

Diocese of Jefferson City Curriculum Guide

Content Area: Technology
 Grade Range: Kindergarten
 Section/Heading: KA.1

Strand: Acceptable Use and Ethical Standards

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicators		
<ol style="list-style-type: none"> 1. Understand and sign the Acceptable Use Policy of the school. 2. Understand ethical behavior relating to security, privacy, passwords, and personal information. 		
Suggested Activities	Assessment	Resources

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Strand: Orientation and Introduction

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
<ol style="list-style-type: none"> 1. Identify uses of technology at home and at school. 2. Identify the following terminology: computer, monitor, disk drive, CD-ROM, keyboard, printer, & diskette. 3. Recognize the location of the on/off switch on the monitor, the CPU, the surge protector, as well as the light. 4. Demonstrate proper handling and care of the hardware. 5. Demonstrate proper care, use, and storage of the diskette and CD disk and CD Care. 6. Demonstrate the proper sequence to run a program. 7. Demonstrate the ability to use the printer. 8. Access and use various types of educational software independently. 9. Become familiar with the mouse right click, left click, hold and drag. 10. Placement of cursor at a specified location. 11. Respect and credit for the works of others--Copyright Laws. 		
Suggested Activities	Assessment	Resources
<ol style="list-style-type: none"> 5.1 Don't touch the exposed parts 5.2 Reinsert CD into case after use 5.3 Keep disk clean. Keep away from food and drink 5.4 Store disk carefully 5.5 Don't bring disk from outside of school 9.1 Paint is a good program for this 		

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Strand: Technology Navigation

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
Suggested Activities	Assessment	Resources

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Strand: Networking

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
<ol style="list-style-type: none"> 1. Log on and off network. 2. Recognize a server and workstation or client station. 3. Identify network cabling. 		
Suggested Activities	Assessment	Resources

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Strand: Word Processing

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
<ol style="list-style-type: none"> 1. Begin a Word Processing program. 2. Create an original document. 3. Minimize/maximize windows. 4. Move the cursor around the screen easily, as needed. 5. Use the mouse to single and double click, drag and drop, and stay on the mouse pad. 6. Use buttons, tools and scroll bars. 7. Inserts text (or graphics). 8. Deletes words, characters, and text. 9. Produces a printed copy of a document. 10. Uses Tool Bar. 11. Saves to file or disk. 12. Vocabulary grade level appropriate for Word application. 		
Suggested Activities	Assessment	Resources
2.1 Change font size		

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Strand: Page Set Up and Printing

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
1.Wait for an adult to "OK" Print job AND only press print ONCE.		
Suggested Activities	Assessment	Resources

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Strand: Presentation of Information

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
Suggested Activities	Assessment	Resources

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Strand: Accessing Reference Information

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
1. Demonstrate ability to properly handle CD's and floppy disks.		
Suggested Activities	Assessment	Resources

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 Section/Heading: KI.1

Strand: Access Information Using the Internet

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
1. Recognize K-3 Internet File on the desktop and get to Web Page. 2. Identify and use significant icons. 3. Navigate the initial web site follow links.		
Suggested Activities	Assessment	Resources
2.1 Scroll bar 2.1 Tool bar 2.1A Recognize stop button 2.1B Recognize back arrow		

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Strand: Workplace Technology

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
1. Create a banner using the appropriate software. 2. Create a greeting card using appropriate software. 3. Create a document using desktop publishing.		
Suggested Activities	Assessment	Resources

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Strand: Utilizing Other Technologies

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
1. Operate basic audio equipment as appropriate to grade level. 2. Operate basic technology equipment as appropriate to grade level.		
Suggested Activities	Assessment	Resources
1.1 Microphone 1.2 Speakers 1.3 Scanner 1.4 Cameras 1.5 Printers 2.1 VCR's 2.2 Video cameras 2.3 Digital cameras		

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Strand: Social and Human Issues

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Performance Indicator		
<ol style="list-style-type: none"> 1. Respect the privacy of others. 2. Perform safe behaviors when using technology. 3. Food or drinks, candy or gum don't belong in the lab. 4. Do not mark the mouse pad, keyboard or touch monitor screen. 5. Close all programs when finished and leave the desktop at the original setting. 6. Return all items to appropriate location in the room. 7. Arrange keyboard, mouse and chairs and leave each workstation tidy, ready for the next class. 8. Demonstrate appropriate care of hardware and software. 9. Wait for an adult to approve a print job AND only press print ONCE. 		
Suggested Activities	Assessment	Resources
<ol style="list-style-type: none"> 3.1 Posture and hand position 3.2 Eye strain... break from monitor 3.3 Lighting 3.4 Warming up finger exercises 3.5 Stretch break 		

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Strand: Technology Tips

Diocesan Standard Terra Nova Objective	Benchmark Statement

Performance Indicator		
1. When frozen use the Control, Alt, Delete keys. 2. When CPU needs to be turned off hold in button until the light goes off. 3. To get out of most programs hold down on the space bar unless there is an "exit"		
Suggested Activities	Assessment	Resources

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Strand: Keyboarding

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Performance Indicator
1. Recognize letters, numbers, and symbols on the keyboard 2. Locate and use the numbers and letters on the keyboard

Suggested Activities	Assessment	Resources