K-4

1. Basic Operations and Concepts
2. Social, Ethical, and Human Issues
3. Technology Productivity Tools
4. Technology Communication Tools
5. Technology Research Tools
6. Technology Problem-solving and Decision Making

* All grades need to practice and extend competencies of previous grade levels.
* Numbers in parenthesis after the benchmark indicate coordinating standard(s).

Kindergarten
1. Identify 6 parts-keyboard, monitor, CPU, disk drive, mouse & printer. (1)
2. Turn on computer system (or power strip), learn to load and remove CD's, and learn to run a program from the Start Menu. (1)
3. Run simple programs (basic instructions on screen- e.g. Reader Rabbit, Word Munchers, Living Books, WiggleWorks etc.) (1)
4. Know proper procedures for exiting from a file or program and for shutting down the computer. (2)
5. Work cooperatively and collaboratively with peers when using technology in the classroom. (2)
6. Demonstrate responsible use of technology (wait for hourglass, close programs and pop ups…) (2)
7. Communicate ideas using pictures and/or words (i.e. Paint, WiggleWorks, Kidspiration, KidPix etc.) (3, 4)
8. Use developmentally appropriate books to support learning. (5)
9. Solve computer problems using developmentally appropriate and accurate terminology (6)
10. Use technology resources (i.e. puzzles, logical thinking programs) for problem solving. (6)

Grade 1
1. Begin to use proper posture. (1)
2. Identify memory devices (i.e. CD-Rom, H drive, C drive…) (1)
3. Use shift, backspace, arrows, Enter key, letter keys, number keys, and punctuation keys. (1)
4. Develop positive attitudes toward technology. (2)
5. Begin to read and follow on screen directions (3)
6. Type/Draw and Print simple stories (i.e. using WiggleWorks, MS Word, Paint, Kidspiration…) (4,6)
7. Awareness of electronic resources (i.e. websites, encyclopedia, CD ROMs) (5)

Grade 2
1. Begin to use proper keyboarding techniques (i.e. two hands on keyboard) (1)
2. Use Word processing programs (3, 4)
3. Type and print simple stories (i.e. using WiggleWorks, MS Word, Kidspiration…) (4, 6)
4. Use of electronic resources (i.e. websites, encyclopedias, CD ROMs…) (5)

Grade 3
1. Use proper keyboarding techniques (i.e. left-right hand placement, use home row keys…) (1)
2. Demonstrate ability to name, save, retrieve, and print saved work. (2)

3. Use formatting skills for word processing (i.e. bold, capital letters, indentations) (3, 4)
4. Demonstrate ability to conduct searches using electronic catalogs (5)
5. Understand concept and use of websites (5, 6)

Grade 4
1. Evaluate websites for appropriate use. (2)
2. Use word-processing and editing skills (i.e. spell checker, thesaurus, cut, copy, and paste,) (3, 4)
3. Begin to use, cite, and evaluate electronic resources/references tools. (5)
4. Exposure to emerging technologies including specialized input devices (i.e. microscopes, digital cameras, science probes, Palm handhelds…) (5, 6)

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