### Standard 1.0 – Mechanics

Students will understand the basic operations and concepts of technology.

- Demonstrate the ability to perform a variety of tasks:
  - Turn a computer/device on and off
  - Open and close a program/application from an icon
  - Operate scroll bars and scroll arrows
  - Successfully perform simple navigation on the internet
  - Minimize and Maximize windows
- Identify major hardware components – computer, keyboard, monitor, mouse, touchpad, and printer
- Mouse skills – click, double-click, and drag.
- Use a touchscreen
- Navigate a program/application by using either menus or icons.
- Identify input/output devices
- Use the keyboard to type letters, numbers and simple sentences
- Basic keyboarding – locates and operates the following keyboard keys:
  - Space bar
  - Enter/Return
  - Backspace
  - Delete
  - Shift

### Standard 2.0 – Digital Citizenship

Students will understand the importance of social, ethical, and human issues associated with technology.

- How to be responsible online with technology systems and software
- Know and follow the school rules for using computers
- Demonstrate respect for the rights and privacy of others when using computers
- Identify the computer as a machine that helps people at school, work, and play
- Practice internet safety procedures involving sharing personal information and passwords
- Identify and discuss appropriate and safe online behaviors and cyber bullying
- Discuss ownership of computer related work
- Recognize that technology can be used to assist learning
- Recognize "pop-up" windows happen and how to close them
- Discuss, practice and obey copyright laws and adhere to software licensing
- Demonstrate safe and respectful use of computers to include:
  - Privacy
  - Passwords
  - Netiquette
  - Internet Safety

### Standard 3.0 – Projects and Creativity

Students will use technology productivity and communication tools to enhance learning, increase productivity, and promote creativity.

- Use electronic devices as a writing tool.
- Create text and graphics.
- Navigate a program/application by using either menus or icons.
- Identify and explain the function of the icons used in various programs
- Use technology to share information.
- Recognize that different programs/applications are designed for specific purposes
- Explore different types of media (text, audio, images, video, etc.)
- Use text, paint and/or drawing tools.
- Capture digital images.

<table>
<thead>
<tr>
<th>Standard 4.0 – Research and Problem Solving</th>
<th>With Help</th>
<th>NO Help</th>
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<tbody>
<tr>
<td>Students will select and use appropriate technology research, problem-solving and decision making tools</td>
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<tr>
<td>• Select an application based on appropriateness to the task</td>
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<tr>
<td>• Select appropriate electronic reference materials, including encyclopedias, thesauruses, dictionaries, maps, and atlases.</td>
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<td>• Navigate to a web site using a teacher prepared list of bookmarks, favorites, or web clips</td>
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<td>• Use data to make informed decisions</td>
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<tr>
<td>• Navigate the internet with a web browser</td>
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<td>• Use search engines and selection of resources on Internet</td>
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<tr>
<td>• Recognize that technology can be used to solve problems and make informed decisions</td>
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<td>• Use the computer and technology resources to practice learning skills such as computer puzzles, matching games, and logical thinking programs</td>
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<tr>
<td>• I can select an appropriate application or material to complete a task.</td>
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<td>• I can get to a website from Bookmarks or Links.</td>
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<td>• I can use data to make good decisions.</td>
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<tr>
<td>• I can use them computer/device to practice skills using games, applications, puzzles or programs.</td>
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