

Forest Ridge Elementary School District 142 K-8 Technology Competencies

Developed by:

2006-2007 Technology Committee Members

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**Forest Ridge Elementary School District 142
K-8 Technology Competencies**

KINDERGARTEN

Students will be able to:

- Identify Desktop (NETS VI.A)
- Learn parts of a computer (NETS VI.A)
- Learn to use single and double click (NETS VI.A)
- Learn to use mouse (NETS VI.A)
- Introduce Internet safety (NETS V.A)
- Be familiar with the layout of the keyboard (NETS VI.A)
- Learn space, shift, return and delete keys (NETS VI.A, VI.B)
- Be able to launch Internet application (NETS VI.B)
- Create pictures and words (NETS IA, IB, VI.B)
- Be able to save and open documents (NETS VI.B)
- Type name and words into computer (NETS VI.B)
- Learn to drag and drop objects (NETS VI.A, VI.B, III.A)

Software Examples:

- KidPix
- Kidspiration
- TuxPaint - free download software
- Read, Write, Think - www.readwritethink.org
- Gamequarium - www.gamequarium.com
- GoKidding (Learn to tell time) - www.gokidding.com/time.htm
- Nutrition - www.dole5aday.com/MusicAndPlay/M_Games
- Little Fingers Games - www.little-g.com/shockwave/games.html
- Dance Mat Typing - www.bbc.co.uk/schools/typing
- Rainforest maths - www.rainforestmaths.com
- ABCYa! - http://abcya.com/kindergarten_computers.htm

Culminating Project:

- Create an ABC classroom book with students' own first and last name

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GRADE ONE

Students will be able to:

- Reinforce the use of space, shift, return and delete key (NETS VI.A)
- Learn to quit an application (NETS VI.A)
- Learn to the use of special keys including cap lock and arrow keys (NETS VI.A)
- Identify letter keys (NETS VI.A)
- Type complete sentences with correct capitalization and punctuation (NETS VI.B)
- Use graphic arts software and word processing to publish a personal document
 - Illustrate and communicate (NETS I.A, I.B, VI.A)
- Experience multimedia resources (NETS VI.A)
- Identify the main parts of a computer system and its function (NETS VI.A)
- Explore electronic references - dictionary and encyclopedia (NETS III.A)
- Understand basic skills needed for using the Internet (NETS VI.B)
 - Address bar, back buttons, icons etc
- Demonstrate positive social and ethical behaviors when using technology (NETS V.A)
- Understand personal and private information safety when using the internet (NETS V.A)
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Software Examples:

- Microsoft Word
- Kidspiration
- TuxPaint - free download software
- Enchanted Learning - www.enchantedlearning.com
- Star Fall - www.starfall.com
- Read, Write, Think - www.readwritethink.org
- Internet Safety - <http://disney.go.com/surfswell/index.html>

Culminating Project:

- Classify two topics/categories (day/night, living/nonliving, plants/ animals)
Use pictures and type at least 3 sentences to explain what they did

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GRADE TWO

Students will be able to:

- Reinforce using graphic arts and word processing software to publish a personal document
 - Illustrate and communicate (NETS VI.B)
- Use two hands to locate letters from Home Row position (NETS I.B)
- Learn how to format documents and insert graphics (NETS VI.B)
- Locate information in databases under teacher supervision (NETS III.A)
- Save to and retrieve from folder on workstation hard drive (NETS VI.A, VI.B)
- Demonstrate positive social and ethical behaviors when using technology (NETS V.A)
- Understand personal and private information safety when using the Internet (NETS V.A)
- Practice responsible uses of technology equipment and software (NETS V.B)
- Expose to spreadsheet usage through whole class participation (NETS VI.A)

Software Examples:

- Microsoft Word
- Kidspiration
- Tux Paint
- www.kidclick.org
- Search Engine - www.yahooligans.com
- Fun Brain - <http://www.funbrain.com/>
- Enchanted Learning - www.enchantedlearning.com
- Read, Write, Think - www.readwritethink.org
- Internet Safety - <http://disney.go.com/surfswell/index.html>

Culminating Project:

- Use the database to research and create a report - one paragraph, double space, 16 pts with clip art or original pictures

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GRADE THREE

Students will be able to:

- Develop proper keyboarding skills (NETS VI.B)
- Reinforce the creation, saving, retrieval, and printing of an original document (NETS IA, IB, VI.B)
- Reinforce the import of clip art and text formatting (NETS IA, IB, VI.B)
- Apply editing techniques such as spell check, cut, copy and paste (NETS IA, IB, VI.B)
- Be able to choose the appropriate printer for the appropriate work (NETS VI.A)
- Introduce to presentation software (NETS II.A, VI.B)
- Independently use online databases to for assigned curricular topics (NETS III.A)
- Introduce spreadsheets as a tool to organize and graph data (NETS VI.B, VI.D)
- Input district address into address bar and learn to navigate to the appropriate links (NETS VI.B)
- Learn to add and delete bookmark sites (NETS VI.B)
- Practice vocabulary and terminology for internet uses and safety (NETS V.A)
- Practice responsible and safe conduct when using technology (NETS V.A, V.B)

Software Examples:

- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel
- Kidspiration
- Tux Paint
- www.d142.org
- <http://www.bbc.co.uk/schools/typing/>
- <http://bensguide.gpo.gov/>
- <http://www.kidsclick.org/>
- <http://www.readwritethink.org/>
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Culminating Project:

- Produce a class slide show

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GRADE FOUR

Students will be able to:

- Reinforcing keyboarding skills and working towards typing 5-7 wpm (NETS VI.A)
- Independently create, save, retrieve and print a document (NETS I.A, I.B, II.B)
 - Using Microsoft Word standard, formatting and drawing toolbars
- Learn command keys for edit functions (NETS VI.B)
- Learn advanced features in PowerPoint (NETS VI.B, VI.D)
- Input data onto spreadsheet to create graph (NETS II.A, II.B, III.C, VI.B)
- Understand fact, opinion, bias and point of view in electronic information (NETS VI.A, VI.B)
- Understand the concept of illegal copying of media, copyrighted materials, and other students' work (NETS VI.A, VI.B, VI.C)
- Understand vocabulary and terminology for internet uses and safety (NETS VI.A, VI.B)
- Practices responsible and safe conduct when using technology (NETS VI.A, VI.B)

Software Examples:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Kidspiration
- Tux Paint
- www.d142.org
- <http://www.bbc.co.uk/schools/typing/>
- <http://bensguide.gpo.gov/>
- <http://www.kidsclick.org/>
- <http://www.readwritethink.org/>
- <http://www.freetypinggame.net/play3.asp>
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Culminating Project:

- Collect data, input into a spreadsheet, graph data and print

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GRADE FIVE

Students will be able to:

- Reinforce keyboarding skills and working towards typing 8-10 wpm (NETS VI.A)
- Continue to independently create, save, retrieve and print a document (NETS I.A, I.B, 2.B)
- Using Microsoft Word standard, formatting and drawing toolbars
- Reinforce the use of Internet for electronic research with teacher identify sites (NETS III.A)
- Expose to note function in PowerPoint (NETS VI.A)
- Expose to simple Boolean search logic (NETS VI.D)
- Identify and select proper technology to accomplish specific tasks or solve a problem (NETS III.B)
- Reinforce the understanding of fact, opinion, bias, and point of view when using electronic information (NETS V.A, V.B, V.C)
- Apply proper citation for print, pictures and electronic copyrighted materials (NETS V.A, V.B, V.C)
- Apply vocabulary and terminology for internet uses and safety (NETS V.A, V.B, V.C)
- Practice responsible and safe conduct when using technology (NETS V.A, V.B, V.C)

Software Examples:

- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel
- Kidspiration
- Tux Paint
- www.d142.org
- <http://www.bbc.co.uk/schools/typing/>
- <http://bensguide.gpo.gov/>
- <http://www.kidsclick.org/>
- <http://www.readwritethink.org/>
- <http://www.freetypinggame.net/play3.asp>
- <http://www.oslis.org/elementary/index.php>
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Culminating Project:

- Combine all skills learned to create a five slide presentation

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GRADE SIX

Students will be able to:

- Learn browser basics (NETS VI.A)
- Learn search Engine techniques (NETS III.B)
- Respect ideas as property
- Apply proper citations for copyrighted materials (NETS V.A, V.D)
- Identify components of platform components (NETS VI)
- Store & Retrieve files from a network file server (NETS VI.B VI.D)
- Troubleshoot systems & applications (NETS VI.D)
- Create an Excel spreadsheet w/graphic representation (NETS IV.B, I.A)
- Apply function to analyze & interpret data (NETS III.A)
- Format cells' number categories (NETS IV.B, I.A, III.C, III.B)
- Create & define fields for a database (NETS IV.B, I.A)
- Sort database according to multiple criteria (NETS III.A)
- Create a database using a variety of sources (NETS IV.B, I.A, III.C, III.B)
- Create a PowerPoint presentation using Internet resources & correct bibliographical citations
(NETS III.A, V.C, V.D)
- Select & use toolbars and reinforce print options (NETS VI.B)
- Create, type retrieve edit, spell check, format, save & print a Word document
(NETS VI.B)
- Apply formatting toolbar (font size, color, alignment bullets, line spacing (NETS VI.B)
- Apply picture toolbar options (align picture, text wrapping, sizing, cropping & rotations)
(NETS VI.B)
- Insert a previously saved paint document into a Word document (NETS VI.B)
- Import a picture from the Internet and cite work w/ correct bibliographical information (NETS V.C, V.D)
- Create a sign in Publisher (NETS VI.B)
- Know functions of all alphabetic, numeric special and symbol keys (NETS VI.B)
- Touch type with correct fingers on correct hands using full keyboard (NETS VI.B)
- Type at 20 WPM

Software Examples:

- Internet Explorer
- Windows/ Mac
- Microsoft Excel
- Microsoft Access (expose)
- Microsoft PowerPoint
- Microsoft Publisher (expose)
- Roller Typing/ Tux Type

Culminating Project: Multimedia project incorporating sound, graphics, formatting and Internet citations

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GRADE SEVEN

Students will be able to:

- Apply search engine techniques to define a topic search (NETS VI.A, VI.B)
- Investigate the validity of information presented in Web sites (NETS III.A)
- Respect ideas as property (NETS V.C, V.D)
- Apply proper citation for all copyrighted materials (NETS V.A, V.D)
- Store and retrieve information from references sources, file server, floppy disk and workstation hard drive (NETS III.A, VI.B)
- Demonstrate correct use of peripherals such as digital cameras, scanners, etc. (NETS VI.D)
- Create and format Excel spreadsheet charts (NETS IV.C, VI.B)
- Apply formulas and functions to acquire results (NETS IV.C, VI.B)
- Integrate data from technology resources (data collections probes, calculators) into spreadsheet format to solve a problem or complete a task (NETS III.A, III.B, III.C)
- Design a database with specific field formats (NETS I.A, IV.B)
- Create queries, labels and reports using that database (NETS III.C)
- Add Internet graphics, sound and animations to PowerPoint slides (NETS I.B, II.B)
- Create, type retrieve edit, spell check, format, save & print a Word document (NETS VI.B)
- Apply formatting and picture toolbars (NETS VI.B)
- Apply find/replace techniques (NETS VI.B)
- Create a table using table toolbar in Word (NETS III.B, III.C)
- Create a greeting card (NETS VI.B)
- Know functions of all alphabetic numeric, special and symbol keys
- Touch type using correct fingers with increased accuracy and speed
- Type 20+ WPM

Software Examples:

- Internet Explorer
- Windows/ Mac
- Microsoft Excel
- Microsoft Access (exposure)
- Microsoft PowerPoint
- Microsoft Publisher (exposure)
- Roller Typing/ Tux Type

Culminating Project: Multimedia project incorporating sound, graphics, formatting, Internet citations with excel charts incorporated.

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GRADE EIGHT

Students will be able to:

- Apply search engine techniques to define a keywords search (NETS VI.A, VI.B)
- Evaluate the search results (NETS III.B)
- Respect ideas as property (NETS V.A, V.C, V.D)
- Apply citation for all copyrighted materials (NETS V.A, V.D)
- Store and retrieve information from references sources, file server, floppy disk and workstation hard drive (NETS III.A, VI.B)
- Examine changes in hardware and software systems over time (NETS VI.D)
- Integrate spreadsheet information into another application (NETS III.A, III.B)
- Identify a problem collect data, and organize it in a spreadsheet. Analyze and interpret results and present conclusions (NETS I.A, VI.B, IV.C)
- Design a database with specific field formats (NETS I.A, IV.B)
- Create queries, labels, and reports using that database (NETS III.C)
- After completing research add information to an existing database and use the new data to report results (NETS IV.C)
- Integrate information from a spreadsheet into a PowerPoint (NETS IV.A, IV.B, IV.C)
- Project and present PowerPoint slide show
- Compose on-screen, edit, spell-check, format, save and print a Word document according to written instructions (NETS VI.B)
- Apply formatting toolbar (NETS VI.B)
- Independently create a table using the table toolbar (NETS III.C)
- Create a Mail Merge using a database and word document (NETS VI.D)
- Create an original document in Publisher (NETS VI.A, VI.B, VI.D)
- Know functions of all alphabetic numeric, special and symbol keys (NETS IV.B)
- Touch type using correct fingers with increased accuracy and speed (NETS IV.B)
- Type 20+ WPM

Software Examples:

- Internet Explorer
- Windows/ Mac
- Microsoft Excel
- Microsoft Access (exposure)
- Microsoft PowerPoint
- Microsoft Publisher (exposure)
- Roller Typing/ Tux Type
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Culminating Project: Digital biography incorporating sound, graphics and video