

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
mastering already acquired	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).		
mastering already acquired	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.)	Type to Learn	5 -10 minutes of lab time
	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)	MS Word	Word Processing
	1.5 Explore and understand the basic function and purpose of a <u>database</u> . (categorizing)	Excel	Bar, Line and Best Fit Graphing
	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> .	Teacher selected web pages linked to Topsfield Web page	TESPTO funds TeacherWeb.com
	1.8 Collaborate with classmates and teacher to send a class <u>e-mail</u> message (at discretion of district and teacher).	class email	TopsfieldSchools.org
	1.9 Collaborate with teacher and classmates to create a <u>slide presentation</u> with existing template.	PowerPoint	Simple Machines, Geology, States, Social Scientists, Math Vocabulary
	1.10 Explore the use of drawing and painting applications for class projects (at teacher's discretion).	MS Word, PowerPoint	Math Vocabulary, Simple Machines Presentations

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.	Internet	WebQuest
	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.)	Internet	WebQuest
	2.3 Explore practices for evaluating Websites (district policy determines Internet use).	Internet	Bookmark and Discuss Reliable and Non-reliable Sites
	2.4 Develop understanding of how the computer is a tool for learning	Internet	Research for States, Simple Machines, Social Scientists and Reports
	2.5 Explore issues of ergonomics and safety in using computers.	Internet	WebQuest
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 interact or collaborate with peers, experts, and other audiences.			
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, Search Engines, Sage Brush	using www.Topsfieldschools.org, Search Images, Card Catalogue
	3.2 Explore the use of application programs (e.g., word processing, database, spreadsheet) for organizing information into charts, tables, diagrams, and charts.	Word, Excel, PowerPoint, Inspiration	Reports and Class Projects
	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).	Science Room Materials	Outside of Tech Lab: Science Curriculum
	3.4 Collaborate with teacher and classmates in creating a multimedia presentation to communicate learning with others.	PowerPoint	Curriculum PowerPoint Presentations
	3.5 Collaborate with classmates and teacher to exchange e-mail with another classroom (at discretion of district and teacher).	class email	TopsfieldSchools.org