

Computer/Technology Experiences and Expectations

Students in Grade 1 will know and/or be able to:

SKILL	LESSON COVERED
Identify and locate all the letters and numbers on the keyboard.	1st trimester
Use the mouse proficiently.	1st trimester
Demonstrate appropriate conduct during computer work periods.	1st trimester
Communicate about technology using developmentally appropriate and accurate terminology.	1st trimester
Demonstrate respect for and the correct use of computer equipment. (i.e., pressing keys gently, no eating/drinking and no pencils/crayons near computer).	1st trimester
Demonstrate respect for the computer work of others.	2nd trimester
Use the local area network to access information and applications on the school's server.	2nd trimester
Identify uses of technology at home and at school.	2nd trimester
Use a paint program to create a drawing to illustrate a story or report.	2nd trimester
Type 1-2 sentences and one's name, using the shift key for capital letters.	3rd trimester
Log-on to the local area network by typing user ID and password.	3rd trimester
Use primary-level computer software applications to develop reading, problem solving and critical thinking skills.	All year

Students in Grade 2 will know and/or be able to:

SKILL	LESSON COVERED
Use publishing program to integrate clip art into a document.	1st trimester
Communicate about technology using developmentally appropriate and accurate terminology.	1st trimester
Demonstrate appropriate conduct during computer work periods.	1st trimester
Demonstrate the correct use of hardware/software.	1st trimester

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Participate in class project directed by the teacher.	2nd trimester
Write a 1 or 2 sentence paragraph and title using tab key, center alignment for title, and spell check.	2nd trimester
Identify uses of computers in the home and community.	2nd trimester
Use the network to access information on the Internet.	2nd trimester
Use the local area network to access information electronically.	2nd trimester
Use the entire keyboard.	3rd trimester
State the difference between paint/draw, word processing, and email software applications.	3rd trimester
Perform tasks such as printing and saving to a restricted environment.	3rd trimester
Use the entire keyboard.	3rd trimester
Use computer software to develop reading, problem solving and critical thinking skills.	All year

Students in Grade 3 will know and/or be able to:

SKILL	LESSON COVERED
Communicate about technology using accurate terminology.	1st trimester
Use touch-typing basics.	1st trimester
Save to more than one location.	1st trimester
Demonstrate respect for and the correct use of hardware/software.	1st trimester
Enter data (numeric and alpha) in a simple spreadsheet and produce a graph.	1st trimester
Discriminate and select information that is factual.	2nd trimester
Use the local area network to access information electronically.	2nd trimester
State the difference between and use paint/draw, word processing, and email applications.	2nd trimester
Identify/avoid potential hazards & abuses of technology equipment (i.e. computers, printers, and storage media).	3rd trimester
Type 5 words per minute.	3rd trimester
Use word processor or publishing program to write a half-page to a one-page report with the pre-designed format such as a newsletter or report with a header.	3rd trimester

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Choose appropriate publishing software format for documents and integrate original art, digitized pictures, and clip art.	3rd trimester
Access teacher determined web sites for research information or curriculum related activities.	3rd trimester
Use computer software applications to develop reading, problem solving and critical thinking skills.	All year

Students in Grade 4 will know and/or be able to:

SKILL	LESSON COVERED
Demonstrate touch-typing basics.	1st trimester
Communicate about technology using accurate terminology.	1st trimester
Use the local area network to access information electronically.	1st trimester
Create simple spreadsheets and graphs based on the data.	1st trimester
Use word processor or publishing program to write one page report as first draft and use editing skills, including spell check and thesaurus tools to write a final copy.	2nd trimester
Conduct electronic research using the internet.	2nd trimester
Use the World Wide Web to research topics for a report using bookmarked sites.	2nd trimester
Distinguish and select information that is factual.	2nd trimester
Resize, rotate, align, and otherwise manipulate graphics imported into a publishing program.	2nd trimester
Define software piracy and plagiarism.	3rd trimester
Type 10 words per minute.	3rd trimester
Describe an individual's rights and resulting responsibilities as a technology user.	3rd trimester
Identify/avoid potential hazards & abuses of technology equipment (i.e. computers, printers, and storage media).	3rd trimester
Select the technology tool appropriate to the task.	3rd trimester
Practice Internet safety.	3rd trimester
Present a 3-slide multimedia report created individually or as a team.	3rd trimester
Use computer software to develop problem solving and critical thinking skills.	All year

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Students in Grade 5 will know and/or be able to:

SKILL	LESSON COVERED
Communicate about technology using accurate terminology.	1st trimester
Demonstrate touch-typing basics.	1st trimester
Create spreadsheets that involve more than one operation.	1st trimester
Demonstrate respect for and the correct use of hardware/software.	1st trimester
Create a 1-2 page document combining clip art and original graphics.	2nd trimester
Use acceptable communications guidelines when using the internet.	2nd trimester
Create a 1-2 page document, choosing appropriate format and using writing process skills.	2nd trimester
Use the local area network to access information.	2nd trimester
Describe an individual's rights and resulting responsibilities as a technology user.	3rd trimester
Select the technology tool appropriate to the task.	3rd trimester
Define software piracy and plagiarism.	3rd trimester
Type 15 words per minute.	3rd trimester
Identify and avoid potential hazards & abuses of technology equipment (i.e. computers, printers, and storage media).	3rd trimester
Create original computer art using a variety of paint tools.	3rd trimester
Present a 5-slide multimedia report created individually or as a team.	3rd trimester
Use the World Wide Web to research topics for a report using bookmarked sites.	3rd trimester
Conduct electronic research using simple search strategies; utilizing more than one electronic reference tool.	3rd trimester
Discriminate and select information.	3rd trimester

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Use computer software to develop problem solving and critical thinking skills.	All year
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Students in Grade 6 will know and/or be able to:

SKILL	LESSON COVERED
Identify the functions of the components of computers and peripherals.	1st trimester
Create line/bar graphs, pie charts, and scatter grams and distinguish between the data appropriate to each.	1st trimester
Demonstrate the use of passwords, special keys & functions.	1st trimester
Use the local area network to access information electronically.	1st trimester
Demonstrate appropriate conduct during computer technology classes.	1st trimester
Create 1-2 page documents, choosing appropriate format and using writing process skills.	2nd trimester
Identify the differences in working in a networked and non-networked environment.	2nd trimester
Use a word processor or publishing program or create a one page document as a first draft.	2nd trimester
Obtain information from the internet by initiating a search using search engines.	2nd trimester
Describe and demonstrate individual and group rights and resulting responsibilities as a technology user.	3rd trimester
Use writing process, formatting, and editing skills to communicate in a multi-page document.	3rd trimester
Use integrated application packages and calculators to develop problem solving and critical thinking skills.	3rd trimester
Demonstrate basic understanding of software piracy, plagiarism, and right to ownership.	3rd trimester
Create a database as part of a content research project such as Presidents, countries, states, etc.	3rd trimester
Present a 5-slide multimedia report created individually or as a group.	3rd trimester

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Define fields and enter data to create a database.	3rd trimester
Acquire keyboarding skills of 20 words per minute.	3rd trimester
List and avoid abuses of hardware and software.	3rd trimester