

Kindergarten Technology Skills Guideline

Computer technology skills are best learned in the context of ongoing academic work. This list provides guidelines for the teacher in designing lessons that incorporate technology.

Basic Computer Use
Ctrl + Alt + Delete
Logs on and off (using classroom log on)
Demonstrates appropriate mouse techniques
Understands desktop layout & can use features (taskbar, start button)
Basic skills in MS Paint, and operations in Library folder (Animal Encyclopedia, Dinosaur Discovery)
Can create text box in Paint
Introduce MS Word
Graphics
Creates pictures with MS Paint
Responsible Use
Demonstrates respect for technology equipment; uses it responsibly and safely

1st Grade Technology Skills Guideline

Computer technology skills are best learned in the context of ongoing academic work. This list provides guidelines for the teacher in designing lessons that incorporate technology.

Basic Computer Use
Ctrl + Alt + Delete
Logs on and off (using classroom log on)
Demonstrates appropriate mouse techniques
Understands desktop layout & can use features (taskbar, start button)
Basic skills in MS Paint, Word, and Publisher
Develops basic keyboarding skills (letter location)
File Management
Opens existing files
Opens and saves files
Word Processing
Creates a document using a word processing program
Graphics
Creates pictures with MS Paint
Responsible Use
Uses classroom telephone
Demonstrates respect for technology equipment; uses it responsibly and safely

2nd Grade Technology Skills Guideline

Computer technology skills are best learned in the context of ongoing academic work. This list provides guidelines for the teacher in designing lessons that incorporate technology.

Basic Computer Use
Ctrl + Alt + Delete
Logs on and off (using classroom log on)
Demonstrates appropriate mouse techniques (right click, left click)
Understands desktop layout & can use features (taskbar, start button)
Basic skills in MS Paint, Word, and Publisher
Develops basic keyboarding skills (letter location, L&R zones)
Uses library catalogue
File Management
Opens existing files
Opens and saves files to specific locations
Word Processing
Creates a document using a word processing program
Uses electronic spell check and grammar check
Uses formatting (bold, italic, center, font, and size)
Graphics
Creates pictures with MS Paint
Imports graphics into a word processing program
Responsible Use
Uses classroom telephone
Demonstrates respect for technology equipment; uses it responsibly and safely

3rd Grade Technology Skills Guideline

Computer technology skills are best learned in the context of ongoing academic work. This list provides guidelines for the teacher in designing lessons that incorporate technology.

Basic Computer Use
Ctrl + Alt + Delete
Logs on and off (own user name and password)
Demonstrates appropriate mouse techniques (right click, left click)
Understands desktop layout & can use features (taskbar, start button)
Basic skills in MS Paint, Word, Publisher, PowerPoint
Introduction to keyboarding skills using UltraKey (letter position, L&R zones)
Uses library catalogue, and Accelerated Reader
Selects and uses appropriate technology for a project: Word, Paint, Clipart, Publisher, PowerPoint
File Management
Opens existing files
Opens and saves files to specific locations
Word Processing
Creates a document using a word processing program
Uses electronic spell check and grammar check
Introduce cut, copy, paste
Uses formatting (bold, italic, center, font, and size) effectively
Graphics
Creates pictures with MS Paint
Imports graphics into publishing and word processing programs
Uses graphics to make a point or illustrate learning
Email
Composes & sends email within school and district

Information Searching

Uses keyword and subject searches to locate information in World Book, Internet, and Library Search

Technology Presentation

Uses presentation software such as PowerPoint

Uses video projector as a presentation tool

Internet

Uses Internet links on school web site
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Can navigate to a site, gather information, and return 'home'

Responsible Use

Uses classroom telephone

Demonstrates respect for technology equipment; uses it responsibly and safely

Follows BSD rules concerning harassment, language, passwords, privacy, and appropriate use of resources

Begins to cite sources

4th Grade Technology Skills Guideline

Computer technology skills are best learned in the context of ongoing academic work. This list provides guidelines for the teacher in designing lessons that incorporate technology.

Basic Computer Use
Ctrl + Alt + Delete
Logs on and off (own user name and password)
Demonstrates appropriate mouse techniques (right click, left click)
Understands desktop layout & can use features (taskbar, start button)
Basic skills in MS Paint, Word, Publisher, PowerPoint
Develops basic keyboarding skills using UltraKey (letter position, home row, speed, accuracy)
Uses library catalogue, and Accelerated Reader
Selects and uses appropriate technology for a project: Word, Paint, Clipart, Publisher, PowerPoint, Excel
Understands that tasks may be accomplished in a variety of ways
File Management
Opens existing files
Opens and saves files to specific locations
Creates, uses and deletes own files
Word Processing
Creates a document using a word processing program
Uses electronic spell check, grammar check, and thesaurus
Uses cut, copy, paste to move text in a word processor file
Uses formatting (bold, italic, center, font, and size) effectively
Graphics
Creates pictures with MS Paint
Imports graphics into publishing and word processing programs
Uses graphics to make a point or illustrate learning

Email
Composes & sends email within school and district
Information Searching
Uses keyword and subject searches to locate information in World Book, Internet, and Library Search
Technology Presentation
Uses presentation software such as PowerPoint
Uses video projector as a presentation tool
Internet
Uses Internet links on school web site
Can navigate to a site, gather information, and return 'home'
Can type in a URL (web address) to access a teacher-selected site
Uses search engines to search by typing subject or keyword
Responsible Use
Uses classroom telephone
Demonstrates respect for technology equipment; uses it responsibly and safely
Follows BSD rules concerning harassment, language, passwords, privacy, and appropriate use of resources
Follows copyright rules and cites sources

5th Grade Technology Skills Guideline

Computer technology skills are best learned in the context of ongoing academic work. This list provides guidelines for the teacher in designing lessons that incorporate technology.

Basic Computer Use
Ctrl + Alt + Delete
Logs on and off (own user name and password)
Demonstrates appropriate mouse techniques (right click, left click)
Understands desktop layout & can use features (taskbar, start button)
Basic skills in MS Paint, Word, Publisher, PowerPoint, and Excel
Develops basic keyboarding skills using UltraKey (letter position, home row, speed, accuracy)
Uses library catalogue and Accelerated Reader
Selects and uses appropriate technology for a project: Word, Paint, Clipart, Publisher, PowerPoint, Excel
Understands that tasks may be accomplished in a variety of ways
File Management
Opens existing files
Opens and saves files to specific locations
Creates, uses and deletes own files
Creates folders to organize files
Word Processing
Creates a document using a word processing program
Uses electronic spell check, grammar check, and thesaurus
Uses cut, copy, paste to move text in a word processor file
Uses formatting (bold, italic, center, font, and size) effectively
Uses print preview function

Spreadsheet
Enters data into a spreadsheet
Creates chart or graph from existing spreadsheet
Interprets data from spreadsheet or chart
Imports chart into other applications
Graphics
Creates pictures with MS Paint
Imports graphics into publishing and word processing programs
Uses graphics to make a point or illustrate learning
Email
Composes & sends email within school and district
Information Searching
Uses keyword and subject searches to locate information in World Book, Internet, and Library Search
Multimedia
Takes pictures with a digital camera
Uses scanner
Technology Presentation
Uses presentation software such as PowerPoint
Uses video projector and microphone with amplification as presentation tools
Internet
Uses Internet links on school web site
Can navigate to a site, gather information, and return 'home'
Can type in a URL (web address) to access a teacher-selected site
Uses search engines to search by typing subject or keyword
Responsible Use
Uses classroom telephone
Demonstrates respect for technology equipment; uses it responsibly and safely
Follows BSD rules concerning harassment, language, passwords, privacy, and appropriate use of resources
Follows copyright rules and cites sources