

Diocese of Jefferson City

Technology Standards

Technology facilitates the expansion of educational opportunity for teachers, administrators and students in Catholic schools. The mission of information technology is to educate our students to access and ethically utilize information resources. Instruction in the use of computers will provide students with skills and practice time to help them make the best use of technology as a tool for increased learning and productivity. Use of technology will be inclusive of all students and integrated into all curricular areas. Technology should be used as a vehicle of analysis, research, creativity and communication in the light of the values and teachings of the Catholic Church.

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will understand and apply basic knowledge of a computer and its components.

Standard C Technology Navigation

Students in the Diocese of Jefferson City will learn how to access information in different locations on the computer.

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of word processing.

Standard F Page Set Up and Printing

Students in the Diocese of Jefferson City will understand and troubleshoot page setup and printing processes.

Standard G Presentation of Information

Students in the Diocese of Jefferson City will be able to use technology to present information.

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

Standard I Access Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

Standard J Workplace Technology

Students in the Diocese of Jefferson City will be able to evaluate and then select technology applications that will enhance the workplace and minimize the workload.

Standard K Utilizing Other Technology

Students in the Diocese of Jefferson City will be able to utilize basic and advanced technology.

Standard L Social and Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field of technology.

Standard M Technology Tips

Students in the Diocese of Jefferson City will be able to utilize short cuts to make technology more effective and troubleshoot problems.

Standard N Keyboarding

Students in the Diocese of Jefferson City will use basic and advanced keyboarding skills.

Curriculum Connection Codes

AR	ART	MU	MUSIC
EE	ENVIRONMENTAL EDUCATION	PE	PHYSICAL EDUCATION
FL	FOREIGN LANGUAGE	RE	RELIGION
HE	HEALTH	SC	SCIENCE
IT	INFORMATION TECHNOLOGY	SR	COMMUNITY SERVICE
LA	LANGUAGE ARTS	SS	SOCIAL STUDIES
MA	TECHNOLOGY		

Note – These grade level performance standards are listed developmentally. However, each school is uniquely organized. Therefore, a specific grade level standard may not be addressed at the grade indicated, but will be addressed within a 4 year time span. (K-4, 5-8).

Grade 4 Exit Level Performance Standards

By the end of Grade 4,

Standard A Acceptable Use and Ethical Standards

1. Understand and sign the Acceptable Use Policy of the school.
2. Understand ethical behavior relating to security, privacy, passwords, and personal information.
3. Understands ethical behavior relating to others work on the Internet Copyright.

Standard B Orientation and Introduction

1. Identifies the following physical components of a computer system as either input, output, or processing device.
 - a. CPU
 - b. Monitor
 - c. disk drive
 - d. CD-ROM
 - e. Keyboard
 - f. Printer
 - g. floppy disk.
2. Recognizes the need for protection of software and hardware from computer viruses and vandalism.
3. Saves file/copies to hard drive, floppy disk.
4. Retrieves and edits a word-processed document.
5. Recognizes the differences between print and electronic databases.
6. Accesses and uses various types of educational software independently.
7. Respects and credit for the works of others. Copyright.
8. Instructs about Copyright laws.
9. Identifies violations of the Copyright laws.
10. Recognizes the correct use of copyrighted materials in multimedia products.

Standard C Technology Navigation

1. Students are able to copy and paste from one document to another.
2. Students are able to save file from hard drive to floppy disk and from floppy disk to hard drive.

3. Students are able to have more than one window open at a time and work in both.
 - a. Copy and paste from Internet site, giving credit, into a word document.
4. Students are able to download a file from the Internet to a floppy disk and run virus scan.

Standard D Networking

1. Log on and off network.
2. Recognize a server and workstation or client station.
3. Identify network cabling.
4. Recognizes, describes and understands the functions of a server, server software, a workstation and client software.
5. Recognizes server and client software.

Standard E Word Processing

1. Begins a Word Processing program.
2. Creates an original document.
3. Defines a word processing program and describes its basic applications.
4. Lists the steps involved in creating a document with word processing.
5. Creates a multiple-outcome storyboard as a class activity.
6. Creates a multimedia project as a group/class activity.
7. Uses telecommunications to locate community information as a group/class project.
8. Uses the left and right mouse buttons on the mouse for specific tasks.
9. Uses headers & footers, number pages.
10. Uses the mouse to single and double click, drag and drop, and stay on the mouse pad.
11. Uses buttons, tools and scroll bars.
12. Inserts text (or graphics).
13. Uses commands to cut and paste.
14. Uses commands to move between files.
15. Uses Tool Bar.
16. Uses dictionary, spell check, language check under "tools" in Word processing.
17. Types an entire page of text with minimal errors.
18. Types for improved accuracy.
19. Types for improved speed.
20. Saves to file or disk.
21. Creates and organizes folders/files for Windows.
22. Formats and labels a floppy disk.
23. Deletes files.
24. Moves and renames files.
25. Recognizes different file types by extension (wps, bmp, avi, doc, jpg, gif, rtf).
26. Vocabulary grade level appropriate for Word application.

Standard F Page Setup and Printing

1. Changes print format landscape or portrait.
2. Adjusts page margins using menu or ruler.
3. Inserts and deletes page breaks.
4. Inserts page numbers.

**Standard G Presentation of Information
Spreadsheet**

1. Creates spreadsheet and demonstrates simple understanding.
2. Sets up simple graph using data in spreadsheet.
3. Defines a spreadsheet and describes its applications.
4. Working with an existing spreadsheet program.
5. Movers the cursor easily along rows and columns.
6. Uses a specific command to GO TO a particular cell.
7. Inserts into or deletes from two columns and /or rows into an existing spreadsheet.
8. Uses menu or toolbar to select printer and print document.

9. Formats labels for a block of cells.
10. Changes the cell widths of an existing spreadsheet.
11. Uses menu to create a new spreadsheet.
12. Enters labels.
13. Enters information.
14. Vocabulary grade level appropriate.

Multimedia presentation

1. Decides on a purpose for communicating the information and identify the intended audience.
2. Generates multimedia productions using presentation software (PowerPoint, HyperStudio).
3. Creates a web page.
4. Cites and credit all sources of information.
5. Creates a document using desktop publishing.
6. Evaluates the project in terms of both the content and format.

Standard H Accessing Reference Information

1. Demonstrates ability to properly handle CD's and floppy disks.
2. Demonstrates ability to start reference disk or CD.
3. Accesses and uses various reference disks.
4. Demonstrates ability to use sound when applicable.
5. Cuts and pastes from reference to another document.
6. Vocabulary grade level appropriate for reference.

Standard I Accessing Information Using The Internet

1. Reviews the Acceptable Use Policy.
2. Identifies and use significant icons.
3. Navigates a web site.
4. Evaluates the usefulness, (correctness) of Internet information and its sources.
5. Uses search strategies to locate information electronically.
6. Copies and pastes parts of a Web page. Remember to cite in paper.
7. Copyrighted material by citing sources.
8. Models ethical behavior relating to security, privacy, passwords, and personal information.
9. Skims and scans for main ideas and keywords to identify relevant information from Web pages.
10. Develops a question or problem to explore. Integrate more than one application.
11. Evaluates resource for accuracy, authority, reliability, relevance and currency.
12. Distinguishes between statements of fact and opinion.
13. Navigates a web site and follow links.
14. Uses search tool to locate information on a web page.
15. Identifies the different types of hyperlinks.
16. Uses the search tool to locate information on a Web page.

Standard K Utilizing Other Technology

1. Operate basic audio equipment as appropriate to grade level.
 - a. Microphone
 - b. Speakers
 - c. Scanner
 - d. Cameras
 - e. Printers
2. Operate basic technology equipment as appropriate to grade level .
 - a. VCR's
 - b. Video cameras
 - c. Digital cameras

Standard L Social And Human Issues

1. Understands and follows the Acceptable Use Policy.
2. Uses appropriate language and etiquette when using any form of electronic communication.
3. Works cooperatively and collaboratively to share resources and networked information.

4. Respect for copyright laws.
5. Performs safe behaviors when using technology.
 - a. Never eat or drink around the computer.
 - b. Never give personal information out about yourself or others.
 - c. Never claim others "work" as yours.
 - d. Posture and hand position
 - e. Eye strain... break from monitor
 - f. Lighting
 - g. Warming up finger exercises
 - h. Stretch break
6. Does not change settings of computer.
7. Does not mark the mouse pad, keyboard or touch monitor screen.
8. Closes all programs when finished and leave the desktop at the original setting.
9. Returns all items to appropriate location in the room.
10. Arranges keyboard, mouse and chairs and leave each workstation tidy, ready for the next class.
11. Demonstrates appropriate care of hardware and software.
12. Identifies Shield icon and understand the purpose of virus protection software.
13. Waits for an adult to approve a print job AND only press print ONCE.

Standard M Technology Tips

1. When frozen use the Control, Alt, Delete key.
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".

Standard N Keyboarding

Grade 8 Exit Level Performance Standards

By the end of Grade 8,

Standard A Acceptable Use and Ethical Standards

1. Understands and signs the Acceptable Use Policy of the school.
2. Understands ethical behaviors relating to security, privacy, passwords, and personal information.
3. Understands ethical behavior relating to others work on the Internet.

Standard B Orientation and Introduction

1. Respects and credits the works of others.
2. Recognizes the correct use of copyrighted materials in multimedia products.

Standard D Networking

1. Recognizes, describes and understands the functions of network protocols (TCP/IP, Ethernet, NetBEUI).

Standard E Word Processing

1. Uses ruler or menu to set right, left, center, and decimal tabs.
2. Creates an original document.
3. Defines a word processing program and describes its basic applications.
4. Uses superscript and subscript styles for mathematical and end note purposes.
5. Lists the steps involved in creating a document with word processing.
6. Create a multiple-outcome storyboard as a class activity.
7. Create a multimedia project as a group/class activity.
8. Use telecommunications to locate community information as a group/class project.
9. Use the left and right mouse buttons on the mouse for specific tasks.

10. Uses headers & footers, number pages.
11. Uses commands to cut and paste.
12. Uses commands to move between files.
13. Types an entire page of text with minimal errors.
14. Types for improved accuracy.
15. Types for improved speed.
16. Saves to file or disk.
17. Creates and organizes folders/files for Windows.
18. Formats and labels a floppy disk.
19. Moves and renames files.
20. Recognizes different file types by extension (wps, bmp, avi, doc, jpg, gif, rtf).
21. Uses vocabulary grade level appropriate for Word application.

Standard G Presentation of Information

1. Creates spreadsheet and demonstrates simple understanding.
2. Sets up simple graph using data in spreadsheet.
3. Include titles, scales, and legends.
4. Defines a spreadsheet and describes its applications.
5. Evaluates the accuracy, credibility, and validity of data in a database.
6. Works with an existing spreadsheet program.
7. Moves the cursor easily along rows and columns.
8. Uses a specific command to GO TO a particular cell.
9. Enters and changes values and labels.
10. Inserts into or deletes from two columns and /or rows into an existing spreadsheet.
11. Uses menu or toolbar to select printer and print document.
12. Formats labels for a block of cells.
13. Changes the cell widths of an existing spreadsheet.
14. Uses a spreadsheet for a specific purpose, such as computing grade averages.
15. Enters data into a prepared spreadsheet to perform calculations(+,-,*,/).
16. Retrieves using greater than(>), less than(<), and range criteria.
17. Recognizes the application of spreadsheets by producing a document in another content area.
18. Use menu to create a new spreadsheet.
19. Enters labels.
20. Enters information.
21. Selects most appropriate type of graph to display data and state the reason.
22. Uses Mail merge to integrate information from a database into a text document.
23. Uses vocabulary grade level appropriate: Fields, Cells, Sort, Column, Row, Spreadsheet, Chart, Table, Graph... line, bar, pie, 3D, Formula, Query, Link, Embedded, Category, Arrange, Value, Label, Sum, Merge Cells

Multimedia presentation

1. Decides on a purpose for communicating the information and identify the intended audience.
2. Generates multimedia productions using presentation software (PowerPoint, HyperStudio).
3. Creates a web page.
4. Cites and credits all sources of information.
5. Creates a document using desktop publishing.
6. Evaluates the project in terms of both the content and format.

Standard H Accessing Reference Information

1. Uses a presentation program to present a published paper using graphics, sounds, etc. from sources on the Internet, etc.
2. Demonstrates ability to properly handle CD's and floppy disks.
3. Demonstrates ability to start reference disk or CD.
4. Accesses and uses various reference disks.
5. Cuts and pastes from reference to another document.
6. Uses a presentation program to present a published paper using graphics, sounds, etc. from sources on the Internet, etc.

7. Uses vocabulary grade level appropriate for reference.

Standard I Accessing Information Using The Internet

1. Reviews and follows the Acceptable Use Policy.
2. Creates an original Web page to publish.
3. Creates a page with links to others with related topics.
4. Creates pages with graphics, music, links.
5. Learns HTML, XHTML.
6. Helps maintain the school and classroom Web pages.
7. Copies and save graphic from web sites to use on yours.
8. Views the source of page to find out HTML or to find where the document originated.
9. Uses vocabulary grade appropriate: Internet, Hyperlink, Search Engines, WWW, Web site, Home page, Bookmarks, Server, Microphone, Web browser, Virus, URL, Router, Modem, fax, FTP, Upload, download, Compress, decompress, zip, Netiquette, Video conference

Standard J Workplace Technology

1. Demonstrates an understanding of copyright by citing sources.
2. Describes the impact of technology on the skills needed for the workplace

Standard L Social And Human Issues

1. Understands and follow the Acceptable Use Policy.
2. Explores and discusses issues involved in balancing the right to access information with the right to privacy.
3. Does not change settings of computer.
4. Does not mark the mouse pad, keyboard or touch monitor screen.
5. Closes all programs when finished and leave the desktop at the original setting.
6. Returns all items to appropriate location in the room.
7. Arranges keyboard, mouse and chairs and leave each workstation tidy, ready for the next class.
8. Demonstrates appropriate care of hardware and software.

Grade Level Performance Standards

Kindergarten

*Please refer to the list of **GRADE 4 EXIT LEVEL PERFORMANCE STANDARDS** for numbered competencies listed below.*

WITHIN our Kindergarten Technology curriculum, students will:

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

K.A

1. Understand and sign the Acceptable Use Policy of the school.
2. Understand ethical behavior relating to security, privacy, passwords, and personal information

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will learn basic care and instruction on technology use.

K.B

1. Identify uses of technology at home and at school
2. Identifies the following terminology: computer, monitor, disk drive, CD-ROM, keyboard, printer, & diskette
3. Recognizes the location of the on/off switch on the monitor, the CPU, the surge protector, as well as the light
4. Demonstrates proper handling and care of the hardware
5. Demonstrates proper care, use, and storage of the diskette and CD disk and CD Care
 - a. Don't touch the exposed parts
 - b. Reinsert CD into case after use
 - c. Keep disk clean. Keep away from food and drink
 - d. Store disk carefully
 - e. Don't bring disk from outside of school
6. Demonstrates the proper sequence to run a program
7. Demonstrates the ability to use the printer
8. Accesses and uses various types of educational software independently
9. Becomes 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

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

K.D

1. Log on and off network
2. Recognize a server and workstation or client station
3. Identify network cabling

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of word processing.

K.E

1. Begins a Word Processing program
2. Creates an original document
 - a. Change font size
3. Minimize/maximize windows

4. Moves 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

Standard F Page Setup and Printing

Students in the Diocese of Jefferson City will understand and troubleshoot page setup and printing processes.

K.F

1. Wait for an adult to "OK" Print job AND only press print ONCE

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

K.H

1. Demonstrates ability to properly handle CD's and floppy disks

Standard I Accessing Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

K.I

1. Recognize K-3 Internet File on the desktop and get to Web Page
2. Identify and use significant icons
 - a. Scroll bar
 - b. Tool bar
 - c. Recognize stop button
 - d. Recognize back arrow
3. Navigate the initial web site follow links

Standard J Workplace Technology

Students in the Diocese of Jefferson City will be able to evaluate and then select technology applications that will enhance the workplace and minimize the workload.

K.J

1. Create a banner using the appropriate software
2. Create a greeting card using appropriate software
3. Create a document using desktop publishing

Standard K Utilizing Other Technology

Students in the Diocese of Jefferson City will be able to utilize basic and advanced technology.

K.K

1. Operate basic audio equipment as appropriate to grade level
2. Operate basic technology equipment as appropriate to grade level

Standard L Social And Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field of technology.

K.L

1. Respect the privacy of others
2. Perform safe behaviors when using technology
 - a. Posture and hand position

- b. Eye strain... break from monitor
 - c. Lighting
 - d. Warming up finger exercises
 - e. Stretch break
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

Standard M Technology Tips

Students in the Diocese of Jefferson City will be able to utilize short cuts to make technology more effective and troubleshoot problems.

K.M

1. When frozen use the Control, Alt, Delete key
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"

Standard N Keyboarding

Students in the Diocese of Jefferson City will use basic and advanced keyboarding skills.

K.N

1. Recognizes letters, numbers, and symbols on the keyboard
2. Locates and uses the numbers and letters on the keyboard

Note – *Not all grades include each standard sub-category (as indicated by gaps in the numbering system). However, all K-4 goals and 5-8 goals are appropriately addressed by the end of fourth and eighth grades.*

These grade level performance standards are listed developmentally. However, each school is uniquely organized. Therefore, a specific grade level standard may not be addressed at the grade indicated, but will be addressed within a 4 year time span (K-4, 5-8).

Much of what we expect students to be able to do at the end of their formal education is introduced as early as kindergarten. The difficulty of the materials, the complexity of what students do with them, and the sophistication of their skills change as they grow older. In practice, teachers build on what students have already achieved at one level to help them meet higher standards at the next level.

Grade Level Performance Standards

Grade One

*Please refer to the list of **GRADE 4 EXIT LEVEL PERFORMANCE STANDARDS** for numbered competencies listed below.*

WITHIN our First Grade Technology curriculum, students will:

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

1.A

1. Understand and sign the Acceptable Use Policy of the school.
2. Understand ethical behavior relating to security, privacy, passwords, and personal information

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will learn basic care and instruction on technology use.

1.B

1. Identify uses of technology at home and at school
2. Identifies the following terminology: computer, monitor, disk drive, CD-ROM, keyboard, printer, & diskette
3. Recognizes the location of the on/off switch on the monitor, the CPU, the surge protector, as well as the light
4. Demonstrates proper handling and care of the hardware
5. Demonstrates proper care, use, and storage of the diskette and CD disk and CD Care
 - a. Don't touch the exposed parts
 - b. Reinsert CD into case after use
 - c. Keep disk clean. Keep away from food and drink
 - d. Store disk carefully
 - e. Don't bring disk from outside of school
6. Demonstrates the proper sequence to run a program
7. Demonstrates the ability to use the printer
8. Accesses and uses various types of educational software independently
9. Becomes 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

Standard C Technology Navigation

Students in the Diocese of Jefferson City will learn how to access information in different locations on the computer.

1.C

1. Students are able to go from start to programs, find and open a specific program.
2. Students are able to insert CD or Floppy disk and open program or file.
3. Students are able to open file folders.
4. Students are able to click on a hyperlink and find activity.

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

1.D

1. Log on and off network

2. Recognize a server and workstation or client station
3. Identify network cabling
4. Recognizes server and client software.

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of Word processing.

1.E

1. Begins a Word Processing program
2. Creates an original document
 - a. Change font size
 - b. Use mouse or arrow key to set insertion point for spaces and characters.
3. Minimize/maximize windows
4. Moves 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

Standard F Page Setup and Printing

Students in the Diocese of Jefferson City will understand and troubleshoot page setup and printing processes.

1.F

1. Wait for an adult to "OK" Print job AND only press print ONCE

Standard G Presentation of Information

Students in the Diocese of Jefferson City will be able to use technology to present information.

1.G

1. Makes a simple slide show using KidPix or similar program.
2. Adds sound to the slides.

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

1.H

1. Demonstrates ability to properly handle CD's and floppy disks

Standard I Accessing Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

1.I

1. Recognize K-3 Internet File on the desktop and get to Web Page
2. Identify and use significant icons
 - a. Scroll bar
 - b. Tool bar
 - c. Recognize stop button
 - d. Recognize back arrow
3. Navigate the initial web site
 - a. Follow a hyperlink

Standard J Workplace Technology

Students in the Diocese of Jefferson City will be able to evaluate and then select technology applications that will enhance the workplace and minimize the workload.

1.J

1. Create a banner using the appropriate software
2. Create a greeting card using appropriate software
3. Create a document using desktop publishing
4. Evaluates the project in terms of both the content and format.

Standard K Utilizing Other Technology

Students in the Diocese of Jefferson City will be able to utilize basic and advanced technology.

1.K

1. Operate basic audio equipment as appropriate to grade level
 - a. Microphone
 - b. Speakers
 - c. Scanner
 - d. Cameras
 - e. Printers
2. Operate basic technology equipment as appropriate to grade level
 - a. VCR's
 - b. Video cameras
 - c. Digital cameras

Standard L Social And Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field of technology.

1.L

1. Respect the privacy of others
2. Perform safe behaviors when using technology
 - a. Posture and hand position
 - b. Eye strain... break from monitor
 - c. Lighting
 - d. Warming up finger exercises
 - e. Stretch break
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

Standard M Technology Tips

Students in the Diocese of Jefferson City will be able to utilize short cuts to make technology more effective and troubleshoot problems.

1.M

1. When frozen use the Control, Alt, Delete key
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"

Standard N Keyboarding

Students in the Diocese of Jefferson City will use basic and advanced keyboarding skills.

1.N

1. Recognizes letters, numbers, and symbols on the keyboard
2. Locates and uses the numbers and letters on the keyboard

Grade Level Performance Standards

Grade Two

*Please refer to the list of **GRADE 4 EXIT LEVEL PERFORMANCE STANDARDS** for numbered competencies listed below.*

WITHIN our Second Grade Technology curriculum, students will:

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

2.A

1. Understand and sign the Acceptable Use Policy of the school.
2. Understand ethical behavior relating to security, privacy, passwords, and personal information.

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will learn basic care and instruction on technology use.

2.B

1. Identify uses of technology at home and at school.
2. Identifies the following terminology: computer, monitor, disk drive, CD-ROM, keyboard, printer, & diskette.
 - a. Recognizes the location of the on/off switch on the monitor, the CPU, the surge protector, as well as the light
3. Demonstrates proper handling and care of the hardware.
4. Demonstrates proper care, use, and storage of the diskette and CD disk and CD Care.
 - a. Don't touch the exposed parts
 - b. Reinsert CD into case after use
 - c. Keep disk clean. Keep away from food and drink
 - d. Store disk carefully
 - e. Don't bring disk from outside of school
5. Demonstrates the proper sequence to run a program.
6. Demonstrates the ability to use the printer.
7. Accesses and uses various types of educational software independently.
8. Becomes familiar with the mouse right click, left click, hold and drag.
9. Placement of cursor at a specified location.
10. Respect and credit for the works of others. (Copyright Laws)

Standard C Technology Navigation

Students in the Diocese of Jefferson City will learn how to access information in different locations on the computer.

2.C

1. Students are able to go from start to programs, find and open a specific program.
2. Students are able to insert CD or Floppy disk and open program or file.
3. Students are able to open file folders.
4. Students are able to click on a hyperlink and find activity.

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

2.D

1. Log on and off network.

2. Recognize a server and workstation or client station.
3. Identify network cabling.
4. Recognizes server and client software.

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of word processing.

2.E

1. Begins a Word Processing program.
2. Lists the steps involved in creating a document with word processing.
3. Creates an original document.
 - a. Change font size.
 - b. Use mouse or menu to move graphics or text boxes.
 - c. Use mouse or arrow key to set insertion point for spaces and characters.
4. Minimize/maximize windows.
5. Use menu or tool bar to center a title.
6. Use menu or toolbar to align text in relation to margins left align, right align, center, justify.
7. Use Tab key rather than space bar to indent first line of paragraph.
8. Moves the cursor around the screen easily, as needed.
9. Use the mouse to single and double click, drag and drop, and stay on the mouse pad.
10. Use buttons, tools and scroll bars.
11. Inserts text (or graphics).
12. Deletes words, characters, and text.
13. Uses commands to cut and paste.
14. Produces a printed copy of a document.
15. Uses commands to move between files.
16. Uses Tool Bar.
17. Uses dictionary, spell check, language check under "tools" in Word processing.
18. Saves to file or disk.
19. Delete files.
20. Vocabulary grade level appropriate for Word application

Standard F Page Setup and Printing

Students in the Diocese of Jefferson City will understand and troubleshoot page setup and printing processes.

2.F

1. Wait for an adult to "OK" Print job AND only press print ONCE.

Standard G Presentation of Information

Students in the Diocese of Jefferson City will be able to use technology to present information.

2.G

1. Makes a simple slide show using KidPix or similar program.
2. Adds sound to the slides.

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

2.H

1. Demonstrates ability to properly handle CD's and floppy disks.
2. Demonstrates ability to start reference disk or CD.
3. Demonstrates ability to use sound when applicable.

Standard I Accessing Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

2.I

1. Recognize K-3 Internet File on the desktop and get to Web Page.
2. Identify and use significant icons.
 - a. Scroll bar
 - b. Tool bar
 - c. Recognize stop button
 - d. Recognize back arrow
3. Navigate the initial website.
 - a. Follow a hyperlink

Standard J Workplace Technology

Students in the Diocese of Jefferson City will be able to evaluate and then select technology applications that will enhance the workplace and minimize the workload.

2.J

1. Create a banner using the appropriate software.
2. Create a greeting card using appropriate software.
3. Create a document using desktop publishing.
4. Evaluates the project in terms of both the content and format.

Standard K Utilizing Other Technology

Students in the Diocese of Jefferson City will be able to utilize basic and advanced technology.

2.K

1. Operate basic audio equipment as appropriate to grade level.
 - a. Microphone
 - b. Speakers
 - c. Scanner
 - d. Cameras
 - e. Printers
2. Operate basic technology equipment as appropriate to grade level .
 - a. VCR's
 - b. Video cameras
 - c. Digital cameras

Standard L Social And Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field Of technology.

2.L

1. Respect the privacy of others.
2. Perform safe behaviors when using technology.
 - a. Posture and hand position
 - b. Eye strain... break from monitor
 - c. Lighting
 - d. Warming up finger exercises
 - e. Stretch break
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.

Standard M Technology Tips

Students in the Diocese of Jefferson City will be able to utilize short cuts to make technology more effective and troubleshoot problems.

2.M

1. When frozen use the Control, Alt, Delete key.
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".

Standard N Keyboarding

Students in the Diocese of Jefferson City will use basic and advanced keyboarding skills.

2.N

1. Recognizes letters, numbers, and symbols on the keyboard.
2. Locates and uses the numbers and letters on the keyboard.

Note – *Not all grades include each standard sub-category (as indicated by gaps in the numbering system). However, all K-4 goals and 5-8 goals are appropriately addressed by the end of fourth and eighth grades.*

These grade level performance standards are listed developmentally. However, each school is uniquely organized. Therefore, a specific grade level standard may not be addressed at the grade indicated, but will be addressed within a 4 year time span (K-4, 5-8).

Much of what we expect students to be able to do at the end of their formal education is introduced as early as kindergarten. Students listen, read, speak, write, use language, and enjoy literature at all levels and grades. The difficulty of the materials, the complexity of what students do with them, and the sophistication of their skills change as they grow older. For economy of space, knowledge and skills introduced as standards at the lower levels are not repeated as standards at the upper levels. In practice, teachers build on what students have already achieved at one level to help them meet higher standards at the next level.

Grade Level Performance Standards

Grade Three

*Please refer to the list of **GRADE 4 EXIT LEVEL PERFORMANCE STANDARDS** for numbered competencies listed below.*

WITHIN our Third Grade Technology curriculum, students will:

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

3.A

1. Understand and sign the Acceptable Use Policy of the school.
2. Understand ethical behavior relating to security, privacy, passwords, and personal information.

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will learn basic care and instruction on technology use.

3.B

2. Identifies the following physical components of a computer system as either input, output, or processing device.
 - a. CPU
 - b. Monitor
 - c. disk drive
 - d. CD-ROM
 - e. Keyboard
 - f. Printer
 - g. floppy disk.
3. Recognizes the need for protection of software and hardware from computer viruses and vandalism.
4. Saves file/copies to hard drive, floppy disk.
5. Retrieves and edits a word-processed document.
6. Recognizes the differences between print and electronic databases.
7. Accesses and uses various types of educational software independently.

Standard C Technology Navigation

Students in the Diocese of Jefferson City will learn how to access information in different locations on the computer.

3.C

1. Students are able to go from start to programs, find and open a specific program.
2. Students are able to insert CD or Floppy disk and open program or file.
3. Students are able to open file folders.
4. Students are able to click on a hyperlink and find activity.

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

3.D

1. Log on and off network.
2. Recognize a server and workstation or client station.
3. Identify network cabling.
4. Recognizes, describes and understands the functions of a server, server software, a workstation

- and client software.
5. Recognizes server and client software.

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of Word processing.

3.E

1. Begins a Word Processing program.
2. Creates an original document.
 - a. Use mouse or arrow key to set insertion point for spaces and characters.
 - b. Insert a graphic or table into document.
3. Create a multiple-outcome storyboard as a class activity.
4. Create a multimedia project as a group/class activity.
5. Use telecommunications to locate community information as a group/class project.
6. Use the left and right mouse buttons on the mouse for specific tasks.
7. Uses headers & footers, number pages.
8. Use the mouse to single and double click, drag and drop, and stay on the mouse pad.
9. Use buttons, tools and scroll bars.
10. Inserts text (or graphics).
11. Uses commands to cut and paste.
12. Uses commands to move between files.
13. Uses Tool Bar.
14. Uses dictionary, spell check, language check under "tools" in Word processing.
15. Types an entire page of text with minimal errors.
16. Types for improved accuracy.
17. Types for improved speed.
18. Saves to file or disk.
19. Recognizes different file types by extension (wps, bmp, avi, doc, jpg, gif, rtf).
20. Vocabulary grade level appropriate for Word application.

Standard F Page Setup and Printing

Students in the Diocese of Jefferson City will understand and troubleshoot page setup and printing processes.

3.F

1. Changes print format landscape or portrait.
2. Changes number of printings from one to something else.
3. Picks specific pages to be printed.

Standard G Presentation of Information

Students in the Diocese of Jefferson City will be able to use technology to present information.

3.G

1. Makes a simple slide show using KidPix or similar program.
2. Adds sound to the slides.

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

3.H

1. Demonstrates ability to properly handle CD's and floppy disks.
2. Demonstrates ability to start reference disk or CD.
3. Accesses and uses various reference disks.
4. Cut and paste from reference to another document.

Standard I Accessing Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

3.I

1. Recognize K-3 Internet File on the desktop and get to Web Page.
2. Identify and use significant icons.
 - a. Scroll bar
 - b. Tool bar
 - c. Recognize stop button
 - d. Recognize back arrow
3. Navigate the initial website.
 - a. Follow a hyperlink
4. Evaluates the usefulness, (correctness) of Internet information and its sources.
5. Uses search strategies to locate information electronically.
6. Skims and scans for main ideas and keywords to identify relevant information from Web pages.
7. Develops a question or problem to explore. Integrate more than one application.
8. Navigates a web site and follow links.
9. Uses search tool to locate information on a web page.

Standard J Workplace Technology

Students in the Diocese of Jefferson City will be able to evaluate and then select technology applications that will enhance the workplace and minimize the workload.

3.J

1. Decides on a purpose for communicating the information and identify the intended audience.
2. Generates multimedia productions using presentation software (PowerPoint, HyperStudio).
3. Generates a spreadsheet.
2. Creates a banner using the appropriate software.
3. Creates a greeting card using appropriate software.
4. Creates a web page.
5. Cites and credits all sources of information.
6. Evaluates the project in terms of both the content and format.
7. Creates a document using desktop publishing.
8. Evaluates the project in terms of both the content and format.

Standard K Utilizing Other Technology

Students in the Diocese of Jefferson City will be able to utilize basic and advanced technology.

3.K

1. Operate basic audio equipment as appropriate to grade level.
 - a. Microphone
 - b. Speakers
 - c. Scanner
 - d. Cameras
 - e. Printers
2. Operate basic technology equipment as appropriate to grade level .
 - a. VCR's
 - b. Video cameras
 - c. Digital cameras

Standard L Social And Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field of technology.

3.L

1. Respects the privacy of others.
2. Understands and follows the Acceptable Use Policy.
3. Uses appropriate language and etiquette when using any form of electronic communication.
4. Works cooperatively and collaboratively to share resources and networked information.
5. Respect for copyright laws.
6. Performs safe behaviors when using technology.
 - a. Never eat or drink around the computer.

- b. Never give personal information out about yourself or others.
 - c. Never claim others "work" as yours.
 - d. Posture and hand position
 - e. Eye strain... break from monitor
 - f. Lighting
 - g. Warming up finger exercises
 - h. Stretch break
7. Food or drinks, candy or gum don't belong in the lab.
 8. Does not change settings of computer.
 9. Does not mark the mouse pad, keyboard or touch monitor screen.
 10. Closes all programs when finished and leave the desktop at the original setting.
 11. Returns all items to appropriate location in the room.
 12. Arranges keyboard, mouse and chairs and leave each workstation tidy, ready for the next class.
 13. Demonstrates appropriate care of hardware and software.
 14. Identifies Shield icon and understand the purpose of virus protection software.
 15. Waits for an adult to approve a print job AND only press print ONCE.

Standard M Technology Tips

Students in the Diocese of Jefferson City will be able to utilize short cuts to make technology more effective and troubleshoot problems.

3.M

1. When frozen use the Control, Alt, Delete key.
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".

Standard N Keyboarding

Students in the Diocese of Jefferson City will use basic and advanced keyboarding skills.

3.N

1. Begins to use correct hands and fingering.
2. Begins to work for accuracy.

Note – *Not all grades include each standard sub-category (as indicated by gaps in the numbering system). However, all K-4 goals and 5-8 goals are appropriately addressed by the end of fourth and eighth grades.*

These grade level performance standards are listed developmentally. However, each school is uniquely organized. Therefore, a specific grade level standard may not be addressed at the grade indicated, but will be addressed within a 4 year time span (K-4, 5-8).

Much of what we expect students to be able to do at the end of their formal education is introduced as early as kindergarten. The difficulty of the materials, the complexity of what students do with them, and the sophistication of their skills change as they grow older. In practice, teachers build on what students have already achieved at one level to help them meet higher standards at the next level.

Grade Level Performance Standards

Grade Four

*Please refer to the list of **GRADE 4 EXIT LEVEL PERFORMANCE STANDARDS** for numbered competencies listed below.*

WITHIN our Fourth Grade Technology curriculum, students will:

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

4.A

1. Understand and sign the Acceptable Use Policy of the school.
2. Understand ethical behavior relating to security, privacy, passwords, and personal information.
3. Understands ethical behavior relating to others work on the Internet Copyright.

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will learn basic care and instruction on technology use.

4.B

11. Identifies the following physical components of a computer system as either input, output, or processing device.
 - a. CPU
 - b. Monitor
 - c. disk drive
 - d. CD-ROM
 - e. Keyboard
 - f. Printer
 - g. floppy disk.
12. Recognizes the need for protection of software and hardware from computer viruses and vandalism.
13. Saves file/copies to hard drive, floppy disk.
14. Retrieves and edits a word-processed document.
15. Recognizes the differences between print and electronic databases.
16. Accesses and uses various types of educational software independently.
17. Respects and credit for the works of others. Copyright.
18. Instructs about Copyright laws.
19. Identifies violations of the Copyright laws.
20. Recognizes the correct use of copyrighted materials in multimedia products.

Standard C Technology Navigation

Students in the Diocese of Jefferson City will learn how to access information in different locations on the computer.

4.C

5. Students are able to copy and paste from one document to another.
6. Students are able to save file from hard drive to floppy disk and from floppy disk to hard drive.
7. Students are able to have more than one window open at a time and work in both.
 - a. Copy and paste from Internet site, giving credit, into a word document.
8. Students are able to download a file from the Internet to a floppy disk and run virus scan.

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

4.D

1. Log on and off network.

2. Recognize a server and workstation or client station.
3. Identify network cabling.
4. Recognizes, describes and understands the functions of a server, server software, a workstation and client software.
5. Recognizes server and client software.

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of Word processing.

4.E

27. Begins a Word Processing program.
28. Creates an original document.
29. Defines a word processing program and describes its basic applications.
30. Lists the steps involved in creating a document with word processing.
31. Creates a multiple-outcome storyboard as a class activity.
32. Creates a multimedia project as a group/class activity.
33. Uses telecommunications to locate community information as a group/class project.
34. Uses the left and right mouse buttons on the mouse for specific tasks.
35. Uses headers & footers, number pages.
36. Uses the mouse to single and double click, drag and drop, and stay on the mouse pad.
37. Uses buttons, tools and scroll bars.
38. Inserts text (or graphics).
39. Uses commands to cut and paste.
40. Uses commands to move between files.
41. Uses Tool Bar.
42. Uses dictionary, spell check, language check under "tools" in Word processing.
43. Types an entire page of text with minimal errors.
44. Types for improved accuracy.
45. Types for improved speed.
46. Saves to file or disk.
47. Creates and organizes folders/files for Windows.
48. Formats and labels a floppy disk.
49. Deletes files.
50. Moves and renames files.
51. Recognizes different file types by extension (wps, bmp, avi, doc, jpg, gif, rtf).
52. Vocabulary grade level appropriate for Word application.

Standard F Page Setup and Printing

Students in the Diocese of Jefferson City will understand and troubleshoot page setup and printing processes.

4.F

1. Changes print format landscape or portrait.
5. Adjusts page margins using menu or ruler.
6. Inserts and deletes page breaks.
7. Inserts page numbers.

Standard G Presentation of Information

Students in the Diocese of Jefferson City will be able to use technology to present information.

4.G

Spreadsheet

15. Creates spreadsheet and demonstrates simple understanding.
16. Sets up simple graph using data in spreadsheet.
17. Defines a spreadsheet and describes its applications.
18. Working with an existing spreadsheet program.
19. Moves the cursor easily along rows and columns.
20. Uses a specific command to GO TO a particular cell.
21. Inserts into or deletes from two columns and /or rows into an existing spreadsheet.

22. Uses menu or toolbar to select printer and print document.
23. Formats labels for a block of cells.
24. Changes the cell widths of an existing spreadsheet.
25. Uses menu to create a new spreadsheet.
26. Enters labels.
27. Enters information.
28. Vocabulary grade level appropriate.

Multimedia presentation

3. Decides on a purpose for communicating the information and identify the intended audience.
4. Generates multimedia productions using presentation software (PowerPoint, HyperStudio).
3. Creates a web page.
4. Cites and credit all sources of information.
5. Creates a document using desktop publishing.
6. Evaluates the project in terms of both the content and format.

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

4.H

7. Demonstrates ability to properly handle CD's and floppy disks.
8. Demonstrates ability to start reference disk or CD.
9. Accesses and uses various reference disks.
10. Demonstrates ability to use sound when applicable.
11. Cuts and pastes from reference to another document.
12. Vocabulary grade level appropriate for reference.

Standard I Accessing Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

4.I

17. Reviews the Acceptable Use Policy.
18. Identifies and use significant icons.
19. Navigates a web site.
20. Evaluates the usefulness, (correctness) of Internet information and its sources.
21. Uses search strategies to locate information electronically.
22. Copies and pastes parts of a Web page. Remember to cite in paper.
23. Copyrighted material by citing sources.
24. Models ethical behavior relating to security, privacy, passwords, and personal information.
25. Skims and scans for main ideas and keywords to identify relevant information from Web pages.
26. Develops a question or problem to explore. Integrate more than one application.
27. Evaluates resource for accuracy, authority, reliability, relevance and currency.
28. Distinguishes between statements of fact and opinion.
29. Navigates a web site and follow links.
30. Uses search tool to locate information on a web page.
31. Identifies the different types of hyperlinks.
32. Uses the search tool to locate information on a Web page.

Standard K Utilizing Other Technology

Students in the Diocese of Jefferson City will be able to utilize basic and advanced technology.

4.K

3. Operate basic audio equipment as appropriate to grade level.
 - f. Microphone
 - g. Speakers
 - h. Scanner
 - i. Cameras
 - j. Printers
4. Operate basic technology equipment as appropriate to grade level .

- d. VCR's
- e. Video cameras
- f. Digital cameras

Standard L Social And Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field of technology.

4.L

- 14. Understands and follows the Acceptable Use Policy.
- 15. Uses appropriate language and etiquette when using any form of electronic communication.
- 16. Works cooperatively and collaboratively to share resources and networked information.
- 17. Respect for copyright laws.
- 18. Performs safe behaviors when using technology.
 - a. Never eat or drink around the computer.
 - b. Never give personal information out about yourself or others.
 - c. Never claim others "work" as yours.
 - d. Posture and hand position
 - e. Eye strain... break from monitor
 - f. Lighting
 - g. Warming up finger exercises
 - h. Stretch break
- 19. Does not change settings of computer.
- 20. Does not mark the mouse pad, keyboard or touch monitor screen.
- 21. Closes all programs when finished and leave the desktop at the original setting.
- 22. Returns all items to appropriate location in the room.
- 23. Arranges keyboard, mouse and chairs and leave each workstation tidy, ready for the next class.
- 24. Demonstrates appropriate care of hardware and software.
- 25. Identifies Shield icon and understand the purpose of virus protection software.
- 26. Waits for an adult to approve a print job AND only press print ONCE.

Standard M Technology Tips

Students in the Diocese of Jefferson City will be able to utilize short cuts to make technology more effective and troubleshoot problems.

4.M

- 4. When frozen use the Control, Alt, Delete key.
- 5. When CPU needs to be turned off hold in button until the light goes off.
- 6. To get out of most programs hold down on the space bar unless there is an "exit".

Standard N Keyboarding

Students in the Diocese of Jefferson City will use basic and advanced keyboarding skills.

4.N

- 1. Begins to use correct hands and fingering.
- 2. Begins to work for accuracy.
- 3. Begins to work for speed.

Note – *Not all grades include each standard sub-category (as indicated by gaps in the numbering system). However, all K-4 goals and 5-8 goals are appropriately addressed by the end of fourth and eighth grades.*

These grade level performance standards are listed developmentally. However, each school is uniquely organized. Therefore, a specific grade level standard may not be addressed at the grade indicated, but will be addressed within a 4 year time span (K-4, 5-8).

Much of what we expect students to be able to do at the end of their formal education is introduced as early as kindergarten. The difficulty of the materials, the complexity of what students do with them, and the sophistication of their skills change as they grow older. In practice, teachers build on what students have already achieved at one level to help them meet higher standards at the next level.

Grade Level Performance Standards

Grade Five

*Please refer to the list of **GRADE 8 EXIT LEVEL PERFORMANCE STANDARDS** for numbered competencies listed below.*

WITHIN our Fifth Grade Technology curriculum, students will:

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

5A

1. Understand and sign the Acceptable Use Policy of the school.
2. Understand ethical behavior relating to security, privacy, passwords, and personal information.
3. Understands ethical behavior relating to others work on the Internet Copyright.
4. Understands and respect rules relating to Copy right issues.

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will learn basic care and instruction on technology use.

5B

1. Identifies the following physical components of a computer system as either input, output, or processing device.
 - a. CPU
 - b. Monitor
 - c. disk drive
 - d. CD-ROM
 - e. Keyboard
 - f. Printer
 - g. floppy disk.
2. Recognizes the need for protection of software and hardware from computer viruses and vandalism.
3. Retrieves and edits a word-processed document.
4. Recognizes the differences between print and electronic databases.
5. Accesses and uses various types of educational software independently.
6. Respects and credits the works of others following Copyright guidelines.
7. Recognizes and understands Copyright laws.
8. Identifies violations of the Copyright laws.
9. Recognizes the correct use of copyrighted materials in multimedia products.

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

5D

1. Log on and off network.
2. Recognize a server and workstation or client station.
3. Identify network cabling.
4. Recognizes, describes and understands the functions of a server, server software, a workstation and client software.
5. Recognizes server and client software.

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of word processing.

5E

1. Creates an original document.

2. Defines a word processing program and describes its basic applications.
3. Uses superscript and subscript styles for mathematical and end note purposes.
4. Lists the steps involved in creating a document with word processing.
5. Create a multiple-outcome storyboard as a class activity.
6. Create a multimedia project as a group/class activity.
7. Use telecommunications to locate community information as a group/class project.
8. Use the left and right mouse buttons on the mouse for specific tasks.
9. Uses headers & footers, number pages.
10. Uses commands to cut and paste.
11. Uses commands to move between files.
12. Types an entire page of text with minimal errors.
13. Types for improved accuracy.
14. Types for improved speed.
15. Saves to file or disk.
16. Creates and organizes folders/files for Windows.
17. Formats and labels a floppy disk.
18. Moves and renames files.
19. Recognizes different file types by extension (wps, bmp, avi, doc, jpg, gif, rtf).
20. Uses vocabulary grade level appropriate for Word application.

Standard F Page Setup and Printing

Students in the Diocese of Jefferson City will understand and troubleshoot page setup and printing processes.

5F

1. Adjusts page margins using menu or ruler.
2. Inserts and delete page breaks.
3. Uses headers and footers to insert page numbers.
4. Inserts date and filename.

Standard G Presentation of Information

Students in the Diocese of Jefferson City will be able to use technology to present information.

5G

Spreadsheet

1. Creates spreadsheet and demonstrates simple understanding.
2. Sets up simple graph using data in spreadsheet.
3. Include titles, scales, and legends.
4. Defines a spreadsheet and describes its applications.
5. Evaluates the accuracy, credibility, and validity of data in a database.
6. Works with an existing spreadsheet program.
7. Moves the cursor easily along rows and columns.
8. Uses a specific command to GO TO a particular cell.
9. Enters and changes values and labels.
10. Inserts into or deletes from two columns and /or rows into an existing spreadsheet.
11. Uses menu or toolbar to select printer and print document.
12. Formats labels for a block of cells.
13. Changes the cell widths of an existing spreadsheet.
14. Uses a spreadsheet for a specific purpose, such as computing grade averages.
15. Enters data into a prepared spreadsheet to perform calculations(+,-,*,/).
16. Retrieves using greater than(>), less than(<), and range criteria.
17. Recognizes the application of spreadsheets by producing a document in another content area.
18. Use menu to create a new spreadsheet.
19. Enters labels.
20. Enters information.
21. Selects most appropriate type of graph to display data and state the reason.
22. Uses Mail merge to integrate information from a database into a text document.

23. Uses vocabulary grade level appropriate: Fields, Cells, Sort, Column, Row, Spreadsheet, Chart, Table, Graph... line, bar, pie, 3D, Formula, Query, Link, Embedded, Category, Arrange, Value, Label, Sum, Merge Cells

Multimedia presentation

1. Decides on a purpose for communicating the information and identify the intended audience.
2. Generates multimedia productions using presentation software (PowerPoint, HyperStudio).
3. Creates a web page.
4. Cites and credits all sources of information.
5. Creates a document using desktop publishing.
6. Evaluates the project in terms of both the content and format.

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

5H

1. Demonstrates ability to properly handle CD's and floppy disks.
2. Demonstrates ability to start reference disk or CD.
3. Accesses and uses various reference disks.
4. Cuts and pastes from reference to another document.
5. Uses a presentation program to present a published paper using graphics, sounds, etc. from sources on the Internet, etc.
6. Uses vocabulary grade level appropriate for reference.

Standard I Accessing Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

5I

1. Reviews the Acceptable Use Policy.
2. Navigates a web site.
3. Evaluates the usefulness, (correctness) of Internet information and its sources.
4. Uses search strategies to locate information electronically.
5. Copies and pastes parts of a Web page Remember to cite in paper.
6. Copyrights material by citing sources.
7. Models ethical behavior relating to security, privacy, passwords, and personal information.
8. Creates an original Web page to publish.
9. Creates a page with links to others with related topics.
10. Develops a question or problem to explore. Integrates more than one application.
11. Evaluates resources for accuracy, authority, reliability, relevance and currency.
12. Distinguishes between statements of fact and opinion.
13. Navigates a web site and follow links.
14. Uses search tool to locate information on a web page.
15. Identifies the different types of hyperlinks.
16. Uses the search tool to locate information on a Web page.
17. Uses vocabulary grade appropriate: Internet, Hyperlink, Search Engines, WWW, Web site, Home page, Bookmarks, Server, Microphone, Web browser, Virus, URL, Router, Modem, fax, FTP, Upload, download, Compress, decompress, zip, Netiquette, Video conference

Standard J Workplace Technology

Students in the Diocese of Jefferson City will be able to evaluate and then select technology applications that will enhance the workplace and minimize the workload.

5J

1. Demonstrates an understanding of copyright by citing sources.
2. Describes how technology has changed the world.

Standard K Utilizing Other Technology

Students in the Diocese of Jefferson City will be able to utilize basic and advanced technology.

5K

1. Operate basic audio equipment as appropriate to grade level.
 - k. Microphone
 - l. Speakers
 - m. Scanner
 - n. Cameras
 - o. Printers
2. Operate basic technology equipment as appropriate to grade level .
 - g. VCR's
 - h. Video cameras
 - i. Digital cameras

Standard L Social And Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field of technology.

5L

1. Understands and follows the Acceptable Use Policy.
2. Uses appropriate language and etiquette when using any form of electronic communication.
3. Works cooperatively and collaboratively to share resources and networked information.
4. Respects copyright laws.
5. Explores and discusses issues involved in balancing the right to access information with the right to privacy.
6. Performs safe behaviors when using technology.
7. Does not change settings of the computer.
8. Does not mark the mouse pad, keyboard or touch monitor screen.
9. Closes all programs when finished and leaves the desktop at the original setting.
10. Returns all items to the appropriate location in the room.
11. Arranges keyboard, mouse and chairs and leaves each workstation tidy and ready for the next class.
12. Demonstrates appropriate care of hardware and software.
13. Identifies Shield icon and understand the purposes of virus protection software.
14. Waits for an adult to approve a print job AND only presses print ONCE.

Standard M Technology Tips

Students in the Diocese of Jefferson City will be able to utilize short cuts to make technology more effective and troubleshoot problems.

5M

1. When frozen use the Control, Alt, Delete key.
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".

Standard N Keyboarding

Students in the Diocese of Jefferson City will use basic and advanced keyboarding skills.

5N

1. Use correct hands and fingering.
2. Continue to work for accuracy.
3. Continue to work for speed.

Grade Level Performance Standards

Grade Six

*Please refer to the list of **GRADE 8 EXIT LEVEL PERFORMANCE STANDARDS** for numbered competencies listed below.*

WITHIN our Sixth Grade Technology curriculum, students will:

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

6A

1. Understands and signs the Acceptable Use Policy of the school.
2. Understands ethical behavior relating to security, privacy, passwords, and personal information.
3. Understands ethical behavior relating to others work on the Internet and Copyright guidelines.

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will learn basic care and instruction on technology use.

6B

1. Respects and credits the works of others.
2. Understands Copyright laws.
3. Identifies violations of the Copyright laws.
4. Recognizes the correct use of copyrighted materials in multimedia products.

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

6D

1. Identifies and understands the differences between non-networked and networked computers.
2. Identifies network cabling.
3. Recognizes, describes and understands the functions of a server, server software, a workstation and client software.
4. Recognizes, describes and understands the functions of network protocols (TCP/IP, Ethernet, NetBEUI).

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of word processing.

6E

1. Defines a word processing program and describes its basic applications.
2. Uses superscript and subscript styles for mathematical and end note purposes.
3. Lists the steps involved in creating a document with word processing.
4. Uses the left and right mouse buttons on the mouse for specific tasks.
5. Uses headers & footers, number pages.
6. Types an entire page of text with minimal errors.
7. Types for improved speed.
8. Creates and organizes folders/files for Windows.
9. Formats and labels a floppy disk.
10. Moves and renames files.

Standard F Page Setup and Printing

Students in the Diocese of Jefferson City will understand and troubleshoot page setup and printing processes.

6F

1. Adjusts page margins using menu or ruler.
2. Inserts and deletes page breaks.
3. Uses headers and footers to insert page numbers.
4. Inserts date and filename.

Standard G Presentation of Information

Students in the Diocese of Jefferson City will be able to use technology to present information.

6G

Spreadsheet

24. Creates spreadsheet and demonstrates simple understanding.
25. Sets up simple graph using data in spreadsheet.
26. Include titles, scales, and legends.
27. Defines a spreadsheet and describes its applications.
28. Evaluates the accuracy, credibility, and validity of data in a database.
29. Works with an existing spreadsheet program.
30. Moves the cursor easily along rows and columns.
31. Uses a specific command to GO TO a particular cell.
32. Enters and changes values and labels.
33. Inserts into or deletes from two columns and /or rows into an existing spreadsheet.
34. Uses menu or toolbar to select printer and print document.
35. Formats labels for a block of cells.
36. Changes the cell widths of an existing spreadsheet.
37. Uses a spreadsheet for a specific purpose, such as computing grade averages.
38. Enters data into a prepared spreadsheet to perform calculations(+,-,*,/).
39. Retrieves using greater than(>), less than(<), and range criteria.
40. Recognizes the application of spreadsheets by producing a document in another content area.
41. Use menu to create a new spreadsheet.
42. Enters labels.
43. Enters information.
44. Selects most appropriate type of graph to display data and state the reason.
45. Uses Mail merge to integrate information from a database into a text document.
46. Uses vocabulary grade level appropriate: Fields, Cells, Sort, Column, Row, Spreadsheet, Chart, Table, Graph... line, bar, pie, 3D, Formula, Query, Link, Embedded, Category, Arrange, Value, Label, Sum, Merge Cells

Multimedia presentation

3. Decides on a purpose for communicating the information and identify the intended audience.
4. Generates multimedia productions using presentation software (PowerPoint, HyperStudio).
3. Creates a web page.
4. Cites and credits all sources of information.
5. Creates a document using desktop publishing.
6. Evaluates the project in terms of both the content and format.

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

6H

1. Demonstrates ability to properly handle CD's and floppy disks.
2. Demonstrates ability to start reference disk or CD.
3. Accesses and uses various reference disks.
4. Cuts and pastes from reference to another document.
5. Uses a presentation program to present a published paper using graphics, sounds, etc. from sources on the Internet, etc.
6. Uses vocabulary grade level appropriate for reference.

Standard I Accessing Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

6I

1. Follows the Acceptable Use Policy.
2. Copies and pastes parts of a Web page and cites in paper.
3. Copyrights material by citing sources.
4. Models ethical behaviors relating to security, privacy, passwords, and personal information.
5. Creates an original Web page to publish.
6. Creates a page with links to others with related topics.
7. Views sources of a page to find out HTML or to find where the document originated.
8. Develops a question or problem to explore. Integrates more than one application.
9. Evaluates resources for accuracy, authority, reliability, relevance and currency.
10. Distinguishes between statements of fact and opinion.
11. Identifies propaganda, point of view and bias.
12. Navigates a web site and follow links.
13. Uses search tools to locate information on a web page.
14. Identifies the different types of hyperlinks.
15. Uses vocabulary grade appropriate: Internet, Hyperlink, Search Engines, WWW, Web site, Home page, Bookmarks, Server, Microphone, Web browser, Virus, URL, Router, Modem, fax, FTP, Upload, download, Compress, decompress, zip, Netiquette, Video conference

Standard J Workplace Technology

Students in the Diocese of Jefferson City will be able to evaluate and then select technology Applications that will enhance the workplace and minimize the workload.

6J

1. Demonstrates an understanding of copyright by citing sources.
2. Describes the impact of technology on the skills needed for the workplace.
3. Describes how technology has changed the world.

Standard K Utilizing Other Technology

Students in the Diocese of Jefferson City will be able to utilize basic and advanced technology.

6K

1. Operate basic audio equipment as appropriate to grade level.
8. Microphone
9. Speakers
10. Scanner
11. Cameras
12. Printers
2. Operate basic technology equipment as appropriate to grade level .
 - a. VCR's
 - b. Video cameras
 - c. Digital cameras

Standard L Social And Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field of technology.

6L

1. Understands and follows the Acceptable Use Policy.
2. Uses appropriate language and etiquette when using any form of electronic communication.
3. Works cooperatively and collaboratively to share resources and networked information.
4. Respects copyright laws.
5. Explores and discusses issues involved in balancing the right to access information with the right to privacy.
6. Performs safe behaviors when using technology.
7. Does not change settings of the computer.

8. Does not mark the mouse pad, keyboard or touch monitor screen.
9. Closes all programs when finished and leaves the desktop at the original setting.
10. Returns all items to the appropriate location in the room.
11. Arranges keyboard, mouse and chairs and leaves each workstation tidy and ready for the next class.
12. Demonstrates appropriate care of hardware and software.
13. Identifies Shield icon and understand the purposes of virus protection software.
14. Waits for an adult to approve a print job AND only presses print ONCE.

Standard M Technology Tips

Students in the Diocese of Jefferson City will be able to utilize short cuts to make technology more effective and troubleshoot problems.

6M

1. When frozen use the Control, Alt, Delete key.
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".

Standard N Keyboarding

Students in the Diocese of Jefferson City will use basic and advanced keyboarding skills.

6N

1. Use correct hands and fingering.
2. Continue to work for accuracy.
3. Continue to work for speed.

Note – *Not all grades include each standard sub-category (as indicated by gaps in the numbering system). However, all K-4 goals and 5-8 goals are appropriately addressed by the end of fourth and eighth grades.*

These grade level performance standards are listed developmentally. However, each school is uniquely organized. Therefore, a specific grade level standard may not be addressed at the grade indicated, but will be addressed within a 4 year time span (K-4, 5-8).

Much of what we expect students to be able to do at the end of their formal education is introduced as early as kindergarten. The difficulty of the materials, the complexity of what students do with them, and the sophistication of their skills change as they grow older. In practice, teachers build on what students have already achieved at one level to help them meet higher standards at the next level.

Grade Level Performance Standards

Grade Seven

*Please refer to the list of **GRADE 8 EXIT LEVEL PERFORMANCE STANDARDS** for numbered competencies listed below.*

WITHIN our Seventh Grade Technology curriculum, students will:

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

7A

1. Understands and signs the Acceptable Use Policy of the school.
2. Understands ethical behaviors relating to security, privacy, passwords, and personal information.
3. Understands ethical behavior relating to others work on the Internet.

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will learn basic care and instruction on technology use.

7B

1. Respects and credits the works of others.
2. Recognizes the correct use of copyrighted materials in multimedia products.

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

7D

1. Recognizes, describes and understands the functions of a server, server software, a workstation and client software.
2. Recognizes, describes and understands the functions of network protocols (TCP/IP, Ethernet, NetBEUI).

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of word processing.

7E

1. Uses superscript and subscript styles for mathematical and end note purposes.
2. Uses ruler or menu to set right, left, center, and decimal tabs.

Standard F Page Setup and Printing

Students in the Diocese of Jefferson City will understand and troubleshoot page setup and printing processes.

7F

1. Uses headers and footers to insert page numbers.
2. Inserts date and filename.

Standard G Presentation of Information

Students in the Diocese of Jefferson City will be able to use technology to present information.

7G

Spreadsheet

1. Includes titles, scales, and legends.
2. Evaluates the accuracy, credibility, and validity of data in a database.
3. Works with an existing spreadsheet program.
4. Moves the cursor easily along rows and columns, and enters changes in values and labels.
5. Uses a sum function command to add rows and columns.

6. Displays or removes the grid lines and row headers.
7. Sets page breaks for printing.
8. Changes the cell widths of an existing spreadsheet.
9. Uses a spreadsheet for a specific purpose, such as computing grade averages.
10. Enters data into a prepared spreadsheet to perform calculations(+, -, *, /).
11. Retrieves using greater than(>), less than(<), and range criteria.
12. Recognizes the application of spreadsheets by producing a document in another content area.
13. Uses menu to create a new spreadsheet, enters labels, and enters information.
14. Selects most appropriate type of graph to display data and state the reason.
15. Uses Mail merge to integrate information from a database into a text document.
16. Uses linking and embedding to integrate information from a database into a text document.
17. Uses vocabulary grade level appropriate.

Multimedia presentation

1. Decides on a purpose for communicating the information and identifies the intended audience.
2. Generates multimedia productions using presentation software (PowerPoint, HyperStudio).
3. Creates a web page, and cites and credits all sources of information.
4. Creates a document using desktop publishing.
5. Evaluates the project in terms of both the content and format.

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

7H

1. Uses a presentation program to present a published paper using graphics, sounds, etc. from sources on the Internet, etc.

Standard I Accessing Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

7I

1. Reviews and follows the Acceptable Use Policy.
2. Creates an original Web page to publish.
3. Creates a page with links to others with related topics.
4. Creates pages with graphics, music, and links.
5. Learns HTML, XHTML.
6. Helps maintain the school and classroom Web pages.
7. Copies and saves graphic from web sites to use on yours.
8. Views source of page to find out HTML or to find where the document originated.
9. Develops a question or problem to explore. Integrate more than one application.
10. Identifies propaganda, point of view and bias.
11. Navigates a web site and follow links.
12. Uses search tool to locate information on a web page.
13. Identifies the different types of hyperlinks.
14. Uses vocabulary grade appropriate.
15. Uses vocabulary grade appropriate: Internet, Hyperlink, Search Engines, WWW, Web site, Home page, Bookmarks, Server, Microphone, Web browser, Virus, URL, Router, Modem, fax, FTP, Upload, download, Compress, decompress, zip, Netiquette, Video conference

Standard J Workplace Technology

Students in the Diocese of Jefferson City will be able to evaluate and then select technology Applications that will enhance the workplace and minimize the workload.

7J

1. Demonstrates an understanding of copyright by citing sources.
2. Describes the impact of technology on the skills needed for the workplace

Standard L Social And Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field of technology.

7L

1. Understands and follow the Acceptable Use Policy.
2. Explores and discusses issues involved in balancing the right to access information with the right to privacy.
3. Does not change settings of computer.
4. Does not mark the mouse pad, keyboard or touch monitor screen.
5. Closes all programs when finished and leave the desktop at the original setting.
6. Returns all items to appropriate location in the room.
7. Arranges keyboard, mouse and chairs and leave each workstation tidy, ready for the next class.
8. Demonstrates appropriate care of hardware and software.
9. Waits for an adult to approve a print job AND only press print ONCE.

Note – Not all grades include each standard sub-category (as indicated by gaps in the numbering system). However, all K-4 goals and 5-8 goals are appropriately addressed by the end of fourth and eighth grades.

These grade level performance standards are listed developmentally. However, each school is uniquely organized. Therefore, a specific grade level standard may not be addressed at the grade indicated, but will be addressed within a 4 year time span (K-4, 5-8).

Much of what we expect students to be able to do at the end of their formal education is introduced as early as kindergarten. The difficulty of the materials, the complexity of what students do with them, and the sophistication of their skills change as they grow older. In practice, teachers build on what students have already achieved at one level to help them meet higher standards at the next level.
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Grade Level Performance Standards

Grade Eight

*Please refer to the list of **GRADE 8 EXIT LEVEL PERFORMANCE STANDARDS** for numbered competencies listed below.*

WITHIN our Eighth Grade Technology curriculum, students will:

Standard A Acceptable Use and Ethical Standards

Students in the Diocese of Jefferson City will explore acceptable uses of technology and apply ethical standards to use of technology.

8A

4. Understands and signs the Acceptable Use Policy of the school.
5. Understands ethical behaviors relating to security, privacy, passwords, and personal information.
6. Understands ethical behavior relating to others work on the Internet.

Standard B Orientation and Introduction

Students in the Diocese of Jefferson City will learn basic care and instruction on technology use.

8B

3. Respects and credits the works of others.
4. Recognizes the correct use of copyrighted materials in multimedia products.

Standard D Networking

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of network use and design.

8D

1. Recognizes, describes and understands the functions of network protocols (TCP/IP, Ethernet, NetBEUI).

Standard E Word Processing

Students in the Diocese of Jefferson City will understand and apply basic and advanced properties of word processing.

8E

22. Uses ruler or menu to set right, left, center, and decimal tabs.

Standard G Presentation of Information

Students in the Diocese of Jefferson City will be able to use technology to present information.

8G

Spreadsheet

1. Uses a sum function command to add rows and columns.
2. Displays or removes the grid lines and row headers.
3. Sets page breaks for printing.
4. Uses Mail merge to integrate information from a database into a text document.
5. Uses linking and embedding to integrate information from a database into a text document.
6. Uses vocabulary grade level appropriate.

Multimedia presentation

1. Decides on a purpose for communicating the information and identify the intended audience.
2. Generates multimedia productions using presentation software (PowerPoint, HyperStudio).
3. Creates a web page.
4. Cites and credits all sources of information..

Standard H Accessing Reference Information

Students in the Diocese of Jefferson City will be able to locate and use reference information provided in a technological format.

8H

1. Uses a presentation program to present a published paper using graphics, sounds, etc. from sources on the Internet, etc.

Standard I Accessing Information Using The Internet

Students in the Diocese of Jefferson City will be able to locate and use reference information from the Internet.

8I

1. Reviews and follows the Acceptable Use Policy.
2. Creates an original Web page to publish.
3. Creates a page with links to others with related topics.
4. Creates pages with graphics, music, links.
5. Learns HTML, XHTML.
6. Helps maintain the school and classroom Web pages.
7. Copies and save graphic from web sites to use on yours.
8. Views the source of page to find out HTML or to find where the document originated.
9. Uses vocabulary grade appropriate: Internet, Hyperlink, Search Engines, WWW, Web site, Home page, Bookmarks, Server, Microphone, Web browser, Virus, URL, Router, Modem, fax, FTP, Upload, download, Compress, decompress, zip, Netiquette, Video conference

Standard J Workplace Technology

Students in the Diocese of Jefferson City will be able to evaluate and then select technology Applications that will enhance the workplace and minimize the workload.

8J

1. Demonstrates an understanding of copyright by citing sources.
2. Describes the impact of technology on the skills needed for the workplace

Standard L Social And Human Issues

Students in the Diocese of Jefferson City will be able to identify social and human issues in the field of technology.

8L

9. Understands and follow the Acceptable Use Policy.
10. Explores and discusses issues involved in balancing the right to access information with the right to privacy.
11. Does not change settings of computer.
12. Does not mark the mouse pad, keyboard or touch monitor screen.
13. Closes all programs when finished and leave the desktop at the original setting.
14. Returns all items to appropriate location in the room.
15. Arranges keyboard, mouse and chairs and leave each workstation tidy, ready for the next class.
16. Demonstrates appropriate care of hardware and software.

Note – *Not all grades include each standard sub-category (as indicated by gaps in the numbering system).*

However, all K-4 goals and 5-8 goals are appropriately addressed by the end of fourth and eighth grades.

These grade level performance standards are listed developmentally. However, each school is uniquely organized. Therefore, a specific grade level standard may not be addressed at the grade indicated, but will be addressed within a 4 year time span (K-4, 5-8).

Much of what we expect students to be able to do at the end of their formal education is introduced as early as kindergarten. The difficulty of the materials, the complexity of what students do with them, and the sophistication of their skills change as they grow older. In practice, teachers build on what students have already achieved at one level to help them meet higher standards at the next level.