

### 3<sup>rd</sup> – 5<sup>th</sup> Grade Technology Standards and Benchmarks

| <b>Standard 1: Students will demonstrate competence in the use of computers and applications and will understand the concept of technology, its operations and systems</b>  | <b>3<sup>rd</sup></b> | <b>4<sup>th</sup></b> | <b>5<sup>th</sup></b> |
|---|-----------------------|-----------------------|-----------------------|
| <b>Basic Operations</b>   |                       |                       |                       |
| Can perform basic steps in use of computer hardware, peripherals and software.  | I                     | D                     | M                     |
| Can prepare for printing by using page set-up for appropriate orientation, uses print preview, chooses appropriate printer.   | I                     | D                     | M                     |
| 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                     |
| Use and understand proper network terminology such as username, password, network and file server   |                       | I                     | D                     |
| Open, retrieve, save or delete files on the network storage drive   |                       |                       |                       |
| Begin performing basic keyboarding skills and techniques.   | I                     | D                     | D                     |
| <b>Basic Word Processing and Desktop Publishing</b>   |                       |                       |                       |
| Use toolbars and menu bar functions to format and edit graphics and text  | I                     | D                     | D                     |
| Perform cut, copy and paste techniques with a document and from other documents or resources.   | I                     | D                     | D                     |
| Edit text using tools such as spell-check, grammar-check, Thesaurus, and dictionary   | I                     | D                     | D                     |
| <b>Internet</b>   |                       |                       |                       |
| Use and understand basic terms of the Internet (web page, links, URL)   | I                     | D                     | D                     |
| Use age appropriate library subscription databases and Internet search engines using keywords to extract needed information   | I                     | D                     | D                     |
| <b>Multimedia and Presentation Tools</b>  |                       |                       |                       |
| Create, edit and format text on a slide   | I                     | D                     | M                     |
| Create a series of slides organized to present information or an idea   | I                     | D                     | M                     |
| Insert graphics and/or sound appropriate to the topic   | I                     | D                     | M                     |
| <b>Databases</b>  |                       |                       |                       |
| 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                     |
| Experience the use of databases such as online library catalogs and electronic encyclopedias  | I                     | D                     | D                     |
| <b>Spreadsheets</b>   |                       |                       |                       |
| Define the use of a spreadsheet as a tool to record, organize and graph data  | I                     | D                     | D                     |

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|  |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|
| Identify the terms and vocabulary associated with the functions of a spreadsheet such as cell, column, row, values, tables, chart, graph   | I                     | D                     | D                     |
| Enter data and use simple formulas (+, -, *, /) to compare data or observe changes   |                       | I                     | D                     |
| <b>Standard 2: Students will demonstrate responsible use of technology practicing ethical, legal and safe practices.</b>   | <b>3<sup>rd</sup></b> | <b>4<sup>th</sup></b> | <b>5<sup>th</sup></b> |
| <b>Ethics</b>  |                       |                       |                       |
| 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                     |
| 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                     |
| <b>Society</b>   |                       |                       |                       |
| Identify technology that is used in daily functions of home, school, and in the community.   | D                     | D                     | M                     |
| Work collaboratively with others online under teacher supervision.   | D                     | D                     | M                     |
| Observe how some software and hardware help people with disabilities to learn.   | I                     | D                     | M                     |
| Analyze electronic media to decide if the purpose is to inform, entertain or persuade.   |                       | I                     | D                     |
| <b>Safety</b>  |                       |                       |                       |
| Recognize and describe the potential risks and dangers associated with various forms of online communication   | I                     | D                     | D                     |
| Discuss safe and efficient practices for computer use including passwords, virus protection software, spam filters, and pop-up blockers.   | I                     | D                     | D                     |
| Practice Netiquette procedures with on-line communication.   | I                     | D                     | D                     |
| Identify cyber bullying and know prevention and strategy measures.   |                       | I                     | D                     |
| Recognize and practice ergonomically use of equipment  |                       | I                     | D                     |
| <b>Standard 3: Students will demonstrate the ability to apply technology to support research, communication, collaboration, problem solving, decision making, creativity and innovation.</b> | <b>3<sup>rd</sup></b> | <b>4<sup>th</sup></b> | <b>5<sup>th</sup></b> |
| <b>Research</b>  |                       |                       |                       |
| Locate, collect and organize information from digital media resources, citing sources.   | I                     | D                     | D                     |
| Practice evaluating online resources for usefulness, credibility, and currency.  | I                     | D                     | D                     |
| Use note-taking techniques to gather information organized by topics and details.  | I                     | D                     | D                     |
| Use content-specific tools such as probes, sensors, measuring devices and simulations to gather and analyze data.  | I                     | D                     | D                     |
| Use digital tools such as blogs, emails, and/or wikis with the approval of the district to   | I                     | D                     | D                     |

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|   |   |   |   |
|---|---|---|---|
| communicate or collaborate to gather or share information with others   |   |   |   |
| <b>Problem Solving</b>  |   |   |   |
| Use digital tools such as graphic organizers to compare, contrast, solve problems or make decisions                                       | I | D | D |
| Use digital tools such as spreadsheets to make predictions, solve problems or draw conclusions  | I | D | D |
| <b>Communication and Collaboration</b>  |   |   |   |
| Use text, graphics, audio and/or video to communicate ideas   | I | I | D |
| 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 |