

Technology

1st Grade

- **Basic Operations and Concepts:**
 - Recognize, name, and will be able to label the major hardware components in a computer system (e.g., computer, monitor, keyboard, mouse, and printer).
 - Identify the functions of the major hardware components in a computer system.
- **Technology Productivity Tools:**
 - Be aware of how to work with others when using technology tools (e.g., word processors, drawing tools, presentation software) to convey ideas or illustrate simple concepts relating to a specific project

2nd Grade

- **Basic Operations and Concepts:**
 - Use various age-appropriate technologies for gathering information (e.g., dictionaries, encyclopedias, audio/video players, phones, web resources)
 - Recognize the various functions of basic file menu commands (e.g., new, open, close, save, print)
- **Social, ethical, and human Issues:**
 - Discuss advantages and disadvantages of using technology

3rd Grade

- **Basic Operations and Concepts:**
 - Discuss ways technology has changed life at school and at home
 - Introduce proper keyboarding positions and touch-typing techniques
 - Proofreading and edit writing using appropriate resources (e.g. dictionary, spell check, grammar check, grammar references, writing references) and grade level appropriate checklists both individually and in groups.
- **Technology Problem-Solving and Decision-Making Tools:**
 - Use information and communication technology tools (e.g., calculators, probes, videos, DVDs, educational software) to collect, organize, and evaluate information to assist with solving real-life problems (personal and community)

4th Grade

- **Basic Operations and Concepts:**
 - Identify search strategies for locating needed information on the internet
- **Social, Ethical, and Human Issues:**
 - Discuss basic issues regarding appropriate and inappropriate uses of technology (e.g., copyright, privacy, file sharing, spam, viruses, plagiarism) and related laws
 - Identify appropriate kinds of information that should be shared in public chat rooms
 - Identify safety precautions that should be taken while on-line
- **Technology Productivity Tools:**
 - Know how to use menu options in applications to print, format, add multimedia features; open, save, manage files; and use various grammar tools (e.g., dictionary, thesaurus, spell checkers)
- **Technology Research Tools:**
 - Use Web search engines and built-in search functions of other various resources to locate information

5th Grade

- **Basic Operations and Concepts:**
 - Discuss ways technology has changed business and government over the years
 - Recognize and discuss the need for security applications (e.g., virus detection, spam defense, popup blockers, firewalls) to help protect information and to keep the system functioning properly
 - Manage and maintain files on a hard drive or the network
- **Social, Ethical, and Human Issues:**
 - Identify cultural and societal issues relating to technology
 - Discuss scenarios describing acceptable and unacceptable uses of technology (e.g., computer, digital camera, cell-phones, PDAs, wireless connectivity) and describe consequences of inappropriate use
- **Technology Productivity Tools:**
 - Understand the existing (and future) technologies are the result of human creativity
 - Collaborate with classmates using a variety of technology tools to plan, organize, and create a group project
- **Technology Communication Tools:**
 - Use basic telecommunication tools (e.g., Web Quest, blogs, web conferencing) for collaborative project with other students
- **Technology Research Tools:**
 - Describe basic guidelines for determining the validity of information accessed from various sources (e.g., web site, diction, on-line newspaper, CD-Rom)
 - Know how to independently use existing databases (e.g., library catalogs, electronic dictionaries, encyclopedia) to locate, sort and interpret information on an assigned topic
 - Identify appropriate technology tools and resources by evaluating the accuracy, appropriateness, and bias of the resource

6th Grade

- **Basic Operations and Concepts:**
 - Use proper keyboarding posture, finger positions, and touch-typing techniques to improve accuracy, speed, and general efficiency in operating a computer
 - Use appropriate technology terminology
 - Use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced products
- **Social, Ethical, and Human Issues:**
 - Understand the potential risks and dangers associated with on-line communications
 - Use technology to identify and explore various occupations or careers
 - Discuss possible uses of technology (present and future) to support personal pursuits and lifelong learning
 - Identify uses of technology to support communication with peers, family, or school personnel
- **Technology Productivity Tools:**
 - Use a variety of technology resources, including the internet, to increase learning and productivity
- **Technology Communication Tools:**
 - Use Web search engines and built-in search functions of other various resources to locate information
- **Technology Research Tools:**
 - Use a variety of Web search engines to locate information

7th & 8th Grade

- **Basic Operations and Concepts:**
 - Use appropriate technology terminology-
 - Use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced products-**8th English**
 - Understand that new technology tools can be developed to do what could not be done without the use of technology-**7th & 8th English, Math & Science**
 - Identify appropriate file formats for a variety of applications-**8th Science & Band**
 - Identify a variety of information storage devices (e.g., floppies, CDs, DVDs, flash drives, tapes) and provide a rationale for using a certain device for a specific purpose-**7th & 8th Choirs**
 - Proofread and edit writing using appropriate resources (e.g., dictionary, spell check, grammar check, grammar references, writing references) and grade level appropriate checklists both individually and in groups-**7th & 8th English**
- **Social, Ethical, and Human Issues:**
 - Understand the potential risks and dangers associated with on-line communications-**8th English & Science**
 - Discuss issues related to acceptable and responsible use of technology (e.g., privacy, security, copyright, plagiarism, spam, viruses, file-sharing)-**7th & 8th English and 8th Music**
 - Describe possible consequences and costs related to unethical use of information and communication technologies-**7th & 8th English & 8th Music**
 - Discuss the societal impact of technology in the future-**8th English, Science, Band & Music**
 - Provide accurate citations when referencing information from outside sources in electronic reports-**8th English & Band**
 - Use technology to identify and explore various occupations or careers-**8th English**
 - Discuss possible uses of technology (present and future) to support personal pursuits and lifelong learning-**8th English & Music**

- **Technology Productivity Tools:**
 - Apply common software features (e.g., thesaurus, formulas, charts, graphics, sounds) to enhance communication-**7th & 8th English**
 - Use a variety of technology resources, including the internet, to increase learning and productivity-**7th & 8th Science**
 - Explore basic applications that promote creativity (e.g., graphics, presentation, photo-editing, programming, video-editing)
 - Use available utilities for editing pictures, images, or charts-**Band**
 - Use collaborative tools to design, develop, and enhance materials, publications, or presentations-**8th English**
- **Technology Communication Tools:**
 - Create a project (e.g., presentation, web page, newsletter, information brochure) using a variety of media and formats (e.g., graphs, charts, audio, graphics, video) to present content information to an audience-**7th Science & 8th English**
- **Technology Research Tools:**
 - Use a variety of Web search engines to locate information-**7th & 8th English and Science**
 - Identify types of internet sites based on their domain names (e.g., edu, com, org, gov, au)-**7th & 8th English**
 - Know how to create and populate a database-**8th English**
 - Perform queries on existing databases
- **Technology Problem-Solving and Decision-Making Tools**
 - Use database or spreadsheet information to make predictions, develop strategies, and evaluate decisions to assist with solving a basic problem

BMT 1

9th - 12th Grade

- **Basic Operations and Concepts:**
 - Discuss emerging technology resources (e.g., podcasting, webcasting, compressed video delivery, online file sharing, graphing calculators, global positioning software)
 - Understand the purpose, scope, and use of assistive technology
 - Routinely apply touch-typing techniques with advanced accuracy, speed, and efficiency
 - Assess and solve hardware and software problems by using online help or other user documentation and support
 - Identify common graphic, audio, and video file formats (e.g., jpeg, gif, bmp, mpeg, wav)
 - Demonstrate how to import/export text, graphics, or audio files
 - Proofread and edit a document using an application's spelling and grammar checking functions
- **Social, Ethical, and Human Issues:**
 - Identify legal and ethical issues related to use of information and communication technology
 - Discuss possible long-range effects of unethical uses of technology (e.g., virus spreading, file pirating, hacking) on cultures and society
 - Discuss the possible consequences and costs of unethical uses of information and computer technology
 - Identify ways that individuals can protect their technology systems from unethical or unscrupulous users
 - Demonstrate the ethical use of technology as a digital citizen and lifelong learner
 - Explain the differences between freeware, shareware, and commercial software
 - Adhere to fair use and copyright guidelines
- **Technology Productivity Tools:**
 - Use technology tools for managing and communicating personal information (e.g., finances, contact information, schedules, purchases, correspondence)
 - Have access to and utilize assistive technology tools

- Apply advanced software features such as an application's built-in thesaurus, templates, and styles to improve the appearance of word processing documents, spreadsheets, and presentations
- Identify technology tools (e.g., authoring tools or other hardware and software resources) that could be used to create a group project
- Use an online tutorial and discuss the benefits and disadvantages of this method of learning
- Develop a document or file for inclusion into a web site or web page
- **Technology Communication Tools**
 - Use available technologies (e.g., desktop conferencing, e-mail, groupware, instant-messaging) to communicate with others on a class assignment or project
 - Use a variety of media and formats to design, develop, publish, and present products (e.g., presentations, newsletters, web sites) to communicate original ideas to multiple audiences
 - Collaborate in content-related projects that integrate a variety of media (e.g., print, audio, video, graphic, simulations, and models) with presentation, word processing, publishing, database, graphics design, or spreadsheet applications
- **Technology Research Tools:**
 - Compare, evaluate, and select appropriate internet search engines to locate information
 - Formulate and use evaluation criteria (authority, accuracy, relevancy, timeliness) for information located on the internet to present research findings