

ST. MARY SCHOOL

STUDENT TECHNOLOGY STANDARDS, 2007-08

The student Technology Standards support students' use of technology and becomes an integral part of helping students reach high academic standards:

1. Basic Technology Operations
 - Student demonstrates a sound understanding of the nature and operation of technology systems.
 - Student is proficient in the use of technology.
2. Technology as a Productivity Tool
 - Student identifies the capabilities and limitations of a variety of hardware/software and uses technologies to increase productivity.
 - Student uses technology to enhance learning and promote creativity.
3. Technology as a Communication Tool
 - Student uses a variety of media and formats to communicate, collaborate, publish, and interact with peers, experts, and other audiences.
4. Technology as a Research Tool
 - Student uses technology to locate and collect appropriate information from a variety of sources to process data and report results.
5. Ethical Use of Technology
 - Student values and uses technology in an ethical and responsible manner and is an advocate for others to do the same.

Grades K-6 EXPECTATIONS

When students complete grades K-6, they will have had experiences with the following:

- ❖ Familiarity with the computer key functions and operations
- ❖ Use of a graphic organizer
- ❖ Local and global awareness through the use of the Internet
- ❖ Writing and communicating utilizing technology
- ❖ Incorporating the use of available technology into the completion of reports and presentations
- ❖ Keyboarding skills utilizing proper techniques
- ❖ Curricular projects that incorporate the use of applications such as Inspiration and the Microsoft Office Suite (Word, Excel, PowerPoint)

Students will use the available technologies in a courteous and ethical manner; adhere to copyright laws, restrictions, and regulations placed on the use of the Internet.

TECHNOLOGY SKILLS AND CONCEPTS

Kindergarten: *Skills (Introduce)*

- Use of mouse (move and click at desired location)
- Familiarity with keys and keyboard
- Opening and closing of CD/DVD Drive
- Clicking on Safari, bookmark and navigating a site
- Quitting an application
- Logging off

First Grade: *Skills (Introduce)*

- Keyboarding (Type to Learn)
- Review Skills from Kindergarten

Second Grade: *Skills (Introduce)*

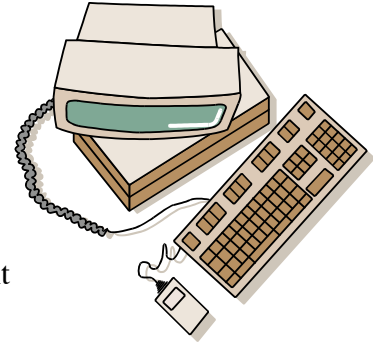
- Continue Keyboarding (Type to Learn)
- Word Processing (MS Word—spelling lists, friendly letter)



- Graphic Organizer (Kidspiration—family tree; character map)
- Opening, Saving, Printing

Third Grade: *Skills (Introduce)*

- Inspiration (character map, concept map)
- Formatting (font type, size, style, color; paragraph styles, alignment, spacing)
- Downloading graphics or pdf files
- Logging onto CTN and other user-specific websites
- Searching for content and images using Google, etc.
- Navigating internet sites and open documents (toggling)
- Creating an electronic presentation using PowerPoint
- Creating a simple spreadsheet using Excel
- Saving files to the server
- Printing to a specific printer; selecting what to print, when to print
- Review keyboarding (Type to Learn)
- Review Word Processing (MS Word—friendly letter, report)
- Review Opening, Saving, Printing



Fourth Grade: *Skills (Introduce)*

- Typing to touch with some accuracy (10-15 wpm)
- Saving to flash drive/media device
- Adding sound, animation, and transitions to presentations
- Using columns, tables, bullets, numbering, and shading in word processing; header/footer
- Creating a graph using a simple spreadsheet
- Review printing to a specific printer; selecting what to print, when to print
- Review skills from previous grades (word processing, graphic organizers, spreadsheet, presentation)

Fifth Grade: *Skills (Introduce)*

- Typing to touch with mastery (20-25 wpm)
- Using templates in Word (brochure) and Inspiration (study skills)
- File management (creating folders and subfolders)
- Print Monitor (printing, queue, canceling, stopping, deleting jobs)
- Using multimedia to gather/present information/report including set-up of LCD projector, speakers, DVD/VCR, AV equipment
- Review adding sound, animation, and transitions to presentations
- Review using columns, tables, bullets, numbering, and shading in word processing
- Review creating a graph using a spreadsheet

Sixth Grade: *Skills (Introduce)*

- Simple troubleshooting
- Typing to touch with mastery (25-30wpm)
- Proper formatting of Works Cited Page
- Proper MLA formatting for reports
- Review using templates in Word (brochure) and Inspiration (study skills)
- Review file management (creating folders subfolders)
- Review Print Monitor (printing queue, canceling, stopping, deleting jobs)
- Review using multimedia to gather/present information/report