


MTRSD Technology Standards K – 12

KEY

Exposure  Progress  Proficient 

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
GOAL I: All students will use technology in a respectful manner.													
Handle technology equipment, disks and related materials properly													
Works with their own documents and accesses only appropriate information with permission													
Respects others' work													
Uses appropriate language and adheres to the User Policy													

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GOAL II: All students will demonstrate skill in using technology and its components.														
Identify the parts of a computer (e.g., CPU, monitor, keyboard, disk drive, mouse, printer)														
Follow the correct hardware and software procedures for turning the computer on and off														
Understand the basics of operating a computer														
<ul style="list-style-type: none"> • Identify and use dropdown menus (e.g., 'File', 'Edit') 														
<ul style="list-style-type: none"> • Learn to save files to floppy disk, hard drive, network, etc. 														
<ul style="list-style-type: none"> • Learn basic file management (organizing folders by applications, documents, etc.) 														
<ul style="list-style-type: none"> • Move between multiple windows and applications 														
<ul style="list-style-type: none"> • Use cut, copy and paste features to edit text and graphics 														
<ul style="list-style-type: none"> • Learn basic manipulation of a mouse (click, double-click, click, hold and drag) 														
<ul style="list-style-type: none"> • Learn correct procedures for inserting and ejecting CD ROM's and floppy disks 														
Print a document using 'Page Setup' and 'Print'														
Recognize the layout of the letters and number keys on the keyboard														
Use special function keys (arrow keys, escape, control, caps lock, delete, etc.)														
Use basic mouse actions (left click, right click, CNTL-click)														
Know how to use basic keyboard shortcuts (e.g., CTL-C, CTL-V)														
Solve routine hardware and software problems that occur during everyday use														

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GOAL III: All students will use appropriate software to create electronic documents.													
Touch typing at 20 - 35 wpm													
Uses word processing software for writing													
• Delete, insert and change text including inserting a graphic													
• Format text (e.g., font style and size, justification, etc.)													
• Save and retrieve a document													
• Use a spellchecker													
• Set and revise layout, including margins, tabs, and columns													
Uses graphical software for drawing and image processing (e.g., KidPix)													
Applies word processing skills to literary newsletters, journals and other writing formats													

GOAL IV: All students will participate in research projects that use tools such as a database, a spreadsheet and Internet resources in meaningful ways across the curriculum.													
Accesses an existing database such as encyclopedia software (e.g., Encarta)													
Uses appropriate searching strategies to access information on the Internet													
Uses a database to locate and extract relevant information													
Uses a database to add, delete and edit records													
Uses a spreadsheet to display information													
Uses a spreadsheet for 'what if' scenarios, calculations and problem solving													
Uses an electronic library catalog													
Selects and evaluates Internet sites that provide valid and reliable information													

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GOAL V: Students will have the opportunity to participate in projects that use a variety of technologies including telecommunications.													
Uses multimedia technologies to enhance learning (e.g., laser disc, LCD projectors, digital camera, scanner, video camera, VCR, etc.)													
Uses integrated multimedia tools to develop and produce individual/team projects such as a documentary or a news broadcast (e.g., PowerPoint, iMovie, etc.)													
Uses e-mail and other messaging tools to collaborate with students, experts, and other individuals from distant locations to investigate and study curricular-based concepts, issues and information													
Identifies technology resources, (hardware, software), to solve problems and accomplish tasks													
Uses presentation software (e.g., KidPix, PowerPoint), to develop multimedia presentations													

GOAL VI: All students will use technological resources that support, reinforce, or enhance existing curriculum objectives.													
Uses instructional software as a supplement to classroom instruction (e.g., Houghton Mifflin CD ROM and laser disc, Math Blaster, Math Keys, etc.)													
Uses simulation programs (e.g., Oregon Trail, simCity, etc.)													
Uses grade-appropriate software that promotes problem solving (e.g., the Factory, Thinkin' Things, How the West Was One, etc.)													

Explanation of Key

- Exposure** - Basic introduction, and an invitation to explore and experiment
- Progress** - Student shows gradual mastery while working towards the goal
- Proficiency** - Student demonstrates mastery of the goal