

Standard 1. Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.			
Exploratory Concepts and Skills	Strands	Software	Projects
	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).	Teacher Instruction	Review at the Beginning of the Year
	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.)	Teacher Instruction	Review at the Beginning of the Year
	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.)	Type to Learn	5-10 minutes per lab period
	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)	MSWord, Excel	
	1.5 Explore and understand the basic function and purpose of a <u>database</u> . (categorizing)	Excel	
	1.6 Explore and understand the basic function and purpose of a <u>spreadsheet</u> .	Excel	
	1.7 Collaborate with classmates to use teacher-selected <u>Websites</u> .	Internet	Webquests
	1.8 Collaborate with classmates and teacher to send a class <u>e-mail</u> message (at discretion of district and teacher).	Outlook (e-mail service presently unavailable)	
	1.9 Collaborate with teacher and classmates to create a <u>slide presentation</u> with existing template.	MSPowerpoint	
	1.10 Explore the use of drawing and painting applications for class projects (at teacher's discretion).	KidPix, MSPowerpoint, Paint, MSWord, Photo Software	

Standard 2. Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.			
Exploratory Concepts and Skills	Strands	Software	Projects
	2.1 Follow classroom rules for responsible use of computers.	Teacher Instruction	Review at the Beginning of the Year
	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.)	Teacher Instruction	Review at the Beginning of the Year
	2.3 Explore practices for evaluating Websites (district policy determines Internet use).	NA	
	2.4 Develop understanding of how the computer is a tool for learning	Teacher Instruction	Review at the Beginning of the Year
	2.5 Explore issues of ergonomics and safety in using computers.	Teacher Instruction	
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			
Exploratory Concepts and Skills	Strands	Software	Projects
	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.	Internet, Sagebrush	
	3.2 Explore the use of application programs (e.g., word processing, database, spreadsheet) for organizing information into charts, tables, diagrams, and charts.	MSWord, Excel	
	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).		Outside of Tech Lab: Science Curriculum
	3.4 Collaborate with teacher and classmates in creating a multimedia presentation to communicate learning with others.	MSPowerpoint	
	3.5 Collaborate with classmates and teacher to exchange e-mail with another classroom (at discretion of district and teacher).	inhouse e-mail, Cyberpets	