

| <b>Standard 1. Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.</b> |  |                 |                 |
|--|--|-----------------|-----------------|
| <b>Exploratory Concepts and Skills</b>   | <b>Strands</b>   | <b>Software</b> | <b>Projects</b> |
|  | 1.1 Develop <u>basic skills</u> for using hardware and applications (e.g., open/close a file, navigate using scroll bars, arrow keys, special keys, and mouse).  |                 |                 |
|  | 1.2 Use correct <u>terminology</u> for basic components of a computer system (e.g., monitor, keyboard, disk, printer, mouse), and develop understanding of their basic functions.)                                 |                 |                 |
|  | 1.3 At district and teacher's discretion explore and develop <u>keyboarding skills</u> . (The district determines whether students will learn touch typing or simply become familiar with the keyboard functions.) |                 |                 |
|  | 1.4 Explore basic <u>formatting</u> features of a <u>word processing</u> program (at teacher's discretion).(font, size, style, color, cut/paste)   |                 |                 |
|  | 1.5 Explore and understand the basic function and purpose of a <u>database</u> . (categorizing)  |                 |                 |
|  | 1.6 Explore and understand the basic function and purpose of a <u>spreadsheet</u> .  |                 |                 |
|  | 1.7 Collaborate with classmates to use teacher-selected <u>Websites</u> .  |                 |                 |
|  | 1.8 Collaborate with classmates and teacher to send a class <u>e-mail</u> message (at discretion of district and teacher).   |                 |                 |
|  | 1.9 Collaborate with teacher and classmates to create a <u>slide presentation</u> with existing template.  |                 |                 |
|  | 1.10 Explore the use of drawing and painting applications for class projects (at teacher's discretion).  |                 |                 |

| <b>Standard 2. Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.</b>   |   |                 |                 |
|--|---|-----------------|-----------------|
| <b>Exploratory Concepts and Skills</b>   | <b>Strands</b>  | <b>Software</b> | <b>Projects</b> |
|  | 2.1 Follow classroom rules for responsible use of computers.  |                 |                 |
|  | 2.2 Develop understanding of the school's rules for safe and ethical Internet use. (Use of Internet in this gradespan is under close supervision and determined by district policy.)            |                 |                 |
|  | 2.3 Explore practices for evaluating Websites (district policy determines Internet use).  |                 |                 |
|  | 2.4 Develop understanding of how the computer is a tool for learning  |                 |                 |
|  | 2.5 Explore issues of ergonomics and safety in using computers.   |                 |                 |
| <b>Standard 3. Demonstrate ability to use technology for research, problem-solving, and communication. Students locate, evaluate, collect, and process information from a variety of electronic sources. Students use telecommunications and other media to intera</b> |   |                 |                 |
| <b>Exploratory Concepts and Skills</b>   | <b>Strands</b>  | <b>Software</b> | <b>Projects</b> |
|  | 3.1 Explore and develop understanding of how to gather information from a variety of electronic sources, including teacher-selected Websites, CD ROM encyclopedias, and automated card catalog. |                 |                 |
|  | 3.2 Explore the use of application programs (e.g., word processing, database, spreadsheet) for organizing information into charts, tables, diagrams, and charts.                                |                 |                 |
|  | 3.3 Explore the use of content-specific tools to enhance understanding of curriculum content (e.g., environmental probes, sensors, robotics, simulation software, and measuring devices).       |                 |                 |
|  | 3.4 Collaborate with teacher and classmates in creating a multimedia presentation to communicate learning with others.  |                 |                 |
|  | 3.5 Collaborate with classmates and teacher to exchange e-mail with another classroom (at discretion of district and teacher).  |                 |                 |