

Dedham Public Schools
STUDENT TECHNOLOGY SKILLS FOR THE ELEMENTARY GRADES

I - Introduced
D - Developed
M - Mastered

"Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity."							
Student Skills							
Basic Operations "Students demonstrate a sound understanding of the nature and operation of technology systems."		K	1	2	3	4	5
DOE Standard	Student Skills						
1.1 2.1 2.6	Operate technology hardware and peripherals using classroom rules: <ul style="list-style-type: none"> • Turn on/off computer and monitor (use teacher discretion) • Use of mouse • Use of keyboard 	I	D	M	M	M	M
1.1 1.2	Communicate about technology using developmentally appropriate and accurate terminology: <ul style="list-style-type: none"> • Computer, monitor, keyboard, mouse, cursor, login, logout, password, desktop, program, printer, click, • Double-click, drag, highlight, browser, Internet, file 	I	D	M	M	M	M
1.2 2.1 2.5	Proper care for technology equipment: <ul style="list-style-type: none"> • No drinks food or magnets near the equipment • Be sure hands are clean • Avoid pulling on the mouse, keyboard and headphone wires • Keep mouse on mouse pad • Clean with damp cloth, never spray cleaner on any part of the computer 	I	D	M	M	M	M
1.2 3.1 3.2	Launch and exit applications <ul style="list-style-type: none"> • Double-click on program icons • Click on the "X" to close a program 	I	D	M	M	M	M
1.2, 3.1	Use Help Menus in applications					I	I
1.2, 3.1, 3.2, 3.3	Launch Multiple Applications				I	D	D

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DOE Standard	Student Skills						
1.3 2.15 2.5 1.16	Basic keyboard techniques: <ul style="list-style-type: none"> Ergonomic issues: sit properly in chair, face the computer, two hands on keyboard Familiarity with the following keys: <ul style="list-style-type: none"> Space bar, enter key, caps lock, tab, shift, numbers 	I	I	D	M	M	M
Network Operations "Students practice responsible use of technology systems, information and software."		K	1	2	3	4	5
2.2 2.6 2.8 2.11	Understands the AUP of the Dedham Public Schools including appropriate and inappropriate use, and computer viruses		I	I	D	M	M
1.1, 2.2	Log in and out of the DPS Network			I	D	D	M
3.1, 1.12, 1.13	Save and retrieve from the classroom folder on the server			I	D	D	M
Communications Tools "Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences. ... to enhance learning, increase productivity and promote creativity."		K	1	2	3	4	5
	Word Processing:						
1.4, 3.2, 1.17	Use word processing software to compose a document		I	I	D	M	M
1.4, 3.2, 1.17	Use correct word processing formatting techniques: tabs, alignment, bold, italic, underline, paragraph spacing, copy, paste, drag and select		I	I	I	D	D
1.18	Use and modify graphics from a variety of sources: clip art, Internet, digital photos, scanned images				I	D	D

Communications Tools		K	1	2	3	4	5
"Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences. ... to enhance learning, increase productivity and promote creativity."							
Word Processing:							
1.4, 3.2, 1.13	Use File Open, Close, Save, Save As and Delete		I	I	D	M	M
1.14, 1.15	Print a document		I	D	M	M	M
Multimedia:							
1.10, 3.4, 1.9, 1.32, 1.34	Use a variety of authoring tools to develop products that communicate an understanding of curriculum concepts: PowerPoint, Kidspiration, Inspiration, Publisher, Video, Digital Photography		I	I	D	D	D
1.33	Demonstrate an understanding of drawing, painting tools, clip art, and digital images		I	D	D	M	M
Research Tools		K	1	2	3	4	5
"Students use technology to locate, evaluate and collect information from a variety of sources."							
1.5, 2.4, 3.1, 1.21	Introduction to Winnebago automated card catalog application to locate books:			I	D	M	M
3.1	Search by Subject				I	D	M
3.1	Search by Author				I	D	M
3.1	Search by Title				I	D	M
3.1	Search by Keyword				I	D	M
2.2	What is the Internet?		I	I	D	M	M
1.7, 2.2, 2.3, 2.4, 3.1	Using a web browser		I	I	D	M	M
1.27, 1.31	Identify the basic elements of a website using proper terminology: address bar, tool bar, URL, hyperlink, site map						
1.26	Use bookmarks and favorites			I	D	M	M
1.25	Use the scroll bar and toolbar arrows to move forward or back		I	I	D	M	M
1.25	Use favorites, home, stop, refresh, print, icons and links		I	I	D	M	M

Research Tools "Students use technology to locate, evaluate and collect information from a variety of sources."		K	1	2	3	4	5
1.25	Use Print by selection, cancel print				I	D	M
1.21	Develop skills to locate pertinent information using search engines and directories			I	I	D	D
3.7	Use effective searching techniques: keywords, quotation marks					I	I
1.25	Utilize the toolbar, scroll bar, buttons, and links to navigate Internet sites				I	D	M
2.3, 2.12	Evaluate web sites by select criteria: authorship, accuracy, objectivity, address extensions such as .gov, .edu and date of last update				I	D	D
1.28, 2.14	Write a correct citation caption in keeping with copyright law on any pictures or text copied from Internet sources.			I	I	I	I
Research Resources "Students evaluate and select new information resources ...based on the appropriateness for specific tasks."		K	1	2	3	4	5
1.7, 2.3, 3.1, 2.12	Controlled research: web quests, documents with links, bookmarks		I	I	D	M	M
3.6	Online references:						
3.1	Dictionary			I	D	D	M
3.1	Almanac				I	D	M
3.1	Atlas		I	I	D	D	D
3.1	Encyclopedias		I	I	D	D	M
3.1, 3.6	Internet		I	I	D	D	D
3.1, 3.6	Periodicals					I	D
3.1, 3.6	Newspapers				I	D	D
1.28, 2.7, 2.14	Citing sources for text, graphics and ideas according to MLA style posted on library website			I	I	D	M
2.7, 2.11	What is plagiarism?				I	D	M

Productivity and Problem Solving Tools		K	1	2	3	4	5
"Students use technology resources for solving problems and making informed decisions...[and develop] strategies for solving problems in the real world."							
1.10,3.2, 1.24, 1.34, 3.8, 3.10	Demonstrate an understanding of and be able to use appropriate software to make and interpret simple picture, bar, circle and line graphs and tables		I	D	M	M	M
1.19, 1.20, 1.21	Explore and understand the basic functions and purpose of a database					I	I
1.22, 1.23, 1.24	Explore and understand the basic functions and purpose of a spreadsheet					I	I
1.34, 3.4, 3.9	Explore and understand the basic functions and purpose of desktop publishing			I	I	I	I