

Student Technology Skill Benchmarks

Table of Contents

PreK-2nd Grade Technology Checklist (I = Introduction; D = Developing; M = Mastery)

Standard 1: Students will demonstrate competence in the use of computers and applications and will understand the concept of technology, its operations and systems	PreK-K	1st	2nd
1.1 Identify basic computer components including computer, keyboard, mouse, printer, CD-ROM, monitor, hard drive, word processor, network and file server.	I	D	D
1.2 Can perform the basic procedures in operating a computer and its applications (e.g. open, drag, save, exit, log off)	I	D	M
1.2a Use and understand proper network terminology such as username, password, network and file server.		I	D
1.3 Can explain that icons are symbols represent commands for action processes such as opening a program or folder	I	D	M
1.4 Can identify numbers, letters and special keys (e.g. space bar, Shift, Delete) on the keyboard	I	D	M
1.5 Can perform the basic menu commands (e.g. Open, Close, Save, Print)	I	D	M
1.5a Begin performing basic keyboarding skills and techniques.	I	D	D
Basic Word Processing and Desktop Publishing			
1.6 Begin to create lists, captions, notes, messages, simple stories, invitations, instructions, and/or friendly letters using any work processing program.	I	I	D
1.7 Demonstrate ability to insert graphic and resize	I	D	D
1.8 Enter and edit text (position cursor, insert and delete, change font color and size)	I	D	D
Internet and Multimedia			
1.9 Illustrate a thought, idea, or story with computer generated drawings or graphics in painting and/or drawing programs	I	D	D
1.10 Explain that the Internet provides access to find information or to communicate around the world.		I	D
1.11 Create one slide on an assigned topic. Type or record information. Add appropriate graphics or drawings. Contribute to class slide show		I	D
Database and Spreadsheet			
1.12 Create and print a simple graph to represent data	I	I	D
1.13 Explain that some programs store and organize data on a computer to make searches efficient and easier		I	D
Standard 2: Students will demonstrate responsible use of technology practicing ethical, legal and safe practices.	PreK-K	1st	2nd

Ethics			
2.1 Follows classroom rules on responsible use of computers, printers and other peripherals	I	D	M
2.2 Begin to credit creators of intellectual property when using their work in a student project		I	I
Classroom/Society			
2.3 Identifies technology that is used in daily functions of home, school, and in the community	I	I	I
2.4 Knows that new tools and ways of doing things affect all aspects of life and may have positive or negative effects on people.		I	I
2.5 Demonstrates responsible use of technology and software	I	D	D
Safety			
2.6 Follow the teacher's instructions for safe and ethical use of Internet	I	D	M
2.7 Explain the difference between appropriate and inappropriate sites		I	D
Standard 3: Students will demonstrate the ability to apply technology to support research, communication, collaboration, problem solving, decision making, creativity and innovation.	PreK-K	1st	2nd
Research			
3.1 Use age appropriate teacher directed resources to plan, locate, gather and organize information		I	D
3.2 Evaluate with teacher assistance how planned Internet resources may have been useful or not useful.		I	D
Problem Solving			
3.3 Use age appropriate technologies to gather and analyzed data (e.g. graphic organizer or simple graphing programs)	I	I	D
Communication and Collaboration			
3.4 Use a variety of age-appropriate technologies (e.g. presentation, desktop publishing) to communicate and/or collaborate information and ideas	I	I	D

3rd – 5th Grade Technology Checklist (I = Introduction; D = Developing; M = Mastery)

Standard 1: Students will demonstrate competence in the use of computers and applications and will understand the concept of technology, its operations and systems	3rd	4th	5th
Basic Operations			
1.1 Can perform basic steps in use of computer hardware, peripherals and software	I	D	M
1.2 Can prepare for printing by using page set-up for appropriate orientation, uses print preview, chooses appropriate printer	I	D	M
1.3 Can manipulate operating system procedures such as opening more than one application at a time, using the task bar to view and work with more than one application, minimizing, maximizing and closing windows, and finding and docking toolbars.	I	D	M

1.4 Use and understand proper network terminology such as username, password, network and file server	I	D	D
1.5 Open, retrieve, save or delete files on the network storage drive	I	D	M
1.6 Begin performing basic keyboarding skills and techniques	D	D	D
Basic Word Processing and Desktop Publishing			
1.7 Use toolbars and menu bar functions to format and edit graphics and text	I	D	D
1.8 Perform cut, copy and paste techniques with a document and from other documents or resources	I	D	D
1.9 Edit text using tools such as spell-check, grammar-check, Thesaurus, and dictionary	I	D	D
Internet			
1.10 Use and understand basic terms of the Internet (web page, links, URL)	I	D	D
1.11 Use age appropriate library subscription databases and Internet search engines using keywords to extract needed information	I	D	D
Multimedia and Presentation Tools			
1.12 Create, edit and format text on a slide	I	D	M
1.13 Create a series of slides organized to present information or an idea	I	D	M
1.14 Insert graphics and/or sound appropriate to the topic	I	D	M
Databases			
1.15 Explain the definition of a database and provide examples used in everyday life (e.g. online library catalog, school records, Internet directories)	I	D	D
1.16 Experience the use of databases such as online library catalogs and electronic encyclopedias	I	D	D
Spreadsheets			
1.17 Define the use of a spreadsheet as a tool to record, organize and graph data	I	D	D
1.18 Identify the terms and vocabulary associated with the functions of a spreadsheet such as cell, column, row, values, tables, chart, graph	I	D	D
1.19 Enter data and use simple formulas (+, -, *, /) to compare data or observe changes	I	D	D
Standard 2: Students will demonstrate responsible use of technology practicing ethical, legal and safe practices.	3rd	4th	5th
Ethics			
2.1 Discuss the district's rules and policies concerning the responsible use of computers and technology resources and possible consequences for inappropriate use.	I	D	M
2.2 Define Fair Use guidelines in the use of copyrighted materials (text, music, pictures, and videos) as they are used in student projects.	I	D	M
Society			
2.3 Identify technology that is used in daily functions of home, school, and in the community.	D	D	M

2.4 Work collaboratively with others online under teacher supervision.	D	D	M
2.5 Observe how some software and hardware help people with disabilities to learn.	I	D	M
2.6 Analyze electronic media to decide if the purpose is to inform, entertain or persuade.	I	I	D
Safety			
2.7 Recognize and describe the potential risks and dangers associated with various forms of online communication	I	D	D
2.8 Discuss safe and efficient practices for computer use including passwords, virus protection software, spam filters, and pop-up blockers	I	D	D
2.9 Practice Netiquette procedures with on-line communication	I	D	D
2.10 Identify cyber bullying and know prevention and strategy measures	I	I	D
2.11 Recognize and practice correct, ergonomically use of equipment	I	I	D
Standard 3: Students will demonstrate the ability to apply technology to support research, communication, collaboration, problem solving, decision making, creativity and innovation.	3rd	4th	5th
Research			
3.1 Locate, collect and organize information from digital media resources, citing sources	I	D	D
3.2 Practice evaluating online resources for usefulness, credibility, and currency	I	D	D
3.3 Use note-taking techniques to gather information organized by topics and details	I	D	D
3.4 Use content-specific tools such as probes, sensors, measuring devices and simulations to gather and analyze data	I	D	D
3.5 Use digital tools such as blogs, emails, and/or wikis with the approval of the district to communicate or collaborate to gather or share information with others	I	D	D
Problem Solving			
3.6 Use digital tools such as graphic organizers to compare, contrast, solve problems or make decisions	I	D	D
3.7 Use digital tools such as spreadsheets to make predictions, solve problems or draw conclusions	I	D	D
Communication and Collaboration			
3.8 Use text, graphics, audio and/or video to communicate ideas	I	I	D
3.9 Communicate with other students, schools or communities using online tools such as email, blogs and/or wikis as permitted by the district	I	D	D