

K-12 Technology Guidelines

BASIC COMPUTER OPERATIONS AND CONCEPTS	K	1	2	3	4	5	6
<i>Students will learn and be able to:</i>							
Identify basic computer hardware		I	R	R	R	M	M
Turn computer on and off properly		I	R	M	M	M	M
Use a mouse	I	R	R	M	M	M	M
Open and close computer programs	I	R	R	R	R	M	M
Use basic computer vocabulary	I	R	R	R	R	R	M
Identify basic computer functions	I	R	R	R	R	M	M
Insert and remove disks and CDs	I	R	R	R	M	M	M
Use right mouse button		I	R	R	R	M	M
Use Save and Save As commands		I	R	R	R	M	M
Print	I	R	R	R	M	M	M
Demonstrate proper handling of disks and CDs	I	R	R	R	M	M	M
Log in and out of network	I	R	M	M	M	M	M
Toggle between two open programs				I	R	R	R
Skilled in using scanners				I	R	R	R
Skilled in using digital cameras				I	R	R	R
Understand file attributes				I	R	R	R
Understand Operating System basics				I	R	R	R
Understand Directory folder structure				I	R	R	R
Understand file attributes				I	R	R	R
Understand advanced hardware components							I
Understand networking concepts							I

I = Introduction
M = Mastered
R = Reinforced

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SOCIAL, ETHICAL, AND HUMAN ISSUES	K	1	2	3	4	5	6
<i>Students will learn and be able to:</i>							
Demonstrate appropriate use of computers; (refer to AUP policy for details)	I	R	R	R	R	R	R
Demonstrate appropriate computer etiquette (refer to AUP policy for details)	I	R	R	R	R	R	R
Respecting the privacy of all users	I	R	R	R	R	R	M
Obey copyright laws regarding student generated material				I	R	R	R
Appropriately cites resources using prescribed formats				I	R	R	R
Use appropriate judgment upon entering Internet sites				I	R	R	R
Citing material taken from another source, under issues of plagiarism as they apply to information technology				I	R	R	R
Understand and observe information technology licensing restrictions				I	R	R	R
Understand that appropriate school speech extends to electronic publication and communication				I	R	R	R
Accurately identify sender of transmitted materials and understand that appropriate school speech extends to electronic publication and communication				I	R	R	R
Demonstrate proper use of transferring files from home to school							I
TECHNOLOGY PRODUCTIVITY TOOLS	K	1	2	3	4	5	6
KEYBOARDING							
<i>Students will learn and be able to:</i>							
Become familiar with common keyboard keys	I	R	R	R	R	R	R
Use alpha keyboard keys	I	R	R	R	R	R	M
Use special keys such as, enter, spacebar, caps lock, shift keys	I	R	R	R	R	R	M
Use special keys such as, arrows, delete, backspace, escape, num lock, numeric pad		I	R	R	R	R	M
Use left/right hand zones and basic home row finger placements			I	R	R	R	M
Use proper typing technique with efficiency and accuracy without looking at the keyboard				I	R	R	R

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WORD PROCESSING	K	1	2	3	4	5	6
Students will learn and be able to:							
Open, view, name, save, save as, close, reopen files	I	R	R	R	R	M	M
Print document, use print preview, print selected, # of copies	I	R	R	R	R	M	M
Use simple text editing skills		I	R	R	R	M	M
Perform basic formatting tasks including font style, color, bold, italic, underline, alignment		I	R	R	R	M	M
Use the delete and backspace appropriately	I	R	R	R	R	M	M
Insert graphics from Clip Art			I	R	R	M	M
Rename, move files			I	R	R	R	M
Select and unselect text			I	R	R	M	M
Use embedded tools; spell check & thesaurus				I	R	M	M
Cut, copy, paste within a document			I	R	R	M	M
Use page setup options				I	R	R	M
Compose and edit a document with appropriate formatting				I	R	R	M
Use formatting functions and numbering, indents, page breaks, margins and columns				I	R	R	M
Use borders/drawing tools/graphics			I	R	R	R	M
Insert graphics from outside source				I	R	R	M
Use a word processor in real world context to: write a poem, type reports, create bibliography, create outlines, letters, newspapers, footnotes.			I	R	R	M	M
Change line spacing				I	R	R	M
Change other pagination features (paper size, page orientation)				I	R	R	M
Create and insert tables				I	R	R	M

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SPREADSHEET	K	1	2	3	4	5	6
<i>Students will learn and be able to:</i>							
Identify intended use	I	I	R	R	R	M	M
Create simple spreadsheets with rows and columns		I	R	R	R	M	M
Specify data organization		I	R	R	R	M	M
Enter values and labels on spreadsheet		I	R	R	R	M	M
Change size of cell, font attributes, and align cell contents			I	R	R	M	M
Open a save spreadsheet file and exit an application			I	R	M	M	M
Enter data in a cell, move from cell to cell			I	R	M	M	M
Select and edit data, cut, copy, paste within cells			I	R	M	M	M
Insert and delete rows and columns			I	R	M	M	M
Perform simple calculations within a spreadsheet				I	R	R	M
Sort data, manipulate print attributes, remove gridlines				I	R	R	M
Explain the rationale for choosing charts/tables or graphs to best represent data				I	R	R	M
Determine and create appropriate types of graph to best represent data				I	R	R	M
Use spreadsheets to explore various formulas/functions and relationships					I	R	R
PRESENTATION SOFTWARE	K	1	2	3	4	5	6
<i>Students will learn and be able to:</i>							
Open and exit presentation application	I	R	R	R	R	M	M
Create a new slide or presentation and open a saved slide or presentation			I	R	R	M	M
Create a background or layout and change order of slides			I	R	R	M	M
Cut, copy, paste within a presentation			I	R	R	M	M
Insert or delete slides			I	R	R	M	M
Arrange objects on the slide			I	R	R	M	M
Save a presentation			I	R	R	M	M
Print a presentation as handouts				I	R	M	M
Add slide transitions to the slide show				I	R	M	M
Present presentation to an audience				I	R	R	M
Use text special effects such as Word Art				I	R	M	M
Insert graphics, clip art and/or digital pictures				I	R	M	M
Add animation to text and graphics				I	R	M	M
Edit color schemes and layout arrangement					I	R	M
Insert movie clips and recorded sound					I	R	M
Edit clip art					I	R	M

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Use presentation in a real world context to create outlines, slide shows, handouts						I	R	M
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DESKTOP PUBLISHING	K	1	2	3	4	5	6
<i>Students will learn and be able to:</i>							
Open and exit desktop publishing application	I	R	R	M	M	M	M
Save a desktop publishing file	I	R	R	M	M	M	M
Use drawing tools such as lines, boxes, and ellipses		I	R	R	M	M	M
Use color to fill or outline		I	R	R	M	M	M
Use text boxes			I	R	M	M	M
Arrange objects on the layout			I	R	M	M	M
Use graphics to enhance layout			I	R	M	M	M
Print a desktop publishing project			I	R	M	M	M
Cut, copy and paste objects			I	R	M	M	M
Use text special effects such as Word Art			I	R	M	M	M
Group objects together			I	R	R	M	M
Layer objects			I	R	R	M	M
Insert a border			I	R	R	M	M
Use column guides			I	R	R	M	M
Create a background			I	R	R	M	M
Utilize good layout techniques			I	R	R	M	M
Rotate objects			I	R	R	M	M
DATABASE	K	1	2	3	4	5	6
<i>Students will learn and be able to:</i>							
Identify intended use							I
Access information from simple electronic database							I
Create a personal database, save and print a database							I
Name fields							I
Set field attributes							I
Enter and edit data							I
Create a database using student-collected data and generate a document to display the information							I
Customize a database							I
Sort data							I
Search for specific data by field							I
Create and print reports							I
Add and delete records to a file							I
Add and delete fields to a record							I

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Communicate and access information using a database								I
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WEB PAGE DESIGN	K	1	2	3	4	5	6
Create a basic web page using a template design				I	R	R	M
Create a background for a web page				I	R	R	M
Add text to a web page				I	R	R	M
Add graphics (still and animated) to a web page				I	R	R	M
Change font attributes				I	R	R	M
Create hyperlinks				I	R	R	M
Understand concepts of FTP					I	R	M
COMPUTER NETWORKING and TELECOMMUNICATION SKILLS	K	1	2	3	4	5	6
<i>Students will learn and be able to:</i>							
Demonstrate appropriate log-in	I		I	R	M	M	M
Demonstrate appropriate use of network printing	I		I	R	M	M	M
Saving files to individual home directories	I		I	R	M	M	M
Access the Internet browser and maneuver around the www	I		I	R	M	M	M
Use toolbar in the browser	I		I	R	M	M	M
Refer to and utilize Acceptable Use Guidelines	I		I	R	R	R	M
Enter an address to locate information			I	I	R	M	M
Add sites to the favorites and manipulate folders				I	R	M	M
Log on to the electronic mail system							I
Send and receive electronic mail							I

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TECHNOLOGY PROBLEM-SOLVING, RESEARCH, DECISION-MAKING SKILLS	K	1	2	3	4	5	6
<i>Students will learn and be able to:</i>							
Access and retrieve information from a variety of sources				I	R	M	M
Locate information on a subject using electronic encyclopedias				I	R	M	M
Locate information outside the library media center using online database				I	R	M	M
Identify and differentiate between primary and secondary sources				I	R	M	M
Identify a variety of potential sources of information				I	R	M	M
Search the Internet by utilizing search strategies: keywords, concepts, subjects headings				I	R	R	R
Determine the reliability of information found on an internet site				I	R	R	R
Demonstrate information organization skills; use cut/copy/paste and downloading features to take notes from Internet sites on information in various subjects				I	R	M	M
Differentiate among fact, opinion, propaganda, point of view, and bias of an internet site				I	R	R	M
Utilize multiple search engines to locate information for research				I	R	R	M
Produce research project incorporating information retrieved from three or more different types of sources				I	R	R	M
Demonstrate information analysis skills by comparing two or more sources and identifying trends in data				I	R	R	M
Research and evaluate the accuracy and appropriateness of electronic information sources concerning real-world problems				I	R	R	M
Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems				I	R	R	M

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