other parts of a book. (copyright date, index, glossary, summary, appendix)

Grade Four Technology Skills

7. Demonstrate the proper and safe use of hardware and software.

- A. Log on and off network.
- B. Choose the appropriate printer and follow appropriate protocols.

8. Understand basic computer operations.

- A. Communicate using basic computer terminology.
- B. Operate menu-driven software.
- C. Read and follow onscreen directions.

9. Demonstrate proper use of the keyboard.

- A. Demonstrate proper usage of a basic keyboard.
- B. Demonstrate proper posture and placement of hands on keyboard. (touch type)
- C. Demonstrate keyboard skills at an appropriate speed and accuracy.

10. Utilize multimedia authoring and presentation tools.

- A. Create projects using paint/draw tools.
- B. Create presentations. (Microsoft Power-Point)

11. Utilize a word processing program.

- A. Write, proofread, edit and/or revise documents.
- B. Use spellchecker as an editing tool.
- C. Open, save and print documents.
- D. Manipulate text and graphics.

12. Access the Internet

- A. Access a web browser.
- B. Bookmark sites.
- C. Use basic Internet and web browser tools. (search fields, address, bar, link, button bar)

Appropriate Use of Resources

4. Demonstrate respect for people and media materials.

- A. Talk quietly.
- B. Behave correctly for different activities.
- C. Treat the materials and resources with care.
- D. Return materials on time and to the correct place.
- E. Recognize the media specialist as a resource.

5. Demonstrate responsible computer and Internet use

- A. Demonstrate positive social and ethical behaviors when using technology.
- B. Understand and follow the school's acceptable use policy.
- C. Understand and follow copyright policies.
- D. Use critical thinking skills in analyzing data.

Grade Five Technology Skills

6. Demonstrate the proper and safe use of hardware and software.

- A. Log on and off network.
- B. Choose the appropriate printer and follow appropriate protocols.

7. Understand basic computer operations.

- A. Communicate using basic computer terminology.
- B. Operate menu-driven software.
- C. Read and follow onscreen directions.

8. Demonstrate proper use of the keyboard.

- A. Demonstrate proper posture and placement of hands on keyboard. (touch type)
- B. Demonstrate keyboard skills at an appropriate speed and accuracy.

9. Utilize multimedia authoring and presentation tools.

- A. Create projects using paint/draw tools.
- B. Create presentations. (Microsoft PowerPoint)
- C. Import/export and manipulate simple graphic, video, and/or sound objects.

10. Utilize a word processing program.

- A. Write, proofread, edit and/or revise documents.
- B. Use spellchecker as an editing tool.
- C. Open, save and print documents.
- D. Manipulate text and graphics.

11. Access and utilize the Internet

- A. Access a web browser.
- B. Enter URLs and access online databases.
- C. Use basic Internet and web browser tools. (search fields, address, bar, link, button bar)
- D. Utilize and compare search engines.

12. Create and manipulate a simple spreadsheet.

A. Enter data into and format cells.

B. Create graphs/charts. (axis, scale, legend/key, intervals)

Research and Inquiry Skills

- 1. Use periodical indexes to locate and use magazine articles.**
 - A. Locate periodical indexes.
 - B. Use a periodical index to locate information.
- 2. Use advanced reference sources to conduct research and gather information.**
 - A. Use search engines to find information on specific topics.
 - B. Use an on-line database to find information on specific topics.
 - C. Use specialized dictionaries.
- 3. Create a research question that identifies topics, related topics, key words, and search terms.**
- 4. Collect, report, and create graphs to relay the results of an activity on a spreadsheet.**

Appropriate Use of Resources

- 5. Show respect for people and materials.**
 - A. Talk quietly.
 - B. Behave correctly for different activities.
 - C. Treat the materials and resources with care.
 - D. Return materials on time.
 - E. Recognize the media specialist as a resource.
- 6. Demonstrate responsible computer and Internet use.**
 - A. Demonstrate positive social and ethical behavior when using technology.
 - B. Understand and follow the school's Acceptable Use Policy.
 - C. Understand and follow copyright policies.
 - D. Use critical thinking skills in analyzing data.
- 7. Possess techniques and strategies for effective use of media.**
 - A. Demonstrate and develop techniques and strategies to access information.
 - B. Demonstrate and develop techniques and strategies for producing information.

Grade Six Technology Skills

- 8. Demonstrate the proper and safe use of hardware and software.**
 - A. Log on and off network.
 - B. Choose the appropriate printer and follow appropriate protocols.
- 9. Understand basic computer operations.**
 - A. Communicate using basic computer terminology.
 - B. Operate menu-driven software.
 - C. Read and follow onscreen directions.

- 10. Demonstrate proper use of the keyboard.**
 - A. Demonstrate proper posture and placement of hands on keyboard. (touch type)
 - B. Demonstrate keyboard skills at an appropriate speed and accuracy.

- 11. Utilize multimedia authoring and presentation tools.**
 - A. Create projects using paint/draw tools.
 - B. Create presentations. (Microsoft PowerPoint)
 - C. Import/export and manipulate simple graphic, video, and/or sound objects.

- 12. Utilize a word processing program.**
 - A. Write, proofread, edit, and/or revise documents.
 - B. Use spellchecker as an editing tool.
 - C. Open, save, and print documents.
 - D. Manipulate text and graphics.

- 13. Access and utilize the Internet.**
 - A. Access a web browser.
 - B. Enter URLs and access online databases.
 - C. Use basic Internet and web browser tools. (search fields, address, bar, link, button bar)
 - D. Utilize and compare search engines.

- 14. Create and manipulate a simple spreadsheet.**
 - A. Enter data into and format cells.
 - B. Create graphs/charts. (axis, scale, legend/key, intervals)

- 15. Create and manipulate a simple database.**
 - A. Construct a database. (field, records, layouts)
 - B. Manipulate data.