

*Bold items are those new to this grade level or those moved from “With assistance” to “Independently” at this level.

Students Will...

1. Use hardware and software to support learning and productivity	Trimester Taught		
Independently...	1	2	3
<input type="checkbox"/> Turn on the computer correctly			
<input type="checkbox"/> Shut down the computer correctly			
<input type="checkbox"/> Use the mouse			
<input type="checkbox"/> Insert information into a template (Word, PowerPoint, etc.)			
<input type="checkbox"/> Type text into a word processing document			
<input type="checkbox"/> Utilize basic paint, text and graphic tools			
<input type="checkbox"/> Print			
With Assistance...			
<input type="checkbox"/> Insert graphics into word-processed documents			
<input type="checkbox"/> Spell-check a document			
<input type="checkbox"/> Toggle between two or more applications			
<input type="checkbox"/> Use formatting features purposefully (text styles, colors, fonts and size)			
<input type="checkbox"/> Begin basic keyboarding awareness			

2. Apply vocabulary and strategies for using technology in a networked system	Trimester Taught		
Independently...	1	2	3
<input type="checkbox"/> Log in/off to a networked computer			
<input type="checkbox"/> Know basic parts of the computer by name			
<input type="checkbox"/> Recognize and use desktop/toolbar icons and menus			
With Assistance...			
<input type="checkbox"/> Open files or applications correctly			
<input type="checkbox"/> Save files to a specified folder on the server correctly			

3. Use electronic resources to communicate, collaborate & retrieve information	Trimester Taught		
Independently...	1	2	3
<input type="checkbox"/> Use bookmarks, and/or hyperlinks to access the Internet			
With Assistance...			
<input type="checkbox"/> Use telecommunications to work with other individuals to complete a task			

4. Use technology to create and deliver presentations	Trimester Taught		
With Assistance...	1	2	3
<input type="checkbox"/> Create one or more curriculum-related multimedia projects			
<input type="checkbox"/> Present one or more multimedia projects			
<input type="checkbox"/> Print, post, or publish completed work (Examples of published pieces include a slide show with voice, printed documented/drawing for class book or bulletin board, and/or posted work on the Internet.)			

5. Demonstrate ethical behavior	Trimester Taught		
Independently...	1	2	3
<input type="checkbox"/> Demonstrate appropriate behavior for technology use and show respect for technology equipment			
<input type="checkbox"/> Understand consequences for misuse of technology			
With Assistance...			
<input type="checkbox"/> Discuss copyright issues of electronic media			
<input type="checkbox"/> Understand and abide by the KSD Acceptable Use Policy			