

THE ESSENTIAL ACADEMIC LEARNING REQUIREMENTS (EALRs) IN TECHNOLOGY

1. The learner as information navigator

- A. Information Acquisition: Use online and electronic resources to communicate, collaborate, and retrieve information.

2. The learner as critical thinker and analyzer using technology

- A. Source Verification: Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.

3. The learner as creator of knowledge using technology, media and telecommunications

- A. Input and Output Devices: Use input and output devices to successfully use modern technologies.
- B. Productivity Tools: Use a variety of technology tools and peripherals to remediate skill deficits, facilitate learning throughout the curriculum, and support personal, academic and professional productivity.

4. The learner as effective communicator through a variety of appropriate technologies/media

- A. Publishing: Design, develop, publish, and present multimedia and online products using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom.

5. The learner as a discriminating selector of appropriate technology for specific purposes

- A. Tool Selection and Use: Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.

6. The learner as technician

- A. Terminology and Usage: Understand and communicate, using accurate terminology, common uses of technology in daily life and the advantages and disadvantages those uses provide.
- B. Basic Operations and Networking: Understand and effectively utilize a networked computer system.
- C. Troubleshooting: Apply strategies for identifying and solving routine hardware and software problems.

7. The learner as a responsible citizen, worker, learner, community member and family member in a technological age

- A. Ethics: Advocate and apply positive social and ethical behaviors when using technology and identify the consequences of misuse.
- B. Adapting to Changes in Technology: Demonstrate knowledge of and make informed choices among technology systems, resources, and services. assess the advantages and disadvantages of these systems in the workplace and in society as a whole.

Student Learning Expectations and Benchmarks

Technology–Grade K

Catholic Social Teaching

In keeping with the mission of the Catholic school, teachers will infuse Catholic Social Teaching into lessons and assist students in applying this teaching in a developmentally appropriate manner. To facilitate this, we have included a brief statement of each principle that grounds the teaching. The statements are paraphrased from *Sharing Catholic Social Teaching Challenges and Directions* published by the United States Catholic Conference, 1998.

Principles of Catholic Social Teaching

- Each person is sacred.
- Each person is social.
- We care for creation.
- All people have rights and responsibilities.
- We take care of the poor and vulnerable.
- Workers have rights; work has dignity.
- Solidarity is our call; we are the keepers of our brothers and sisters.

GRADE K

I=Introduce

R=Reinforce

IU=Independent User

Computer Literacy: The student will demonstrate independent use and maintenance of computer hardware and software, including file management, navigation and multi-task skills.

The student will:

- Identify basic computer hardware components and peripheral devices (I)
- Use and care for hardware and software appropriately (I)
- Identify and report problems (I)
- Use and understand basic computer related terms and their function (I)
- Use mouse and keyboard to navigate:
 - mouse clicking and dragging (I)
 - windows (I)
 - between programs (I)
 - desktop (I)
 - software (I)
 - menus (I)

**TECH
EALR**

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Keyboarding: The student will demonstrate accurate touch-typing

The student will:

- Identify left and right keyboard (I)
- Identify letters and numbers (I)

**TECH
EALR**

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Word Processing: The student will demonstrate the ability to create and format documents and import graphics.

The student will:

- Dictate a story while another person enters the story (I)

**TECH
EALR**

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GRADE K

I=Introduce

R=Reinforce

IU=Independent User

Ethics: The student will demonstrate an understanding of proper ethical and Christian use of electronic media.

The student will:

- Follow the school's Acceptable Use Policy & Procedures (I)
- Use hardware, software & network appropriately (I)
- Respect the privacy of all users (I)
- Obey copyright laws (I)

**TECH
EALR**

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Information Literacy/Research: The student will demonstrate the ability to strategize, access, evaluate and cite sources.

The student will:

- Develop a search strategy for locating information (I)

**TECH
EALR**

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Graphics/Layout: The student will demonstrate the knowledge of graphic software and hardware and how to apply them to create and modify.

The student will:

- Develop an awareness of the variety of graphics programs (I)
- Learn the tools of specific graphics software available in the school (I)
- Create appropriate, original, computer-generated art using the art elements: color, line, shape, form (I)

**TECH
EALR**

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Student Learning Expectations and Benchmarks

Technology–Grade 1

Catholic Social Teaching

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- Workers have rights; work has dignity.
- Solidarity is our call; we are the keepers of our brothers and sisters.

GRADE 1

I=Introduce

R=Reinforce

IU=Independent User

Computer Literacy: The student will demonstrate independent use and maintenance of computer hardware and software, including file management, navigation and multi-task skills.

The student will:

- Identify basic computer hardware components and peripheral devices (I)
- Use and care for hardware and software appropriately (I)
- Identify and report problems (I)
- Use and understand basic computer related terms and their function (I)
- Use basic computer management skills:
 - access and exit programs (I)
 - name documents logically (I)
 - create and name folders (I)
 - maintain backups (I)
- Use mouse and keyboard to navigate:
 - mouse clicking and dragging (I)
 - windows (I)
 - between programs (I)
 - desktop (I)
 - software (I)
 - menus (I)

TECH EALR

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Keyboarding: The student will demonstrate accurate touch-typing

The student will:

- Identify left and right keyboard (R)
- Identify letters and numbers (R)
- Identify home, top & bottom rows (I)

TECH EALR

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GRADE 1

I=Introduce

R=Reinforce

IU=Independent User

Word Processing: The student will demonstrate the ability to create and format documents and import graphics.

The student will:

- Dictate a story while another person enters the story (I)
- Create word lists (I)
- Create simple sentences (I)

**TECH
EALR**

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Ethics: The student will demonstrate an understanding of proper ethical and Christian use of electronic media.

The student will:

- Follow the school's Acceptable Use Policy & Procedures (R)
- Use hardware, software & network appropriately (R)
- Respect the privacy of all users (R)
- Obey copyright laws (R)

**TECH
EALR**

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Internet: The student will use the Internet as a research and information tool using legal and ethical standards.

The student will:

- Use and understand internet vocabulary (I)
- Navigate using scrolling, bookmarks, menu bar, links and URL (I)

**TECH
EALR**

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Information Literacy/Research: The student will demonstrate the ability to strategize, access, evaluate and cite sources.

The student will:

- Develop a search strategy for locating information (I)

**TECH
EALR**

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GRADE 1

I=Introduce

R=Reinforce

IU=Independent User

Graphics/Layout: The student will demonstrate the knowledge of graphic software and hardware and how to apply them to create and modify.

The student will:

- Develop an awareness of the variety of graphics programs (I)
- Learn the tools of specific graphics software available in the school (I)
- Create appropriate, original, computer-generated art using the art elements: color, line, shape, form (R)
- Use appropriate clipart from a variety of sources (I)
- Design & produce a multipage document (I)

**TECH
EALR**

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Student Learning Expectations and Benchmarks

Technology–Grade 2

Catholic Social Teaching

In keeping with the mission of the Catholic school, teachers will infuse Catholic Social Teaching into lessons and assist students in applying this teaching in a developmentally appropriate manner. To facilitate this, we have included a brief statement of each principle that grounds the teaching. The statements are paraphrased from *Sharing Catholic Social Teaching Challenges and Directions* published by the United States Catholic Conference, 1998.

Principles of Catholic Social Teaching

- Each person is sacred.
- Each person is social.
- We care for creation.
- All people have rights and responsibilities.
- We take care of the poor and vulnerable.
- Workers have rights; work has dignity.
- Solidarity is our call; we are the keepers of our brothers and sisters.

GRADE 2

I=Introduce

R=Reinforce

IU=Independent User

Computer Literacy: The student will demonstrate independent use and maintenance of computer hardware and software, including file management, navigation and multi-task skills.

The student will:

- Identify basic computer hardware components and peripheral devices (I)
- Use and care for hardware and software appropriately (R)
- Identify and report problems (I)
- Use and understand basic computer related terms and their function (I)
- Use basic computer management skills:
 - access and exit programs (R)
 - name documents logically (I)
 - create and name folders (R)
 - maintain backups (R)
- Use mouse and keyboard to navigate:
 - mouse clicking and dragging (R)
 - windows (R)
 - between programs (R)
 - desktop (R)
 - software (R)
 - menus (R)

TECH EALR

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Keyboarding: The student will demonstrate accurate touch-typing.

The student will:

- Identify left and right keyboard (R)
- Identify letters and numbers (R)
- Identify home, top & bottom rows (R)
- Use proper two-handed keyboarding position (I)
- Use all letters on keyboard (I)
- Use shift key, enter key & space bar (I)

TECH EALR

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GRADE 2

I=Introduce

R=Reinforce

IU=Independent User

Word Processing: The student will demonstrate the ability to create and format documents and import graphics.

The student will:

- Dictate a story while another person enters the story (I)
- Create word lists (I)
- Create simple sentences (I)
- Create story with assistance (I)
- Edit using delete key and mouse (I)
- Type personal stories (I)

**TECH
EALR**

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Database: The student will demonstrate the ability to collect, organize and sort data and generate reports.

The student will:

- Use a prepared database to edit and enter data (I)

**TECH
EALR**

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Spreadsheet: The student will demonstrate an understanding of the purpose of spreadsheets, the appropriate use of formulas and the ability to create a document and graph.

The student will:

- Describe spreadsheet uses in everyday life (I)
- Use prepared data to enter into spreadsheet (I)

**TECH
EALR**

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GRADE 2

I=Introduce

R=Reinforce

IU=Independent User

Ethics: The student will demonstrate an understanding of proper ethical and Christian use of electronic media.

The student will:

- Follow the school's Acceptable Use Policy & Procedures (R)
- Use hardware, software & network appropriately (R)
- Respect the privacy of all users (R)
- Obey copyright laws (R)

**TECH
EALR**

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Email: The student will demonstrate the ability to ethically send and receive messages using email software.

The student will:

- Explain the uses of email in everyday life (I)
- Compose, read and send emails as a class or in small groups (I)
- Use appropriate email etiquette (I)

**TECH
EALR**

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Internet: The student will use the Internet as a research and information tool using legal and ethical standards.

The student will:

- Use and understand internet vocabulary (I)
- Navigate using scrolling, bookmarks, menu bar, links and URL (I)
- Interact with a web site (I)

**TECH
EALR**

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GRADE 2

I=Introduce

R=Reinforce

IU=Independent User

Information Literacy/Research: The student will demonstrate the ability to strategize, access, evaluate and cite sources.

The student will:

- Develop a search strategy for locating information (I)
- Identify research tools such as CD-ROMs, on-line encyclopedias, reference sites (I)
- Evaluate credibility of source according to grade-appropriate criteria (I)
- Identify and extract useful information according to grade-appropriate criteria (I)

**TECH
EALR**

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Graphics/Layout: The student will demonstrate the knowledge of graphic software and hardware and how to apply them to create and modify.

The student will:

- Develop an awareness of the variety of graphics programs (R)
- Learn the tools of specific graphics software available in the school (R)
- Create appropriate, original, computer-generated art using the art elements: color, line, shape, form (R)
- Use appropriate clipart from a variety of sources (R)
- Design & produce a multipage document (I)
- Use appropriate text art (I)
- Cite sources correctly (I)

**TECH
EALR**

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Multimedia: The student will demonstrate knowledge of various media peripherals and software and how to merge their elements into a multimedia presentation.

The student will:

- Import and save sounds from a microphone (I)

**TECH
EALR**

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Student Learning Expectations and Benchmarks

Technology–Grade 3

Catholic Social Teaching

In keeping with the mission of the Catholic school, teachers will infuse Catholic Social Teaching into lessons and assist students in applying this teaching in a developmentally appropriate manner. To facilitate this, we have included a brief statement of each principle that grounds the teaching. The statements are paraphrased from *Sharing Catholic Social Teaching Challenges and Directions* published by the United States Catholic Conference, 1998.

Principles of Catholic Social Teaching

- Each person is sacred.
- Each person is social.
- We care for creation.
- All people have rights and responsibilities.
- We take care of the poor and vulnerable.
- Workers have rights; work has dignity.
- Solidarity is our call; we are the keepers of our brothers and sisters.

GRADE 3

I=Introduce

R=Reinforce

IU=Independent User

Computer Literacy: The student will demonstrate independent use and maintenance of computer hardware and software, including file management, navigation and multi-task skills.

The student will:

	TECH EALR
■ Identify basic computer hardware components and peripheral devices (R)	6
■ Use and care for hardware and software appropriately (R)	6
■ Identify and report problems (R)	6
■ Use and understand basic computer related terms and their function (R)	6
■ Use basic computer management skills:	5
• access and exit programs (IU)	
• name documents logically (R)	
• create and name folders (R)	
• maintain backups (R)	
• Locate and open documents (I)	
• Use Save and Save As to appropriate destinations (I)	
• Maintain documents, reorganize and delete when appropriate (I)	
■ Use mouse and keyboard to navigate:	6
• mouse clicking and dragging (IU)	
• windows (IU)	
• between programs (IU)	
• desktop (IU)	
• software (R)	
• menus (R)	
• toolbars (I)	
■ Select printer and modify properties (I)	6
■ Log on or off network when appropriate (I)	6
■ Use multitasking:	6
• integrate materials from separate programs (I)	
• use programs simultaneously (I)	

GRADE 3

I=Introduce

R=Reinforce

IU=Independent User

Keyboarding: The student will demonstrate accurate touch-typing

The student will:

- Identify left and right keyboard (IU)
- Identify letters and numbers (IU)
- Identify home, top & bottom rows (IU)
- Use proper two-handed keyboarding position (I)
- Use all letters on keyboard (R)
- Use shift key, enter key & space bar (R)

TECH EALR

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Word Processing: The student will demonstrate the ability to create and format documents and import graphics.

The student will:

- Dictate a story while another person enters the story (R)
- Create word lists (R)
- Create simple sentences (R)
- Create story with assistance (R)
- Edit using delete key and mouse (R)
- Type personal stories (I)
- Begin to create paragraphs (I)
- Edit, save, retrieve and print a document (I)

TECH EALR

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Database: The student will demonstrate the ability to collect, organize and sort data and generate reports.

The student will:

- Use a prepared database to edit and enter data (R)

TECH EALR

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GRADE 3

I=Introduce

R=Reinforce

IU=Independent User

Spreadsheet: The student will demonstrate an understanding of the purpose of spreadsheets, the appropriate use of formulas and the ability to create a document and graph.

The student will:

- Describe spreadsheet uses in everyday life (I)
- Use prepared data to enter into spreadsheet (I)
- Perform basic spreadsheet functions using the column and row cell structure (I)
- Format cells attributes (I)
- Perform navigation and editing of cells (I)

**TECH
EALR**

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Presentation Skills: The student will demonstrate the ability to plan, organize and develop a presentation using appropriate hardware and software.

The student will:

- Create one slide/card with text, graphics & background (I)
- Plan a multi slide/card presentation (I)
- Use storybook/outline to plan a presentation (I)
- Choose the appropriate application, i.e., PowerPoint, Hyper Studio, Claris Works, KidPix (I)
- Make effective use of graphic elements:
 - Type font and size (I)
 - Images, graphics (I)
 - Balance text & graphics (I)
 - Colors, textures (I)
- Create slides/cards based upon storyboard or outline including title and citation slides/cards (I)
- Change the sequence of slides/cards by inserting, deleting or moving a slide/card (I)
- Import graphics and size to fit space (I)
- Present the completed presentation to the assigned audience (I)
- Save show/stack as a complete presentation: (I)

**TECH
EALR**

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GRADE 3

I=Introduce

R=Reinforce

IU=Independent User

Ethics: The student will demonstrate an understanding of proper ethical and Christian use of electronic media.

The student will:

- Follow the school's Acceptable Use Policy & Procedures (R)
- Use hardware, software & network appropriately (R)
- Respect the privacy of all users (R)
- Obey copyright laws (R)

**TECH
EALR**

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Email: The student will demonstrate the ability to ethically send and receive messages using email software.

The student will:

- Explain the uses of email in everyday life (R)
- Compose, read and send emails as a class or in small groups (I)
- Use appropriate email etiquette (I)

**TECH
EALR**

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Internet: The student will use the Internet as a research and information tool using legal and ethical standards.

The student will:

- Use and understand internet vocabulary (I)
- Navigate using scrolling, bookmarks, menu bar, links and URL (R)
- Interact with a web site (I)
- Create and manage bookmarks (I)
- Navigate the Internet using search tools (I)
- Evaluate Web site information for accuracy and credibility (I)

**TECH
EALR**

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GRADE 3

I=Introduce

R=Reinforce

IU=Independent User

Information Literacy/Research: The student will demonstrate the ability to strategize, access, evaluate and cite sources.

The student will:

- Develop a search strategy for locating information (R)
- Identify research tools such as CD-ROMs, on-line encyclopedias, reference sites (1)
- Evaluate credibility of source according to grade-appropriate criteria (1)
- Identify and extract useful information according to grade-appropriate criteria (1)
- Cite references correctly (I)
- Organize information effectively, including citations (I)

**TECH
EALR**

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Graphics/Layout: The student will demonstrate the knowledge of graphic software and hardware and how to apply them to create and modify.

The student will:

- Develop an awareness of the variety of graphics programs (IU)
- Learn the tools of specific graphics software available in the school (IU)
- Create appropriate, original, computer-generated art using the art elements: color, line, shape, form (IU)
- Use appropriate clipart from a variety of sources (R)
- Design & produce a multipage document (R)
- Use appropriate text art (R)
- Cite sources correctly (R)

**TECH
EALR**

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GRADE 3

I=Introduce

R=Reinforce

IU=Independent User

Multimedia: The student will demonstrate knowledge of various media peripherals and software and how to merge their elements into a multimedia presentation.

The student will:

- Import and save sounds from a microphone (R)
- Save presentations to appropriate drive (I)
- Import scanned and edited pictures (I)

**TECH
EALR**

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Web Page Development: The student will demonstrate the ability to design, develop and update a web page.

The student will:

- Identify intended use for Web page(s) (I)
- Use available Web authorizing software effectively (I)
- Follow Acceptable Use Policy and Procedures (I)
- Create a storyboard/draft of Web pages(s) (I)
- Create accurate and appropriate content that reflects learning throughout the curriculum (I)
- Organize content logically (I)
- Create layout based on principles of design (I)
- Import and format graphics that are appropriate to content (I)
- Cite references correctly (I)

**TECH
EALR**

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Student Learning Expectations and Benchmarks

Technology–Grade 4

Catholic Social Teaching

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- We take care of the poor and vulnerable.
- Workers have rights; work has dignity.
- Solidarity is our call; we are the keepers of our brothers and sisters.

GRADE 4

I=Introduce

R=Reinforce

IU=Independent User

Computer Literacy: The student will demonstrate independent use and maintenance of computer hardware and software, including file management, navigation and multi-task skills.

The student will:

	TECH EALR
■ Identify basic computer hardware components and peripheral devices (R)	6
■ Use and care for hardware and software appropriately (R)	6
■ Identify and report problems (R)	6
■ Use and understand basic computer related terms and their function (R)	6
■ Use basic computer management skills:	5
• access and exit programs (IU)	
• name documents logically (IU)	
• create and name folders (IU)	
• maintain backups (IU)	
• Locate and open documents (R)	
• Use Save and Save As to appropriate destinations (R)	
• Maintain documents, reorganize and delete when appropriate (R)	
■ Use mouse and keyboard to navigate:	6
• mouse clicking and dragging (IU)	
• windows (IU)	
• between programs (IU)	
• desktop (IU)	
• software (R)	
• menus (R)	
• toolbars (R)	
■ Select printer and modify properties (R)	6
■ Log on or off network when appropriate (R)	6
■ Use multitasking:	6
• integrate materials from separate programs (R)	
• use programs simultaneously (R)	

GRADE 4

I=Introduce

R=Reinforce

IU=Independent User

Keyboarding: The student will demonstrate accurate touch-typing

The student will:

	TECH EALR
■ Identify left and right keyboard (IU)	6
■ Identify letters and numbers (IU)	6
■ Identify home, top & bottom rows (IU)	6
■ Use proper two-handed keyboarding position (R)	6
■ Use all letters on keyboard (R)	6
■ Use shift key, enter key & space bar (R)	6
■ Increase accuracy and rate of words per minute (I)	6

Word Processing: The student will demonstrate the ability to create and format documents and import graphics.

The student will:

	TECH EALR
■ Dictate a story while another person enters the story (IU)	4
■ Create word lists (IU)	4
■ Create simple sentences (IU)	4
■ Create story with assistance (IU)	4
■ Edit using delete key and mouse (IU)	6
■ Type personal stories (R)	4,6
■ Begin to create paragraphs (R)	4
■ Edit, save, retrieve and print a document (R)	6
■ Add graphic elements: WordArt, images, drawings, etc. (I)	6
■ Display a knowledge and understanding of the formatting, and editing functions, including spell check, cut and paste, and correct punctuation (I)	6
■ Format a personal letter (I)	4,6
■ Create and/or insert tables (I)	4,6
■ Create and/or insert columns (I)	6

GRADE 4

I=Introduce

R=Reinforce

IU=Independent User

Database: The student will demonstrate the ability to collect, organize and sort data and generate reports.

The student will:

- Explain the use of databases in every day life (I)
- Use appropriate database terms, e.g., record, field, etc. (I)
- Use a prepared database to edit and enter data (R)

**TECH
EALR**

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Spreadsheet: The student will demonstrate an understanding of the purpose of spreadsheets, the appropriate use of formulas and the ability to create a document and graph.

The student will:

- Describe spreadsheet uses in everyday life (R)
- Use prepared data to enter into spreadsheet (R)
- Perform basic spreadsheet functions using the column and row cell structure (R)
- Format cells attributes (R)
- Perform navigation and editing of cells (R)
- Perform and understand the mathematical functions in a given cell (I)
- Use find functions properly and simplify searches (I)

**TECH
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GRADE 4

I=Introduce

R=Reinforce

IU=Independent User

Presentation Skills: The student will demonstrate the ability to plan, organize and develop a presentation using appropriate hardware and software.

The student will:

	TECH EALR
■ Create one slide/card with text, graphics & background (R)	5,6
■ Plan a multi slide/card presentation (R)	4,5,6
■ Use storybook/outline to plan a presentation (R)	4,6
■ Choose the appropriate application, i.e., PowerPoint, Hyper Studio, Claris Works, KidPix (R)	5,6
■ Make effective use of graphic elements: <ul style="list-style-type: none"> • Type font and size (R) • Images, graphics (R) • Balance text & graphics (R) • Colors, textures (R) 	6
■ Create slides/cards based upon storyboard or outline including title and citation slides/cards (I)	5,6
■ Change the sequence of slides/cards by inserting, deleting or moving a slide/card (I)	6
■ Import graphics and size to fit space (R)	6
■ Present the completed presentation to the assigned audience (I)	4,6
■ Save show/stack as a complete presentation: (I)	5,6
■ Create and customize slide transitions (I)	5,6

GRADE 4

I=Introduce

R=Reinforce

IU=Independent User

Ethics: The student will demonstrate an understanding of proper ethical and Christian use of electronic media.

The student will:

- Follow the school's Acceptable Use Policy & Procedures (IU)
- Use hardware, software & network appropriately (IU)
- Respect the privacy of all users (IU)
- Obey copyright laws (R)
- Use internet responsibly & appropriately (I)
- Use E-mail responsibly & appropriately (I)
- Understand the ethical, cultural, environmental & societal implications of technology and telecommunications (I)
- Develop a sense of stewardship & individual responsibility regarding use of technology, media & telecommunications networks (I)
- Respect historical context (I)

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Email: The student will demonstrate the ability to ethically send and receive messages using email software.

The student will:

- Explain the uses of email in everyday life (R)
- Compose, read and send emails as a class or in small groups (R)
- Use appropriate email etiquette (R)

**TECH
EALR**

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4,7
7

GRADE 4

I=Introduce

R=Reinforce

IU=Independent User

Internet: The student will use the Internet as a research and information tool using legal and ethical standards.

The student will:

- Use and understand internet vocabulary (R)
- Navigate using scrolling, bookmarks, menu bar, links and URL (R)
- Interact with a web site (R)
- Create and manage bookmarks (R)
- Navigate the Internet using search tools (R)
- Evaluate Web site information for accuracy and credibility (I)

**TECH
EALR**

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Information Literacy/Research: The student will demonstrate the ability to strategize, access, evaluate and cite sources.

The student will:

- Develop a search strategy for locating information (R)
- Identify research tools such as CD-ROMs, on-line encyclopedias, reference sites (R)
- Evaluate credibility of source according to grade-appropriate criteria (R)
- Identify and extract useful information according to grade-appropriate criteria (R)
- Cite references correctly (R)
- Organize information effectively, including citations (R)
- Recognize the differences among search methods and tools and how they affect a search (I)
- Prioritize research tools (I)

**TECH
EALR**

1,2,5,6
1,5
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2,3,5,7
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3,4,5,7
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GRADE 4

I=Introduce

R=Reinforce

IU=Independent User

Graphics/Layout: The student will demonstrate the knowledge of graphic software and hardware and how to apply them to create and modify.

The student will:

- Develop an awareness of the variety of graphics programs (IU)
- Learn the tools of specific graphics software available in the school (IU)
- Create appropriate, original, computer-generated art using the art elements: color, line, shape, form (IU)
- Use appropriate clipart from a variety of sources (IU)
- Design & produce a multipage document (R)
- Use appropriate text art (IU)
- Cite sources correctly (R)
- Create layouts based on the principles of art: e.g., balance, rhythm, spacing, etc. (I)
- Import images from other sources with attention to copyright and ethical issues (I)

**TECH
EALR**

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4,5,6
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4,5,6
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Multimedia: The student will demonstrate knowledge of various media peripherals and software and how to merge their elements into a multimedia presentation.

The student will:

- Import and save sounds from a microphone (R)
- Save presentations to appropriate drive (R)
- Import scanned and edited pictures (I)
- Edit photos using specialized software (I)
- Scan and save photos (I)
- Import film/video & film/sound clips into a presentation (I)

**TECH
EALR**

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3,6
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3,6

GRADE 4

I=Introduce

R=Reinforce

IU=Independent User

Web Page Development: The student will demonstrate the ability to design, develop and update a web page.

The student will:

	TECH EALR
■ Identify intended use for Web page(s) (R)	7
■ Use available Web authorizing software effectively (I)	6
■ Follow Acceptable Use Policy and Procedures (R)	7
■ Create a storyboard/draft of Web pages(s) (R)	6
■ Create accurate and appropriate content that reflects learning throughout the curriculum (R)	3,6
■ Organize content logically (R)	2
■ Create layout based on principles of design (I)	3
■ Import and format graphics that are appropriate to content (R)	1,6
■ Cite references correctly (R)	7

Student Learning Expectations and Benchmarks

Technology–Grade 5

Catholic Social Teaching

In keeping with the mission of the Catholic school, teachers will infuse Catholic Social Teaching into lessons and assist students in applying this teaching in a developmentally appropriate manner. To facilitate this, we have included a brief statement of each principle that grounds the teaching. The statements are paraphrased from *Sharing Catholic Social Teaching Challenges and Directions* published by the United States Catholic Conference, 1998.

Principles of Catholic Social Teaching

- Each person is sacred.
- Each person is social.
- We care for creation.
- All people have rights and responsibilities.
- We take care of the poor and vulnerable.
- Workers have rights; work has dignity.
- Solidarity is our call; we are the keepers of our brothers and sisters.

GRADE 5

I=Introduce

R=Reinforce

IU=Independent User

Computer Literacy: The student will demonstrate independent use and maintenance of computer hardware and software, including file management, navigation and multi-task skills.

The student will:

	TECH EALR
■ Identify basic computer hardware components and peripheral devices (R)	6
■ Use and care for hardware and software appropriately (R)	6
■ Identify and report problems (R)	6
■ Use and understand basic computer related terms and their function (R)	6
■ Use basic computer management skills:	5
• access and exit programs (IU)	
• name documents logically (IU)	
• create and name folders (IU)	
• maintain backups (IU)	
• Locate and open documents (R)	
• Use Save and Save As to appropriate destinations (R)	
• Maintain documents, reorganize and delete when appropriate (R)	
• Use Help Programs (I)	
• Troubleshoot disk errors (I)	
• Scan for errors and viruses (I)	
■ Use mouse and keyboard to navigate:	6
• mouse clicking and dragging (IU)	
• windows (IU)	
• between programs (IU)	
• desktop (IU)	
• software (IU)	
• menus (IU)	
• toolbars (R)	
■ Select printer and modify properties (R)	6
■ Log on or off network when appropriate (R)	6
■ Use multitasking:	6
• integrate materials from separate programs (R)	
• use programs simultaneously (R)	

GRADE 5

I=Introduce

R=Reinforce

IU=Independent User

Keyboarding: The student will demonstrate accurate touch-typing

The student will:

	TECH EALR
■ Identify left and right keyboard (IU)	6
■ Identify letters and numbers (IU)	6
■ Identify home, top & bottom rows (IU)	6
■ Use proper two-handed keyboarding position (R)	6
■ Use all letters on keyboard (R)	6
■ Use shift key, enter key & space bar (IU)	6
■ Increase accuracy and rate of words per minute (R)	6

Word Processing: The student will demonstrate the ability to create and format documents and import graphics.

The student will:

	TECH EALR
■ Dictate a story while another person enters the story (IU)	4
■ Create word lists (IU)	4
■ Create simple sentences (IU)	4
■ Create story with assistance (IU)	4
■ Edit using delete key and mouse (IU)	6
■ Type personal stories (R)	4,6
■ Begin to create paragraphs (IU)	4
■ Edit, save, retrieve and print a document (IU)	6
■ Add graphic elements: WordArt, images, drawings, etc. (R)	6
■ Display a knowledge and understanding of the formatting, and editing functions, including spell check, cut and paste, and correct punctuation (R)	6
■ Format a personal letter (R)	4,6
■ Create and/or insert tables (R)	4,6
■ Create and/or insert columns (R)	6
■ Create an outline with correct indentations (I)	6
■ Use proper bibliographic form (I)	7,6

GRADE 5

I=Introduce

R=Reinforce

IU=Independent User

Database: The student will demonstrate the ability to collect, organize and sort data and generate reports.

The student will:

- Explain the use of databases in every day life (R)
- Use appropriate database terms, e.g., record, field, etc. (R)
- Use a prepared database to edit and enter data (IU)

**TECH
EALR**

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Spreadsheet: The student will demonstrate an understanding of the purpose of spreadsheets, the appropriate use of formulas and the ability to create a document and graph.

The student will:

- Describe spreadsheet uses in everyday life (IU)
- Use prepared data to enter into spreadsheet (IU)
- Perform basic spreadsheet functions using the column and row cell structure (R)
- Format cells attributes (R)
- Perform navigation and editing of cells (R)
- Perform and understand the mathematical functions in a given cell (R)
- Use find functions properly and simplify searches (R)
- Create graphs, word searches and charts (I)

**TECH
EALR**

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GRADE 5

I=Introduce

R=Reinforce

IU=Independent User

Presentation Skills: The student will demonstrate the ability to plan, organize and develop a presentation using appropriate hardware and software.

The student will:

	TECH EALR
■ Create one slide/card with text, graphics & background (IU)	5,6
■ Plan a multi slide/card presentation (IU)	4,5,6
■ Use storybook/outline to plan a presentation (R)	4,6
■ Choose the appropriate application, i.e., PowerPoint, Hyper Studio, Claris Works, KidPix (R)	5,6
■ Make effective use of graphic elements:	6
• Type font and size (IU)	
• Images, graphics (IU)	
• Balance text & graphics (IU)	
• Colors, textures (IU)	
■ Create slides/cards based upon storyboard or outline including title and citation slides/cards (R)	5,6
■ Change the sequence of slides/cards by inserting, deleting or moving a slide/card (R)	6
■ Import graphics and size to fit space (IU)	6
■ Present the completed presentation to the assigned audience (R)	4,6
■ Save show/stack as a complete presentation: (R)	5,6
■ Create and customize slide transitions (R)	5,6
■ Import and link special effects, i.e., sound, video, animation (I)	5,6
■ Formal page layout for printing (I)	5,6

GRADE 5

I=Introduce

R=Reinforce

IU=Independent User

Ethics: The student will demonstrate an understanding of proper ethical and Christian use of electronic media.

The student will:

- Follow the school's Acceptable Use Policy & Procedures (IU)
- Use hardware, software & network appropriately (IU)
- Respect the privacy of all users (IU)
- Obey copyright laws (R)
- Use internet responsibly & appropriately (R)
- Use E-mail responsibly & appropriately (R)
- Understand the ethical, cultural, environmental & societal implications of technology and telecommunications (R)
- Develop a sense of stewardship & individual responsibility regarding use of technology, media & telecommunications networks (R)
- Respect historical context (R)

**TECH
EALR**

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Email: The student will demonstrate the ability to ethically send and receive messages using email software.

The student will:

- Explain the uses of email in everyday life (IU)
- Compose, read and send emails as a class or in small groups (IU)
- Use appropriate email etiquette (R)
- Compose, read and send emails as an individual (I)
- Use email software including file management, attachments, and address book (I)

**TECH
EALR**

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4,6,7

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GRADE 5

I=Introduce

R=Reinforce

IU=Independent User

Internet: The student will use the Internet as a research and information tool using legal and ethical standards.

The student will:

- Use and understand internet vocabulary (R)
- Navigate using scrolling, bookmarks, menu bar, links and URL (R)
- Interact with a web site (R)
- Create and manage bookmarks (R)
- Navigate the Internet using search tools (R)
- Evaluate Web site information for accuracy and credibility (R)
- Refine search techniques using Boolean logic (and, or, not) (I)
- Use copy/paste, save as and download and upload files (I)
- Cite references correctly (I)

**TECH
EALR**

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Information Literacy/Research: The student will demonstrate the ability to strategize, access, evaluate and cite sources.

The student will:

- Develop a search strategy for locating information (R)
- Identify research tools such as CD-ROMs, on-line encyclopedias, reference sites (R)
- Evaluate credibility of source according to grade-appropriate criteria (R)
- Identify and extract useful information according to grade-appropriate criteria (R)
- Cite references correctly (R)
- Organize information effectively, including citations (R)
- Recognize the differences among search methods and tools and how they affect a search (R)
- Prioritize research tools (R)
- Use search words and subject headings to locate information (I)

**TECH
EALR**

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GRADE 5

I=Introduce

R=Reinforce

IU=Independent User

Graphics/Layout: The student will demonstrate the knowledge of graphic software and hardware and how to apply them to create and modify.

The student will:

- Develop an awareness of the variety of graphics programs (IU)
- Learn the tools of specific graphics software available in the school (IU)
- Create appropriate, original, computer-generated art using the art elements: color, line, shape, form (IU)
- Use appropriate clipart from a variety of sources (IU)
- Design & produce a multipage document (R)
- Use appropriate text art (IU)
- Cite sources correctly (R)
- Create layouts based on the principles of art: e.g., balance, rhythm, spacing, etc. (R)
- Import images from other sources with attention to copyright and ethical issues (R)

**TECH
EALR**

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Multimedia: The student will demonstrate knowledge of various media peripherals and software and how to merge their elements into a multimedia presentation.

The student will:

- Import and save sounds from a microphone (IU)
- Save presentations to appropriate drive (R)
- Import scanned and edited pictures (R)
- Edit photos using specialized software (R)
- Scan and save photos (I)
- Import film/video & film/sound clips into a presentation (R)
- Utilize computer based video for communication (I)
- Identify CD burners, Zip, Jazz, and other external drives (I)

**TECH
EALR**

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GRADE 5

I=Introduce

R=Reinforce

IU=Independent User

Web Page Development: The student will demonstrate the ability to design, develop and update a web page.

The student will:

	TECH EALR
■ Identify intended use for Web page(s) (R)	7
■ Use available Web authorizing software effectively (R)	6
■ Follow Acceptable Use Policy and Procedures (R)	7
■ Create a storyboard/draft of Web pages(s) (R)	6
■ Create accurate and appropriate content that reflects learning throughout the curriculum (R)	3,6
■ Organize content logically (R)	2
■ Create layout based on principles of design (I)	3
■ Import and format graphics that are appropriate to content (R)	1,6
■ Cite references correctly (R)	7
■ Learn basics of HTML coding (I)	6
■ Create a Web site with multiple linked pages (I)	6
■ Create and customize different types of links (I)	6
■ Create a menu bar for site navigation (I)	6
■ Save all Web elements to appropriate folder and in a proper format (I)	6
■ Preview page(s) and test link in Web browsers and make changes as necessary (I)	6

Student Learning Expectations and Benchmarks

Technology–Grade 6

Catholic Social Teaching

In keeping with the mission of the Catholic school, teachers will infuse Catholic Social Teaching into lessons and assist students in applying this teaching in a developmentally appropriate manner. To facilitate this, we have included a brief statement of each principle that grounds the teaching. The statements are paraphrased from *Sharing Catholic Social Teaching Challenges and Directions* published by the United States Catholic Conference, 1998.

Principles of Catholic Social Teaching

- Each person is sacred.
- Each person is social.
- We care for creation.
- All people have rights and responsibilities.
- We take care of the poor and vulnerable.
- Workers have rights; work has dignity.
- Solidarity is our call; we are the keepers of our brothers and sisters.

GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Computer Literacy: The student will demonstrate independent use and maintenance of computer hardware and software, including file management, navigation and multi-task skills.

The student will:

	TECH EALR
■ Identify basic computer hardware components and peripheral devices (IU)	6
■ Use and care for hardware and software appropriately (R)	6
■ Identify and report problems (R)	6
■ Use and understand basic computer related terms and their function (IU)	6
■ Use basic computer management skills:	5
• access and exit programs (IU)	
• name documents logically (IU)	
• create and name folders (IU)	
• maintain backups (IU)	
• Locate and open documents (IU)	
• Use Save and Save As to appropriate destinations (IU)	
• Maintain documents, reorganize and delete when appropriate (IU)	
• Use Help Programs (R)	
• Troubleshoot disk errors (R)	
• Scan for errors and viruses (R)	
■ Use mouse and keyboard to navigate:	6
• mouse clicking and dragging (IU)	
• windows (IU)	
• between programs (IU)	
• desktop (IU)	
• software (IU)	
• menus (IU)	
• toolbars (IU)	
■ Select printer and modify properties (IU)	6
■ Log on or off network when appropriate (IU)	6
■ Use multitasking:	6
• integrate materials from separate programs (IU)	
• use programs simultaneously (IU)	

GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Keyboarding: The student will demonstrate accurate touch-typing

The student will:

- Identify left and right keyboard (IU)
- Identify letters and numbers (IU)
- Identify home, top & bottom rows (IU)
- Use proper two-handed keyboarding position (IU)
- Use all letters on keyboard (IU)
- Use shift key, enter key & space bar (IU)
- Increase accuracy and rate of words per minute (R)

TECH EALR

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GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Word Processing: The student will demonstrate the ability to create and format documents and import graphics.

The student will:

	TECH EALR
■ Dictate a story while another person enters the story (IU)	4
■ Create word lists (IU)	4
■ Create simple sentences (IU)	4
■ Create story with assistance (IU)	4
■ Edit using delete key and mouse (IU)	6
■ Type personal stories (IU)	4,6
■ Begin to create paragraphs (IU)	4
■ Edit, save, retrieve and print a document (IU)	6
■ Add graphic elements: WordArt, images, drawings, etc. (R)	6
■ Display a knowledge and understanding of the formatting, and editing functions, including spell check, cut and paste, and correct punctuation (IU)	6
■ Format a personal letter (R)	4,6
■ Create and/or insert tables (R)	4,6
■ Create and/or insert columns (R)	6
■ Create an outline with correct indentations (R)	6
■ Use proper bibliographic form (R)	7,6
■ Use cut & paste techniques between documents (I)	6
■ Format text around an image (I)	6
■ Prepare a research paper or report containing graphs, graphics that support the document's content (I)	4,1

GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Database: The student will demonstrate the ability to collect, organize and sort data and generate reports.

The student will:

- Explain the use of databases in every day life (R)
- Use appropriate database terms, e.g., record, field, etc. (IU)
- Use a prepared database to edit and enter data (IU)
- Format a database to perform search, find and sort techniques (I)
- Create a database to organize data (I)

**TECH
EALR**

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Spreadsheet: The student will demonstrate an understanding of the purpose of spreadsheets, the appropriate use of formulas and the ability to create a document and graph.

The student will:

- Describe spreadsheet uses in everyday life (IU)
- Use prepared data to enter into spreadsheet (IU)
- Perform basic spreadsheet functions using the column and row cell structure (R)
- Format cells attributes (IU)
- Perform navigation and editing of cells (IU)
- Perform and understand the mathematical functions in a given cell (R)
- Use find functions properly and simplify searches (R)
- Create graphs, word searches and charts (R)
- Use cross-cell references with math functions to determine averages and percentages (I)
- Format headers and footers (I)
- Export a spreadsheet into another document (I)
- Import graphics and size accordingly (I)

**TECH
EALR**

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GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Presentation Skills: The student will demonstrate the ability to plan, organize and develop a presentation using appropriate hardware and software.

The student will:

	TECH EALR
■ Create one slide/card with text, graphics & background (IU)	5,6
■ Plan a multi slide/card presentation (IU)	4,5,6
■ Use storybook/outline to plan a presentation (IU)	4,6
Choose the appropriate application, i.e., PowerPoint, Hyper Studio, Claris Works, KidPix (R)	5,6
Make effective use of graphic elements:	6
• Type font and size (IU)	
• Images, graphics (IU)	
• Balance text & graphics (IU)	
• Colors, textures (IU)	
■ Create slides/cards based upon storyboard or outline including title and citation slides/cards (R)	5,6
■ Change the sequence of slides/cards by inserting, deleting or moving a slide/card (R)	6
■ Import graphics and size to fit space (IU)	6
■ Present the completed presentation to the assigned audience (R)	4,6
■ Save show/stack as a complete presentation: (R)	5,6
■ Create and customize slide transitions (R)	5,6
■ Import and link special effects, i.e., sound, video, animation (R)	5,6
■ Formal page layout for printing (R)	5,6
■ Create links within the presentation (I)	5,6
■ Create a hyperlink to another source, i.e., CD-ROM, internet, another show/stack (I)	5,6

GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Ethics: The student will demonstrate an understanding of proper ethical and Christian use of electronic media.

The student will:

- Follow the school's Acceptable Use Policy & Procedures (IU)
- Use hardware, software & network appropriately (IU)
- Respect the privacy of all users (IU)
- Obey copyright laws (R)
- Use internet responsibly & appropriately (R)
- Use E-mail responsibly & appropriately (R)
- Understand the ethical, cultural, environmental & societal implications of technology and telecommunications (R)
- Develop a sense of stewardship & individual responsibility regarding use of technology, media & telecommunications networks (R)
- Respect historical context (R)

**TECH
EALR**

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Email: The student will demonstrate the ability to ethically send and receive messages using email software.

The student will:

- Explain the uses of email in everyday life (IU)
- Compose, read and send emails as a class or in small groups (IU)
- Use appropriate email etiquette (R)
- Compose, read and send emails as an individual (R)
- Use email software including file management, attachments, and address book (R)

**TECH
EALR**

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GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Internet: The student will use the Internet as a research and information tool using legal and ethical standards.

The student will:

- Use and understand internet vocabulary (R)
- Navigate using scrolling, bookmarks, menu bar, links and URL (IU)
- Interact with a web site (R)
- Create and manage bookmarks (IU)
- Navigate the Internet using search tools (IU)
- Evaluate Web site information for accuracy and credibility (R)
- Refine search techniques using Boolean logic (and, or, not) (R)
- Use copy/paste, save as and download and upload files (I)
- Cite references correctly (R)

**TECH
EALR**

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Information Literacy/Research: The student will demonstrate the ability to strategize, access, evaluate and cite sources.

The student will:

- Develop a search strategy for locating information (R)
- Identify research tools such as CD-ROMs, on-line encyclopedias,reference sites (IU)
- Evaluate credibility of source according to grade-appropriate criteria (R)
- Identify and extract useful information according to grade-appropriate criteria (R)
- Cite references correctly (R)
- Organize information effectively, including citations (R)
- Recognize the differences among search methods and tools and how they affect a search (R)
- Prioritize research tools (R)
- Use search words and subject headings to locate information (R)

**TECH
EALR**

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GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Graphics/Layout: The student will demonstrate the knowledge of graphic software and hardware and how to apply them to create and modify.

The student will:	TECH EALR
■ Develop an awareness of the variety of graphics programs (IU)	1
■ Learn the tools of specific graphics software available in the school (IU)	6
■ Create appropriate, original, computer-generated art using the art elements: color, line, shape, form (IU)	4,5,6
■ Use appropriate clipart from a variety of sources (IU)	1,5,6
■ Design & produce a multipage document (R)	6
■ Use appropriate text art (IU)	5,6
■ Cite sources correctly (R)	7
■ Create layouts based on the principles of art: e.g., balance, rhythm, spacing, etc. (R)	4,5,6
■ Import images from other sources with attention to copyright and ethical issues (R)	5,6,7
■ Identify file sizes and types of photos & images (I)	6
■ Manipulate photos & images using software tools, e.g., frame, resize position, crop, rotate, layer, align, group & ungroup, snap to grid, back ground/foreground (I)	4,5,6
■ Determine appropriate file type for finished product (I)	5,6
■ Identify & use special effects, e.g., watermarks (I)	5,6

GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Multimedia: The student will demonstrate knowledge of various media peripherals and software and how to merge their elements into a multimedia presentation.

The student will:

	TECH EALR
■ Import and save sounds from a microphone (IU)	5,6
■ Save presentations to appropriate drive (IU)	6
■ Import scanned and edited pictures (R)	3,6
■ Edit photos using specialized software (R)	5,6
■ Scan and save photos (R)	6
■ Import film/video & film/sound clips into a presentation (R)	3,6
■ Utilize computer based video for communication (R)	6
■ Identify CD burners, Zip, Jazz, and other external drives (R)	6
■ Import and save pictures from digital cameras and camcorders (I)	6
■ Use video editing software to create a presentation (I)	3,6

GRADE 6

I=Introduce

R=Reinforce

IU=Independent User

Web Page Development: The student will demonstrate the ability to design, develop and update a web page.

The student will:

	TECH EALR
■ Identify intended use for Web page(s) (IU)	7
■ Use available Web authorizing software effectively (R)	6
■ Follow Acceptable Use Policy and Procedures (IU)	7
■ Create a storyboard/draft of Web pages(s) (IU)	6
■ Create accurate and appropriate content that reflects learning throughout the curriculum (IU)	3,6
■ Organize content logically (R)	2
■ Create layout based on principles of design (R)	3
■ Import and format graphics that are appropriate to content (R)	1,6
■ Cite references correctly (IU)	7
■ Learn basics of HTML coding (I)	6
■ Create a Web site with multiple linked pages (I)	6
■ Create and customize different types of links (I)	6
■ Create a menu bar for site navigation (I)	6
■ Save all Web elements to appropriate folder and in a proper format (I)	6
■ Preview page(s) and test link in Web browsers and make changes as necessary (R)	6

Student Learning Expectations and Benchmarks

Technology–Grade 7

Catholic Social Teaching

In keeping with the mission of the Catholic school, teachers will infuse Catholic Social Teaching into lessons and assist students in applying this teaching in a developmentally appropriate manner. To facilitate this, we have included a brief statement of each principle that grounds the teaching. The statements are paraphrased from *Sharing Catholic Social Teaching Challenges and Directions* published by the United States Catholic Conference, 1998.

Principles of Catholic Social Teaching

- Each person is sacred.
- Each person is social.
- We care for creation.
- All people have rights and responsibilities.
- We take care of the poor and vulnerable.
- Workers have rights; work has dignity.
- Solidarity is our call; we are the keepers of our brothers and sisters.

GRADE 7

I=Introduce

R=Reinforce

IU=Independent User

Computer Literacy: The student will demonstrate independent use and maintenance of computer hardware and software, including file management, navigation and multi-task skills.

The student will:

- Identify basic computer hardware components and peripheral devices (IU)
- Use and care for hardware and software appropriately (R)
- Identify and report problems (R)
- Use and understand basic computer related terms and their function (IU)
- Use basic computer management skills:
 - access and exit programs (IU)
 - name documents logically (IU)
 - create and name folders (IU)
 - maintain backups (IU)
 - Locate and open documents (IU)
 - Use Save and Save As to appropriate destinations (IU)
 - Maintain documents, reorganize and delete when appropriate (IU)
 - Use Help Programs (R)
 - Troubleshoot disk errors (R)
 - Scan for errors and viruses (R)
- Use mouse and keyboard to navigate:
 - mouse clicking and dragging (IU)
 - windows (IU)
 - between programs (IU)
 - desktop (IU)
 - software (IU)
 - menus (IU)
 - toolbars (IU)
- Select printer and modify properties (IU)
- Log on or off network when appropriate (IU)
- Use multitasking:
 - integrate materials from separate programs (IU)
 - use programs simultaneously (IU)

**TECH
EALR**

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GRADE 7

I=Introduce

R=Reinforce

IU=Independent User

Keyboarding: The student will demonstrate accurate touch-typing

The student will:

- Identify left and right keyboard (IU)
- Identify letters and numbers (IU)
- Identify home, top & bottom rows (IU)
- Use proper two-handed keyboarding position (IU)
- Use all letters on keyboard (IU)
- Use shift key, enter key & space bar (IU)
- Increase accuracy and rate of words per minute (R)
- Type at a rate of 20-30 wpm with accuracy (I)

TECH EALR

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GRADE 7

I=Introduce

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IU=Independent User

Word Processing: The student will demonstrate the ability to create and format documents and import graphics.

The student will:

	TECH EALR
■ Dictate a story while another person enters the story (IU)	4
■ Create word lists (IU)	4
■ Create simple sentences (IU)	4
■ Create story with assistance (IU)	4
■ Edit using delete key and mouse (IU)	6
■ Type personal stories (IU)	4,6
■ Begin to create paragraphs (IU)	4
■ Edit, save, retrieve and print a document (IU)	6
■ Add graphic elements: WordArt, images, drawings, etc. (IU)	6
■ Display a knowledge and understanding of the formatting, and editing functions, including spell check, cut and paste, and correct punctuation (IU)	6
■ Format a personal letter (IU)	4,6
■ Create and/or insert tables (IU)	4,6
■ Create and/or insert columns (IU)	6
■ Create an outline with correct indentations (R)	6
■ Use proper bibliographic form (R)	7,6
■ Use cut & paste techniques between documents (R)	6
■ Format text around an image (R)	6
■ Prepare a research paper or report containing graphs, graphics that support the document's content (R)	4,1

GRADE 7

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Database: The student will demonstrate the ability to collect, organize and sort data and generate reports.

The student will:

- Explain the use of databases in every day life (IU)
- Use appropriate database terms, e.g., record, field, etc. (IU)
- Use a prepared database to edit and enter data (IU)
- Format a database to perform search, find and sort techniques (R)
- Create a database to organize data (R)
- Use a filter to create and print reports (I)

**TECH
EALR**

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Spreadsheet: The student will demonstrate an understanding of the purpose of spreadsheets, the appropriate use of formulas and the ability to create a document and graph.

The student will:

- Describe spreadsheet uses in everyday life (IU)
- Use prepared data to enter into spreadsheet (IU)
- Perform basic spreadsheet functions using the column and row cell structure (IU)
- Format cells attributes (IU)
- Perform navigation and editing of cells (IU)
- Perform and understand the mathematical functions in a given cell (IU)
- Use find functions properly and simplify searches (IU)
- Create graphs, word searches and charts (R)
- Use cross-cell references with math functions to determine averages and percentages (R)
- Format headers and footers (R)
- Export a spreadsheet into another document (R)
- Import graphics and size accordingly (R)

**TECH
EALR**

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GRADE 7

I=Introduce

R=Reinforce

IU=Independent User

Presentation Skills: The student will demonstrate the ability to plan, organize and develop a presentation using appropriate hardware and software.

The student will:

	TECH EALR
■ Create one slide/card with text, graphics & background (IU)	5,6
■ Plan a multi slide/card presentation (IU)	4,5,6
■ Use storybook/outline to plan a presentation (IU)	4,6
■ Choose the appropriate application, i.e., PowerPoint, Hyper Studio, Claris Works, KidPix (IU)	5,6
■ Make effective use of graphic elements:	6
• Type font and size (IU)	
• Images, graphics (IU)	
• Balance text & graphics (IU)	
• Colors, textures (IU)	
■ Create slides/cards based upon storyboard or outline including title and citation slides/cards (IU)	5,6
■ Change the sequence of slides/cards by inserting, deleting or moving a slide/card (IU)	6
■ Import graphics and size to fit space (IU)	6
■ Present the completed presentation to the assigned audience (R)	6
■ Save show/stack as a complete presentation: (IU)	5,6
■ Create and customize slide transitions (R)	5,6
■ Import and link special effects, i.e., sound, video, animation (R)	5,6
■ Formal page layout for printing (IU)	5,6
■ Create links within the presentation (R)	5,6
■ Create a hyperlink to another source, i.e., CD_ROM, internet, another show/stack (R)	5,6

GRADE 7

I=Introduce

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Ethics: The student will demonstrate an understanding of proper ethical and Christian use of electronic media.

The student will:

- Follow the school's Acceptable Use Policy & Procedures (IU)
- Use hardware, software & network appropriately (IU)
- Respect the privacy of all users (IU)
- Obey copyright laws (R)
- Use internet responsibly & appropriately (R)
- Use E-mail responsibly & appropriately (R)
- Understand the ethical, cultural, environmental & societal implications of technology and telecommunications (R)
- Develop a sense of stewardship & individual responsibility regarding use of technology, media & telecommunications networks (R)
- Respect historical context (R)

**TECH
EALR**

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Email: The student will demonstrate the ability to ethically send and receive messages using email software.

The student will:

- Explain the uses of email in everyday life (IU)
- Compose, read and send emails as a class or in small groups (IU)
- Use appropriate email etiquette (R)
- Compose, read and send emails as an individual (IU)
- Use email software including file management, attachments, and address book (R)

**TECH
EALR**

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GRADE 7

I=Introduce

R=Reinforce

IU=Independent User

Internet: The student will use the Internet as a research and information tool using legal and ethical standards.

The student will:

- Use and understand internet vocabulary (R)
- Navigate using scrolling, bookmarks, menu bar, links and URL (IU)
- Interact with a web site (R)
- Create and manage bookmarks (IU)
- Navigate the Internet using search tools (IU)
- Evaluate Web site information for accuracy and credibility (IU)
- Refine search techniques using Boolean logic (and, or, not) (R)
- Use copy/paste, save as and download and upload files (R)
- Cite references correctly (IU)

**TECH
EALR**

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Information Literacy/Research: The student will demonstrate the ability to strategize, access, evaluate and cite sources.

The student will:

- Develop a search strategy for locating information (R)
- Identify research tools such as CD-ROMs, on-line encyclopedias, reference sites (IU)
- Evaluate credibility of source according to grade-appropriate criteria (R)
- Identify and extract useful information according to grade-appropriate criteria (R)
- Cite references correctly (R)
- Organize information effectively, including citations (R)
- Recognize the differences among search methods and tools and how they affect a search (IU)
- Prioritize research tools (IU)
- Use search words and subject headings to locate information (R)

**TECH
EALR**

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GRADE 7

I=Introduce

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IU=Independent User

Graphics/Layout: The student will demonstrate the knowledge of graphic software and hardware and how to apply them to create and modify.

The student will:	TECH EALR
■ Develop an awareness of the variety of graphics programs (IU)	1
■ Learn the tools of specific graphics software available in the school (IU)	6
■ Create appropriate, original, computer-generated art using the art elements: color, line, shape, form (IU)	4,5,6
■ Use appropriate clipart from a variety of sources (IU)	1,5,6
■ Design & produce a multipage document (R)	6
■ Use appropriate text art (IU)	5,6
■ Cite sources correctly (R)	7
■ Create layouts based on the principles of art: e.g., balance, rhythm, spacing, etc. (R)	4,5,6
■ Import images from other sources with attention to copyright and ethical issues (IU)	5,6,7
■ Identify file sizes and types of photos & images (R)	6
■ Manipulate photos & images using software tools, e.g., frame, resize position, crop, rotate, layer, align, group & ungroup, snap to grid, background/foreground (R)	4,5,6
■ Determine appropriate file type for finished product (R)	5,6
■ Identify & use special effects, e.g., watermarks (R)	5,6

GRADE 7

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Multimedia: The student will demonstrate knowledge of various media peripherals and software and how to merge their elements into a multimedia presentation.

The student will:

	TECH EALR
■ Import and save sounds from a microphone (IU)	5,6
■ Save presentations to appropriate drive (IU)	6
■ Import scanned and edited pictures (R)	3,6
■ Edit photos using specialized software (IU)	5,6
■ Scan and save photos (IU)	6
■ Import film/video & film/sound clips into a presentation (IU)	3,6
■ Utilize computer based video for communication (R)	6
■ Identify CD burners, Zip, Jazz, and other external drives (R)	6
■ Import and save pictures from digital cameras and camcorders (I)	6
■ Use video editing software to create a presentation (I)	3,6

GRADE 7

I=Introduce

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Web Page Development: The student will demonstrate the ability to design, develop and update a web page.

The student will:

	TECH EALR
■ Identify intended use for Web page(s) (IU)	7
■ Use available Web authorizing software effectively (IU)	6
■ Follow Acceptable Use Policy and Procedures (IU)	7
■ Create a storyboard/draft of Web pages(s) (IU)	6
■ Create accurate and appropriate content that reflects learning throughout the curriculum (IU)	3,6
■ Organize content logically (R)	2
■ Create layout based on principles of design (R)	3
■ Import and format graphics that are appropriate to content (IU)	1,6
■ Cite references correctly (IU)	7
■ Learn basics of HTML coding (R)	6
■ Create a Web site with multiple linked pages (R)	6
■ Create and customize different types of links (R)	6
■ Create a menu bar for site navigation (R)	6
■ Save all Web elements to appropriate folder and in a proper format (R)	6
■ Preview page(s) and test link in Web browsers and make changes as necessary (R)	6

Student Learning Expectations and Benchmarks

Technology–Grade 8

Catholic Social Teaching

In keeping with the mission of the Catholic school, teachers will infuse Catholic Social Teaching into lessons and assist students in applying this teaching in a developmentally appropriate manner. To facilitate this, we have included a brief statement of each principle that grounds the teaching. The statements are paraphrased from *Sharing Catholic Social Teaching Challenges and Directions* published by the United States Catholic Conference, 1998.

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Computer Literacy: The student will demonstrate independent use and maintenance of computer hardware and software, including file management, navigation and multi-task skills.

The student will:

	TECH EALR
■ Identify basic computer hardware components and peripheral devices (IU)	6
■ Use and care for hardware and software appropriately (R)	6
■ Identify and report problems (R)	6
■ Use and understand basic computer related terms and their function (IU)	6
■ Use basic computer management skills:	5
• access and exit programs (IU)	
• name documents logically (IU)	
• create and name folders (IU)	
• maintain backups (IU)	
• Locate and open documents (IU)	
• Use Save and Save As to appropriate destinations (IU)	
• Maintain documents, reorganize and delete when appropriate (IU)	
• Use Help Programs (IU)	
• Troubleshoot disk errors (IU)	
• Scan for errors and viruses (IU)	
■ Use mouse and keyboard to navigate:	6
• mouse clicking and dragging (IU)	
• windows (IU)	
• between programs (IU)	
• desktop (IU)	
• software (IU)	
• menus (IU)	
• toolbars (IU)	
■ Select printer and modify properties (IU)	6
■ Log on or off network when appropriate (IU)	6
■ Use multitasking:	6
• integrate materials from separate programs (IU)	
• use programs simultaneously (IU)	

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Keyboarding: The student will demonstrate accurate touch-typing

The student will:

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- Use proper two-handed keyboarding position (IU)
- Use all letters on keyboard (IU)
- Use shift key, enter key & space bar (IU)
- Increase accuracy and rate of words per minute (R)
- Type at a rate of 20-30 wpm with accuracy (R)

TECH EALR

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Word Processing: The student will demonstrate the ability to create and format documents and import graphics.

The student will:

**TECH
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■ Dictate a story while another person enters the story (IU)	4
■ Create word lists (IU)	4
■ Create simple sentences (IU)	4
■ Create story with assistance (IU)	4
■ Edit using delete key and mouse (IU)	6
■ Type personal stories (IU)	4,6
■ Begin to create paragraphs (IU)	4
■ Edit, save, retrieve and print a document (IU)	6
■ Add graphic elements: WordArt, images, drawings, etc. (IU)	6
■ Display a knowledge and understanding of the formatting, and editing functions, including spell check, cut and paste, and correct punctuation (IU)	6
■ Format a personal letter (IU)	4,6
■ Create and/or insert tables (IU)	4,6
■ Create and/or insert columns (IU)	6
■ Create an outline with correct indentations (IU)	6
■ Use proper bibliographic form (R)	7,6
■ Use cut & paste techniques between documents (R)	6
■ Format text around an image (R)	6
■ Prepare a research paper or report containing graphs, graphics that support the document's content (R)	4,1

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Database: The student will demonstrate the ability to collect, organize and sort data and generate reports.

The student will:

- Explain the use of databases in every day life (IU)
- Use appropriate database terms, e.g., record, field, etc. (IU)
- Use a prepared database to edit and enter data (IU)Format a database to perform search, find and sort techniques (IU)
- Create a database to organize data (R)
- Use a filter to create and print reports (R)

**TECH
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Spreadsheet: The student will demonstrate an understanding of the purpose of spreadsheets, the appropriate use of formulas and the ability to create a document and graph.

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- Create graphs, word searches and charts (IU)
- Use cross-cell references with math functions to determine averages and percentages (IU)
- Format headers and footers (IU)
- Export a spreadsheet into another document (IU)
- Import graphics and size accordingly (IU)

**TECH
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■ Use storybook/outline to plan a presentation (IU)	4,6
■ Choose the appropriate application, i.e., PowerPoint, Hyper Studio, Claris Works, KidPix (IU)	6
■ Make effective use of graphic elements:	6
• Type font and size (IU)	
• Images, graphics (IU)	
• Balance text & graphics (IU)	
• Colors, textures (IU)	
■ Create slides/cards based upon storyboard or outline including title and citation slides/cards (IU)	5,6
■ Change the sequence of slides/cards by inserting, deleting or moving a slide/card (IU)	6
■ Import graphics and size to fit space (IU)	6
■ Present the completed presentation to the assigned audience (R)	4,6
■ Save show/stack as a complete presentation: (IU)	5,6
■ Create and customize slide transitions (IU)	5,6
■ Import and link special effects, i.e., sound, video, animation (R)	5,6
■ Formal page layout for printing (IU)	5,6
■ Create links within the presentation (R)	5,6
■ Create a hyperlink to another source, i.e., CD_ROM, internet, another show/stack (R)	5,6

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- Respect the privacy of all users (IU)
- Obey copyright laws (R)
- Use internet responsibly & appropriately (R)
- Use E-mail responsibly & appropriately (R)
- Understand the ethical, cultural, environmental & societal implications of technology and telecommunications (R)
- Develop a sense of stewardship & individual responsibility regarding use of technology, media & telecommunications networks (R)
- Respect historical context (R)

**TECH
EALR**

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Email: The student will demonstrate the ability to ethically send and receive messages using email software.

The student will:

- Explain the uses of email in everyday life (IU)
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- Use email software including file management, attachments, and address book (IU)

**TECH
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- Use copy/paste, save as and download and upload files (R)
- Cite references correctly (IU)

**TECH
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- Prioritize research tools (IU)
- Use search words and subject headings to locate information (R)

**TECH
EALR**

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■ Use appropriate clipart from a variety of sources (IU)	1,5,6
■ Design & produce a multipage document (R)	6
■ Use appropriate text art (IU)	5,6
■ Cite sources correctly (R)	7
■ Create layouts based on the principles of art: e.g., balance, rhythm, spacing, etc. (R)	4,5,6
■ Import images from other sources with attention to copyright and ethical issues (IU)	5,6,7
■ Identify file sizes and types of photos & images (R)	6
■ Manipulate photos & images using software tools, e.g., frame, resize position, crop, rotate, layer, align, group & Ungroup, snap to grid, background/foreground (R)	4,5,6
■ Determine appropriate file type for finished product (R)	5,6
■ Identify & use special effects, e.g., watermarks (R)	5,6

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■ Scan and save photos (IU)	6
■ Import film/video & film/sound clips into a presentation (IU)	3,6
■ Utilize computer based video for communication (R)	6
■ Identify CD burners, Zip, Jazz, and other external drives (IU)	6
■ Import and save pictures from digital cameras and camcorders (R)	6
■ Use video editing software to create a presentation (R)	3,6

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Web Page Development: The student will demonstrate the ability to design, develop and update a web page.

The student will:

	TECH EALR
■ Identify intended use for Web page(s) (IU)	7
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■ Create a storyboard/draft of Web pages(s) (IU)	6
■ Create accurate and appropriate content that reflects learning throughout the curriculum (IU)	3,6
■ Organize content logically (IU)	2
■ Create layout based on principles of design (IU)	3
■ Import and format graphics that are appropriate to content (IU)	1,6
■ Cite references correctly (IU)	7
■ Learn basics of HTML coding (R)	6
■ Create a Web site with multiple linked pages (IU)	6
■ Create and customize different types of links (IU)	6
■ Create a menu bar for site navigation (IU)	6
■ Save all Web elements to appropriate folder and in a proper format (IU)	6
■ Preview page(s) and test link in Web browsers and make changes as necessary (IU)	6