



Bella Vista Elementary School District Student Technology Standards

INTRODUCTION OF SKILLS

Kindergarten

K.1 Computer Hardware Components and Basic Operation Skills

Identify computer tower, monitor, mouse, keyboard and printer

Can launch & close programs

Recognize icons on toolbars

Demonstrates acceptable behavior at the computer and in the lab

Manipulate a mouse

Demonstrate ability to turn on computer, sign onto the network, restart, and shutdown

K.2 Keyboard skills

Identify letters and numbers on a keyboard

One finger typing

K.3 Computer Software

Use paint or drawing tools changing colors, shapes and tools

K.4 Internet Skills

Demonstrate ability to move between websites

Understand basic ethics of computer use



Bella Vista Elementary School District Student Technology Standards

First and Second Grade

1/2.1 Computer Hardware Components and Basic Operation Skills

Identify computer tower, monitor, mouse, keyboard and printer

Can launch & close programs

Recognize icons on toolbars

Demonstrates acceptable behavior at the computer and in the lab

Manipulate a mouse proficiently

Demonstrate ability to turn on computer, sign onto the network, restart, and shutdown

Demonstrate ability to start and end a program

Demonstrate ability to print student projects/ work

1/2.2 Keyboard Skills

Identify letter and number keys

Use both hands on the keyboard with thumb on spacebar

Begin learning basic keyboarding skills

Second graders able to touch type 5-10 words per minute

1/2.3 Computer Software

Use paint or drawing tools changing colors, shapes, and size to create a graphic

Use basic word processing skills (**Word**) to type text, edit, highlight text, change font, change font size, save and print work

1/2.4 Technology Resources

Use developmentally appropriate multimedia resources (e.g., interactive books, educational software, elementary multimedia encyclopedias, videos) to support learning

1/2.5 Internet Skills

Demonstrate ability to navigate between websites

Understand basic ethics of computer and Internet use



Bella Vista Elementary School District Student Technology Standards

Third and Fourth Grade

3/4.1 Computer Hardware Components and Basic Operation Skills

Identify computer tower, monitor, mouse, keyboard and printer

Can launch & close programs

Recognize icons on toolbars

Demonstrates acceptable behavior at the computer and in the lab

Manipulate a mouse proficiently

Demonstrate ability to turn on computer, sign onto the network, restart, and shutdown

Demonstrate ability to start and end a program

Demonstrate ability to print student projects/ work

Use the server to save and retrieve student work

3/4.2 Keyboard Skills

Can use formal keyboarding skills with home keys and correct posture

Can touch type 10-15 words per minute

3/4.3 Computer Software

Use paint or drawing tools changing colors, shapes, and size to create a graphic

Use basic word processing skills (**Word**) to: type text, edit, highlight text, change font, change font size, save, import graphics, use text wrap, use spell check, and print work

Students will use **Word** to create a one page report

Import and export graphics and applying rotating, move, stretch and shrink effects

3/4.4 Technology Tools

Use technology tools (e.g., multimedia authoring, presentation, Web tools, digital cameras, scanners) for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom

3/4.5 Technology Resources

Use developmentally appropriate multimedia resources (e.g., educational software, elementary multimedia encyclopedias, videos, puzzles, logical thinking programs, digital cameras, drawing tools) for problem solving, communication, and illustration of thoughts, ideas, and stories.

3/4.6 Network Skills

Can log on and off the network

3/4.7 Internet Skills

Demonstrate ability to navigate between websites

Understand basic ethics of computer and Internet use

Use the Internet for basic research

Evaluate the accuracy, relevance, appropriateness, and bias of electronic information sources



Bella Vista Elementary School District Student Technology Standards

Fifth and Sixth Grade

5/6.1 Computer Hardware Components and Basic Operation Skills

- Can identify all computer components and peripherals
- Use the server to save and retrieve student work

5/6.2 Keyboard Skills

- Can use formal keyboarding skills with home keys and correct posture
- Can touch type 15-20 words per minute

5/6.3 Computer Software

- Use paint or drawing tools changing colors, shapes, and size to create a graphic
- Demonstrates word processing skills (**Word**) to: type text, edit, highlight text, change font, change font size, save, import graphics, use text wrap, use spell check, and print work
- Change the margins, line spacing and use bullets
- Can highlight and make specific changes to highlighted text including deletion/moving/copy-pasting
- Can create and use indents, tabs, change margins, line spacing and use bullets in a **Word** document
- Students will use **Word** to create an essay or report
- Import and export graphics and applying rotating, move, stretch and shrink effects
- Use thesaurus function
- Can insert photos into project
- Create a short **PowerPoint** presentation using pictures, text, sound, and animation
- Intro to basic charts & graphs in **Excel**
- Understand basic spreadsheet vocabulary

5/6.4 Technology Tools

- Use technology tools (e.g., multimedia authoring, presentation, Web tools, digital cameras, scanners) for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom

5/6.5 Technology Resources

- Use technology resources (e.g., calculators, data collection probes, videos, educational software) for remediate skill deficits, facilitate learning throughout the curriculum, for problems solving, self directed learning, and extended learning activities.

5/6.6 Network Skills

- Can log on and off the network
- Can organize and delete student's personal files on the server
- Can properly download files from the Internet to student's own folder
- Can save and organize files for various software applications

5/6.6 Internet Skills

- Demonstrate an advanced ability to navigate between websites
- Understand basic ethics of computer and Internet use
- Use the Internet for basic research; citing electronic sources
- Evaluate the accuracy, relevance, appropriateness, and bias of electronic information sources
- Demonstrates understanding and respects copyright laws
- Can use Blogs and other forms of web communication; such as email, Polycom, online discussions, etc.



Bella Vista Elementary School District Student Technology Standards

Seventh Grade

7.1 Computer Hardware Components and Basic Operation Skills

- Can identify all computer components and peripherals
- Use the server to save and retrieve student work

7.2 Keyboard Skills

- Can use formal keyboarding skills with home keys and correct posture
- Can touch type at sustained rate of 25-30 words per minute

7.3 Computer Software

- Demonstrate advanced word processing skills using **Word** (see 5th & 6th grade **Word** skills)
- Can use templates
- Create a short **PowerPoint** presentation using pictures, text, sound, and animation
- Understand basic spreadsheet vocabulary
- Experience using simple spreadsheets to organize data using **Excel**
- Student will experience designing and creating multimedia projects using a variety of sources

7.4 Technology Tools

- Use technology tools (e.g., multimedia authoring, presentation, Web tools, digital cameras, scanners) for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom

7.5 Technology Resources

- Use technology resources (e.g., calculators, data collection probes, videos, educational software) for remediate skill deficits, facilitate learning throughout the curriculum, for problems solving, , self directed learning, and extended learning activities.

7.6 Network Skills

- Can log on and off the network
- Can organize and delete student's personal files on the server
- Can properly download files from the Internet to student's own folder
- Can save and organize files for various software applications

7.7 Internet Skills

- Demonstrate an advanced ability to navigate between websites
- Understand basic ethics of computer and Internet use
- Use the Internet for basic research; citing electronic sources
- Evaluate the accuracy, relevance, appropriateness, and bias of electronic information sources
- Understand basic Internet URL addresses and basic extensions (i.e. .gov, .edu, .com) to determine authority, accuracy of information, and reliable source
- Demonstrates understanding and respects copyright laws
- Can use Blogs and other forms of web communication; such as email, Polycom, online discussions, etc.



Bella Vista Elementary School District Student Technology Standards

Eighth Grade

8.1 Computer Hardware Components and Basic Operation Skills

- Can identify all computer components and peripherals
- Use the server to save and retrieve student work

8.2 Keyboard Skills

- Can use formal keyboarding skills with home keys and correct posture
- Can touch type at sustained rate of 30-40 words per minute

8.3 Computer Software

- Demonstrate advanced word processing skills using **Word** (see 5th & 6th grade **Word** skills)
- Can use templates
- Create a short **PowerPoint** presentation using pictures, text, sound, and animation and give the presentation to peers
- Create charts & graphs in **Excel**
- Can create basic formulas to: find average, percentages, interest, discounts convert units of measurement, compute range, mean, media & mode of data, and probability
- Student will experience designing and creating multimedia projects using a variety of sources

8.4 Technology Tools

- Use technology tools (e.g., multimedia authoring, presentation, Web tools, digital cameras, scanners) for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom

8.5 Technology Resources

- Use technology resources (e.g., calculators, data collection probes, videos, educational software) for remediate skill deficits, facilitate learning throughout the curriculum, for problems solving, , self directed learning, and extended learning activities.

8.6 Network Skills

- Can log on and off the network
- Can organize and delete student's personal files on the server
- Can properly download files from the Internet to student's own folder
- Can save and organize files for various software applications

8.7 Internet Skills

- Demonstrate an advanced ability to navigate websites
- Understand basic ethics of computer and Internet use
- Use the Internet for basic research; citing electronic sources
- Evaluate the accuracy, relevance, appropriateness, and bias of electronic information sources
- Understand basic Internet URL addresses and basic extensions (i.e. .gov, .edu, .com) to determine authority, accuracy of information, and reliable source
- Demonstrates understanding and respects copyright laws
- Can identify and use accurate and appropriate information resources
- Can use Blogs and other forms of web communication; such as email, Polycom, online discussions, etc.