

# Elementary Technology Computer Skills – Fifth Grade

<b>Standard 1.0 – Mechanics</b> Students will understand the basic operations and concepts of technology	With Help	NO Help
<ul style="list-style-type: none"> <li>Demonstrate the ability to perform a variety of tasks:</li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Save, retrieve, and delete files/documents</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Identify file extensions (.doc, .pdf, .jpg)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Use a basic coding program</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Use external and/or cloud storage</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Print a document</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Use more than one program at a time</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Select the appropriate applications to complete a task.</li> </ul>		
<ul style="list-style-type: none"> <li>Troubleshoot common tech problems</li> </ul>		
<ul style="list-style-type: none"> <li>Share information electronically</li> </ul>		
<ul style="list-style-type: none"> <li>Use the keyboard to type sentences, paragraphs, and stories (using capital and lower case)</li> </ul>		
<ul style="list-style-type: none"> <li>Typing rate of 20 words per minute, proper posture and technique with 90% or better accuracy</li> </ul>		
<ul style="list-style-type: none"> <li>Locates and operates the following keyboard keys:</li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Punctuation keys (period, comma, exclamation point, question mark, apostrophe, quotation marks, hyphen)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Math function keys (+, -, =, &lt;, &gt;)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Tab key (to indent paragraph)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Shift</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Escape</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Delete</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Backspace</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✓ Additional URL keys (\,/,;,:~)</li> </ul> </li> </ul>		
<b>Standard 2.0 – Digital Citizenship</b> Students will understand the importance of social, ethical, and human issues associated with technology.	With Help	NO Help
<ul style="list-style-type: none"> <li>Know and follow the school rules for using computers and discuss consequences on inappropriate use</li> </ul>		
<ul style="list-style-type: none"> <li>Know and use rules of netiquette</li> </ul>		
<ul style="list-style-type: none"> <li>Identify how technology is changing society and career options in areas such as communications, transportation, and the economy</li> </ul>		
<ul style="list-style-type: none"> <li>Discuss advantages and disadvantages of people using computers to work, learn, communicate and play</li> </ul>		
<ul style="list-style-type: none"> <li>Practice internet safety procedures involving sharing personal information and passwords</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate responsible use of computers and describe consequences for inappropriate use (e.g. plagiarism, spam, viruses, electronic privacy, copyrights, downloads, etc...)</li> </ul>		
<ul style="list-style-type: none"> <li>Adhere to software licensing agreements and respect the electronic work or other individuals</li> </ul>		
<ul style="list-style-type: none"> <li>Practice safe use of electronic equipment</li> </ul>		
<b>Standard 3.0 – Projects and Creativity</b> Students will use technology productivity and communication tools to enhance learning, increase productivity, and promote creativity	With Help	NO Help
<ul style="list-style-type: none"> <li>Create documents/presentations/ for various subject-related multimedia assignments</li> </ul>		
<ul style="list-style-type: none"> <li>Integrate various media (text, audio, images, tables, graphs, animations, hyperlinks, video, etc.) in a multimedia presentation</li> </ul>		
<ul style="list-style-type: none"> <li>Use spell and grammar check</li> </ul>		
<ul style="list-style-type: none"> <li>Use a variety of district-approved web tools to collaborate and communicate with peers, experts,</li> </ul>		

and other audiences using appropriate academic language		
• Discuss the need to cite sources and give credit to electronic sources		
• Work collaboratively when using technology		
• Use local and cloud-based technology tools for individual and collaborative writing assignments, communication, and publishing		
• Use a variety of media to present information for specific purposes (ex. reports, research papers, presentations, podcasts, blogs, websites)		
• Identify the best tool to communicate information		
• Use subject specific information gathered through technology resources for a variety of curriculum subjects		
• Use on-line help and documentation (help buttons/menus/guides/readme files/Ask an Expert web sites/electronic tech support)		
• Recognize that different software programs, apps, and databases are designed for specific purposes		
<b>Standard 4.0 – Research and Problem Solving</b> Students will select and use appropriate technology research, problem-solving and decision making tools	With Help	NO Help
• Evaluate resources for accuracy, authority, reliability, currency, usefulness, and relevance		
• Use an electronic library to search for information related to a project (TEL – work with a media specialist)		
• Use electronic reference materials including encyclopedias, thesauruses, dictionaries, maps and atlases, etc.		
• Under the direction of a teacher, perform simple searches to acquire information such as text, audio, video, graphics, and online help		
• Use age appropriate software programs to generate tables, charts, and graphs to display data in various curricular areas		
• Discuss the need to cite sources and give credit to electronic sources		
• Use teacher selected websites to acquire information related to a given problem		
• Use online computer programs to learn coding as a means of learning problem solving and sequential thinking		
• Use interactive technology environments, such as virtual museum field trips, or online interactive lessons, to extend learning		
• Use communication tools to participate in a project (ex. Skype/Facetime)		
• Identify reliable types of websites by examining their domain names (ex. .edu, .gov, .org, .com, .net)		
• Organize data using tools such as spreadsheets, graphic organizers, and slideshows		
• Use a checklist or rubric to evaluate a finished product among self and peers		
• Locate the author/creator from a website to determine credibility of the information <i>with assistance</i>		