

## Technology – the key to unlock the doors to success

### Technology Benchmarks General Rules for Computer Use...

1. Follow Acceptable Use Policy
2. Treat computer equipment with care
3. No food or drink near the computers
4. Clean hands before using computers
5. Cooperate and share equipment

#### Kindergarten

- ✓ Identify computer parts (keyboard, monitor, CPU, printer, mouse, speakers)
- ✓ Run simple programs with basic on-screen instructions (i.e., Reader Rabbit, Wiggle Works, Word Munchers...)
- ✓ Use painting and drawing applications
- ✓ Locate and use number and letter keys on the keyboard
- ✓ Use special keys (back space, enter, arrows, space bar)
- ✓ Begin to develop mouse skills (left click, double click)

#### Grade 1

- ✓ Practice and extend competencies of previous grade level

- ✓ Exposure to keyboarding concepts (left and right side of the keyboard)
- ✓ Begin to read and follow on-screen directions (navigate through document using arrow keys and space bar)
- ✓ Use more special keys (shift, caps lock, delete)
- ✓ Start programs from icons on the screen
- ✓ Logging on and off the network

#### Grade 2

- ✓ Practice & extend competencies of prior grade levels
- ✓ Turn on/off computer system – log in/out every time
- ✓ Use the Start menu to open an application
- ✓ Using the My Documents folder to save/open a file
- ✓ Introduce and use basic word processing and graphic organizer programs
- ✓ Load/remove diskettes and CD's properly
- ✓ Use printers
- ✓ Demonstrate ability to save, close, exit and resume programs
- ✓ Keyboarding concepts (identify keys on left and right side of the keyboard (\*\*not proper hand position))

#### Grade 3

- ✓ Practice & extend competencies of prior grade levels
- ✓ Use word processing (thesaurus, spell check) and text formatting (bold, italic, underline) features
- ✓ Introduce network concepts

- ✓ Demonstrate ability to name, save, & retrieve files to a specific location on the network
- ✓ Introduce electronic database resources (such as Mandarin, Grolier's, SIRS Discoverer)
- ✓ Use right click to find and select from menus

#### Grade 4

- ✓ Practice & extend competencies of prior grades
- ✓ Use word processing and editing skills (spell check, thesaurus, copy, cut, paste)
- ✓ Introduce multimedia tools and appropriate applications (PowerPoint, digital cameras, scanners, KidPix)
- ✓ Understand/exhibit ethical behavior (cite all resources including Internet sites)
- ✓ Understand use and importance of technology in today's society
- ✓ Introduce spreadsheets
- ✓ Evaluate intent/accuracy of online information resources
- ✓ Introduce appropriate search strategies

#### Grade 5

- ✓ Practice & extend competencies of prior grade levels
- ✓ Demonstrate appropriate disk use
- ✓ Plan and create a multimedia project
- ✓ Extend word processing skills to include graphics, charts, tables, columns, tabs
- ✓ Evaluate web pages and determine what makes a useful web page
- ✓ Extend use of spreadsheets/databases
- ✓ Application of the use of search strategies
- ✓ Using publication software to create a brochure, calendar, card, etc.



# Technology Benchmarks 2002 – 2003



### Grade 6

- ✓ Practice & extend competencies of prior grade levels
- ✓ Extend word processing skills to include layout and design
- ✓ Gain understanding as to how to determine if an online source is reliable or unreliable
- ✓ Design, create, & modify a database file
- ✓ Create a spreadsheet and associated charts
- ✓ Awareness of logic-based search strategies using electronic sources
- ✓ Instruction in proper hand position and keyboarding skills
- ✓ Learn to properly cite references from a variety of sources

### Grades 7 & 8

- ✓ Practice and extend competencies of prior grade levels
- ✓ Design and create a web page
- ✓ Demonstrate proper keyboarding techniques (control, accuracy, speed, etc.)
- ✓ Know and apply software and traditional text copyright & privacy rights
- ✓ Awareness of emerging technologies
- ✓ Demonstrate ability to format personal & business documents & reports (outlines, multi-page reports, business & personal letters and envelopes)
- ✓ Select & use appropriate technology tools and applications to develop projects & solve problems related to the content areas
- ✓ Introduce more specific logic-based search strategies (and, or, nor, not...)
- ✓ Introduce specialized input devices (such as science probes, microscopes, weather instruments, MIDI, etc.)

### Grades 9 – 12

- ✓ Practice & extend competencies of prior grade levels
- ✓ Integrate information accessed electronically into classroom projects (Internet, online service, CD, video, wav files, video clips, etc.) being sure to cite all sources carefully and correctly
- ✓ Utilize electronic resources for assistance and transition to post-high school training/education
- ✓ Demonstrate ability to conduct more efficient, sophisticated information searches on electronic catalogs using logic-based search strategies
- ✓ Organize and manipulate data through spreadsheet and database applications with the purpose of interpreting and presenting data
- ✓ Demonstrate ability to apply creative graphic concepts and skills (using tools such as zoom, rotation, 3-D features, scaling, shading, etc.)
- ✓ Incorporate current audio/visual/electronic technologies with computer productions (CD, camcorder, VCR, MIDI, etc.)
- ✓ Understand Real World opportunities and applications for technology
- ✓ Be able to use calculators efficiently and effectively



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