**Kindergarten**

**ISTE STANDARDS**

**Sources of Information**

**K.SI.1 Classify useful Sources of Information.**

K.SI.1.1 Identify Sources of Information (e.g., print, non-print, electronic, people).

K.SI.1.2 Identify the relevant Sources of Information for a given task.

**Informational Text**

K.IN.1 Understand the difference between text read for enjoyment and text read for information.

K.IN.1.1 Understand the meaning of fiction and nonfiction.

K.IN.1.2 Identify resources with appropriate factual information.

**Technology as a Tool**

**K.TT.1 Use technology tools and skills to reinforce classroom concepts and activities.**

K.TT.1.1 Use a variety of technology tools to gather data and information (e.g., Web-based resources, e-books, online communication tools, etc.).

K.TT.1.2 Use a variety of technology tools to organize data and information (e.g., word processor, graphic organizer, audio and visual recording, online collaboration tools, etc.).

K.TT.1.3 Use technology tools to present data and information (multimedia, audio and visual recording, online collaboration tools, etc.).

**Research Process**

**K.RP.1 Understand the importance of good questions in conducting research.**

K.RP.1.1 Identify questions that are relevant for a given topic or purpose.

**Safety and Ethical Issues**

**K.SE.1 Remember safety and ethical issues related to the responsible use of information and technology resources.**

K.SE.1.1 Identify examples of responsible use and care of technology hardware and software.

K.SE.1.2 Remember internet safety rules.

K.SE.1.3 Recognize the importance of respect for the work of others.

**DIOCESAN STANDARDS OF TECHNOLOGY EDUCATION**

Navigate the computer including the keyboard and mouse to input information

Practice fine motor skills using the mouse

Reinforce classroom curriculum through learning programs

**Grade 1**

**ISTE STANDARDS**

**Sources of Information**

**1.SI.1 Recall useful Sources of Information**.

1.SI.1.1 Identify various resources for information (e. g., print, audio-visual, electronic, people).

1.SI.1.2 Classify resources as relevant for a given purpose and/or topic.

**Informational Text**

**1.IN.1 Understand the difference between text read for enjoyment and text read for information.**

1.IN.1.1 Classify text as nonfiction or fiction.

I.IN.1.2 Compare important facts and minor details.

**Technology as a Tool**

**1.TT.1 Use technology tools and skills to reinforce classroom concepts and activities.**

1.TT.1.1Use a variety of technology tools to gather data and information (e.g., Web-based resources, e-books, online communication tools, etc.).

1.TT.1.2 Use a variety of technology tools to organize data and information (e.g., word processor, graphic organizer, audio and visual recording, online collaboration tools, etc.).

1.TT.1.3 Use technology tools to present data and information (multimedia, audio and visual recording, online collaboration tools, etc.).

**Research Process**

**1.RP.1 Remember the steps of a simple (or simplified) research process.**

1.RP.1.1 Recognize the steps of a simple (or simplified) research process.

**Safety and Ethical Issues**

**1.SE.1 Understand safety and ethical issues related to the responsible use of information and technology resources.**

1.SE.1.1 Use technology hardware and software responsibly.

1.SE.1.2 Explain why safety is important when using the Internet.

1.SE.1.3 Recognize the need to obtain permission or give credit when using intellectual property of others.

**DIOCESAN STANDARDS OF TECHNOLOGY EDUCATION**

Navigate the computer including using the keyboard and mouse to input information

Introduction to Microsoft Office including Word, Excel, and PowerPoint

Introduction to computer coding using Java Script

Reinforce classroom curriculum through learning programs

**Grade 2**

**ISTE STANDARDS**

**Sources of Information**

**2.SI.1 Categorize Sources of Information as appropriate or inappropriate**.

2.SI.1.1 Classify Sources of Information as relevant for particular topics or purposes.

2.SI.1.2 Classify resources as current or not current.

**Informational Text**

**2.IN.1 Understand appropriate procedures when reading for enjoyment and information.**

2.IN.1.1 Categorize books by their genre characteristics.

2.IN.1.2 Summarize appropriate reading strategies when reading for information.

**Technology as a Tool**

**2.TT.1 Use technology tools and skills to reinforce classroom concepts and activities.**

2.TT.1.1 Use a variety of technology tools to gather data and information (e.g., Web-based resources, e-books, online communication tools, etc.).

2.TT.1.2 Use a variety of technology tools to organize data and information (e.g., word processor, graphic organizer, audio and visual recording, online collaboration tools, etc.).

2.TT.1.3 Use technology tools to present data and information (multimedia, audio and visual recording, online collaboration tools, etc.).

**Research Process**

**2.RP.1 Apply the research process by participating in whole-class research.**

2.RP.1.1 Execute the steps of a simple research process (three to four steps).

**Safety and Ethical Issues**

**2.SE.1 Understand issues related to the safe, ethical, and responsible use of information and technology resources.**

2.SE.1.1 Use technology hardware and software responsibly.

2.SE.1. Explain why safe use of electronic resources is important.

2.SE.1.3 Use simple citation rules for print and electronic resources.

**DIOCESAN STANDARDS OF TECHNOLOGY EDUCATION**

Navigate the computer including using the keyboard and mouse to input information

Introduction to Microsoft Office including Word, Excel, and PowerPoint

Introduction to computer coding using Java Script

Reinforce classroom curriculum through learning programs

Grade 3

**ISTE STANDARDS**

**Sources of Information**

**3.SI.1 Categorize Sources of Information for specific purposes.**

3.SI.1.1 Classify various types of resources as appropriate or inappropriate for purposes.

3.SI.1.2 Classify resources as reliable or not reliable.

**Informational Text**

**3.IN.1 Apply strategies that are appropriate when reading for enjoyment and for information.**

3.IN.1.1 Use visual and literacy cues to locate relevant information in a given text (e.g., bold print, italics, bullets, etc).

3.IN.1.2 Compare the characteristics of genres to develop diverse reading habits.

**Technology as a Tool**

**3.TT.1 Use technology tools and skills to reinforce classroom concepts and activities.**

3.TT.1.1 Use a variety of technology tools to gather data and information (e.g., Web-based resources, e-books, online communication tools, etc.).

3.TT.1.2 Use a variety of technology tools to organize data and information (e.g., word processor, graphic organizer, audio and visual recording, online collaboration tools, etc.).

3.TT.1.3 Use technology tools to present data and information (multimedia, audio and visual recording, online collaboration tools, etc.).

**Research Process**

**3.RP.1 Apply a research process as part of collaborative research.**

3.RP.1.1 Implement a research process by collaborating effectively with other students.

**Safety and Ethical Issues**

**3.SE.1 Understand issues related to the safe, ethical, and responsible use of information and technology resources.**

3.SE.1.1 Understand the guidelines for responsible use of technology hardware.

3.SE.1.2 Understand ethical behavior (copyright, not plagiarizing, netiquette) when using resources.

3.SE.1.3 Understand Internet safety precautions (personal information, passwords, etc.).

**Keyboarding**

**Standard 1: The student will demonstrate correct keyboarding techniques.**

**Objective 1: The student will demonstrate correct keyboarding techniques.**

1. Sit up straight.
2. Center body to the "h" key with elbows at sides.
3. Place feet for balance.
4. Curve fingers over the home keys.
5. Keep wrists off the keyboard.
6. Keep eyes on printed copy.
7. Key by touch.

**Objective 2: The student will know the purpose of correct keyboarding techniques.**

1. Describe limitations of poor techniques.
2. List advantages of good techniques.

**Standard 2: The student will use correct fingering while keying the introduced keys.**

**Objective 1: Demonstrate the correct key reaches for all alphabet letters.**

1. Use correct keystroke techniques for the letter keys.

**Objective 2: Demonstrate correct fingering for and correct usage of the space bar,**

**enter key, shift keys, backspace/delete key, and tab key.**

1. Tap the SPACE BAR with the right thumb.
2. Hit the ENTER/RETURN key with the right little finger.
3. Use the LEFT SHIFT key when capitalizing right hand letters.
4. Use the RIGHT SHIFT key when capitalizing left hand letters.
5. Strike the BACKSPACE/DELETE key with the right little finger.
6. Tap the TAB key with the left little finger.

**Objective 3: Demonstrate correct fingering for and correct usage of the period,**

**comma, and the question mark.**

1. Strike the PERIOD with the right ring finger.
2. Strike the COMMA with the right middle finger.
3. Key a QUESTION MARK by holding down the left shift key with the left little finger and striking the question mark with the right little finger.
4. Demonstrate spacing rules when keying a period.
5. Demonstrate correct spacing when keying a comma.
6. Demonstrate correct spacing when keying a question mark.

**Standard 3: The students will key accurately from dictation and printed copy.**

**Objective 1: The student will key letters, short words, and phrases from dictation.**

**Objective 2: The student will key drills from printed text.**

**Standard 4: The student will demonstrate correct keyboarding techniques with minimum**

**speed and accuracy on 30-second timed writings.**

**Objective 1: The students will achieve minimum keyboarding competency on 30-second timed writings.**

1. Key at a minimum of 15 words per minute (WPM) on at least three 30-second timings.
2. Key at 3 or fewer errors on 30-second timings.
3. Key without using the backspace/delete key on timings.

**DIOCESAN STANDARDS OF TECHNOLOGY EDUCATION**

Type 20 words per minute with 80% accuracy

Basic Microsoft Office including Word, Excel, and PowerPoint

Research using the internet

Saving documents and file organization

Basic drawing with Java Script

Reinforce classroom curriculum through learning programs

**Grade 4**

**ISTE STANDARDS**

**Sources of Information**

**4.SI.1 Apply criteria to determine appropriate information resources for specific topics and purposes.**

4.SI.1.1 Use various types of resources to gather information (including print and online media).

4.SI.1.2 Use relevant Sources of Information for an assigned task.

4.SI.1.3 Use reliable Sources of Information.

**Informational Text**

**4.IN.1 Apply appropriate strategies when reading for enjoyment and for information.**

4.IN.1.1 Implement appropriate reading strategies when reading for information.

4.IN.1.2 Explain the importance of relevant characteristics in various genres.

**Technology as a Tool**

**4.TT.1 Use technology tools and skills to reinforce classroom concepts and activities.**

4.TT.1.1 Use a variety of technology tools to gather data and information (e.g., Web-based resources, e-books, online communication tools, etc.).

4.TT.1.2 Use a variety of technology tools to organize data and information (e.g., word processor, graphic organizer, audio and visual recording, online collaboration tools, etc.).

4.TT.1.3 Use technology tools to present data and information (multimedia, audio and visual recording, online collaboration tools, etc.).

**Research Process**

**4.RP.1 Apply a research process as part of collaborative research.**

4.RP.1.1 Implement a research process by collaborating effectively with other students.

**Safety and Ethical Issues**

**4.SE.1 Understand issues related to the safe, ethical, and responsible use of information and technology resources.**

4.SE.1.1 Understand the guidelines for responsible use of technology hardware.

4.SE.1.2 Understand ethical behavior (copyright, not plagiarizing, netiquette) when using resources.

4.SE.1.3 Understand Internet safety precautions (personal information, passwords, etc.).

**Keyboarding**

**Standard 1:** The student will demonstrate correct keyboarding techniques while increasing

speed and maintaining accuracy.

**Objective 1:** The student will achieve minimum keyboarding competency on 30-second

timed-writings.

1. Key at a minimum speed of 20 words per minute (WPM) on at least three 30-second timings.
2. Key at 3 or fewer errors on 30-second timings.
3. Key without using the backspace/delete key on timings.

**DIOCESAN STANDARDS OF TECHNOLOGY EDUCATION**

Type 20 words per minute with 80% accuracy

Basic Microsoft Office including Word, Excel, and PowerPoint

Research using the internet

Saving documents and file organization

Basic drawing with Java Script

Reinforce classroom curriculum through learning program

**Grade 5**

**ISTE STANDARDS**

**Sources of Information**

**5.SI.1 Apply criteria to determine appropriate information resources for specific topics and purposes.**

5.SI.1.1 Use various types of resources to gather information (including print and online media).

5.SI.1.2 Use relevant Sources of Information for an assigned task.

5.SI.1.3 Use reliable Sources of Information.

**Informational Text**

**5.IN.1 Analyze appropriate strategies when reading for enjoyment and for information.**

5.IN.1.1 Differentiate strategies when reading informational text in a variety of formats (e.g., print, online, audio, etc.) to complete assigned tasks.

5.IN.1.2 Differentiate strategies when reading various genres.

**Technology as a Tool**

**5.TT.1 Use technology tools and skills to reinforce and extend classroom concepts and activities.**

5.TT.1.1 Use a variety of technology tools to gather data and information (e.g., Web-based resources, e-books, online communication tools, etc.).

5.TT.1.2 Use a variety of technology tools to organize data and information (e.g., word processor, graphic organizer, audio and visual recording, online collaboration tools, etc.).

5.TT.1.3 Use technology tools to present data and information (e.g., multimedia, audio and visual recording, online collaboration tools, etc.).

**Research Process**

**5.RP.1 Apply a research process as part of collaborative research.**

5.RP.1.1 Implement a research process by collaborating effectively with other students.

**Safety and Ethical Issues**

**5.SE.1 Understand issues related to the safe, ethical, and responsible use of information and technology resources.**

5.SE.1.1 Understand the guidelines for responsible use of technology hardware.

5.SE.1.2 Understand ethical behavior (e.g., copyright, not plagiarizing, netiquette) when using resources.

5.SE.1.3 Understand internet safety precautions (e.g., personal information, passwords, etc.).

**Keyboarding**

**Standard 1: The student will demonstrate correct keyboarding techniques while increasing**

**speed and maintaining accuracy.**

**Objective 1: The student will achieve minimum keyboarding competency on one-**

**minute timed-writings.**

1. Key at a minimum speed of 25 words per minute (WPM) on at least three one-minute

timings.

1. Key at 2 or fewer errors on one-minute timings.
2. Key without using the backspace/delete key on timings.

**DIOCESAN STANDARDS OF TECHNOLOGY EDUCATION**

Type 25 words per minute with 80% accuracy

Advanced Microsoft Office including Word, Excel, and PowerPoint

Basic photo editing

Create computer games using Java Script

Research using the internet

Reinforce classroom curriculum through learning programs

**Grade 6**

**ISTE STANDARDS**

**Sources of Information**

**6.SI.1 Analyze resources to determine their reliability**

6.SI.1.1 Analyze resources in terms of their reliability (which can be determined by currency, credibility, or authority, depending on the topic or purpose)

6.SI.1.2 Analyze content for relevance to the assigned task.

6.SI.1.3 Analyze resources for point of view, bias, values, or intent of information.

**Technology as a Tool**

**6.TT.1 Use technology and other resources for the purpose of accessing, organizing, and sharing information.**

6.TT.1.1 Select appropriate technology tools to gather data and information (e.g., Web-based resources, e-books, online communication tools, etc.).

6.TT.1.2 Select appropriate technology tools to organize data and information (e.g., word processor, database, spreadsheet, graphic organizer, audio and visual recording, online collaboration tools, etc.).

6.TT.1.3 Select appropriate technology tools to present data and information effectively (multimedia, audio and visual recording, online collaboration tools, etc.).

**Research Process**

**6.RP.1 Apply a research process for collaborative or individual research.**

6.RP.1.1 Implement a research process collaboratively.

6.RP.1.2 Implement a research process independently.

**Safety and Ethical Issues**

**6.SE.1 Apply responsible behaviors when using information and technology resources.**

6.SE.1.1 Apply ethical behavior (copyright, not plagiarizing, proper netiquette) when using resources.

6.SE.1.2 Apply the safety precautions necessary when using online resources (personal information, passwords, etc.).

**Keyboarding**

**Standard 1: The student will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy.**

**Objective 1: The student will achieve minimum keyboarding competency on one- or**

**two-minute timed writings.**

1. Key at a minimum speed of 27 words per minute (WPM) on at least 3 one- or two-

minute timings.

1. Key at 2 or fewer errors per minute.
2. Key without using the backspace/delete key on timings.

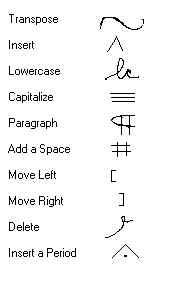
**Standard 2: The student will use the computer 10-key pad.**

**Objective 1: On the 10-key pad, the student will demonstrate correct techniques in keying the numbers, decimal, enter, and arithmetic keys.**

1. Demonstrate correct fingering for each number on the key paid.
2. Demonstrate correct fingering for decimal and enter keys.
3. Demonstrate correct fingering the arithmetic keys.

**Standard 3: The student will be able to identify and use proofreader's marks.**

**Objective 1: The student will be able to identify and use the following common proofreader's marks:**



**Objective 2: The student will be able to use common proofreader's marks.**

1. Key from copy that has been corrected using common proofreader's marks
2. Use common proofreader's marks to correct keyed copy

**DIOCESAN STANDARDS OF TECHNOLOGY EDUCATION**

Type 25 words per minute with 80% accuracy

Advanced Microsoft Office including Word, Excel, and PowerPoint

Basic photo editing

Create computer games using Java Script

Research using the internet

Reinforce classroom curriculum through learning programs

**Grade 7**

**ISTE STANDARDS**

**Sources of Information**

**7.SI.1 Evaluate information resources based on specified criteria.**

7.SI.1.1 Evaluate resources for reliability. (Reliability can be determined by currency, credibility, authority, etc. depending on the curriculum topic).

7.SI.1.2 Evaluate content for relevance to the assigned task.

7.SI.1.3 Evaluate resources for point of view, bias, values, or intent of information.

**Technology as a Tool**

**7.TT.1 Use technology and other resources for assigned tasks.**

7.TT.1.1 Use appropriate technology tools and other resources to access information.

7.TT.1.2 Use appropriate technology tools and other resources to organize information (e.g. graphic organizers, databases, spreadsheets, and desktop publishing).

7.TT.1.3 Use appropriate technology tools and other resources to design products to share information with others (e.g. multimedia presentations, Web 2.0 tools, graphics, podcasts, and audio files).

**Research Process**

**7.RP.1 Apply a research process to complete given tasks.**

7.RP.1.1 Implement a collaborative research process activity that is group selected.

**Safety and Ethical Issues**

**7.SE.1 Apply responsible behaviors when using information and technology resources.**

7.SE.1.1 Apply ethical behavior (copyright, not plagiarizing, proper netiquette) when using resources.

7.SE.1.2 Apply the safety precautions necessary when using online resources (personal information, passwords, etc.).

**Keyboarding**

**Strand 1: The student will demonstrate correct touch keyboarding techniques.**

**Standard 1: Students will demonstrate eyes on copy, correct fingering, good techniques, and appropriate posture while operating the keyboard.**

1. Feet placed appropriately for balance.
2. Center body to the "h" key with elbows at sides.
3. Sit up straight.
4. Curve fingers over the home keys.
5. Keep wrists off the keyboard.
6. Keep eyes on printed copy.
7. Key by touch.

**Strand 2: Students will develop touch keystroking speed and accuracy.**

**Standard 1: Students develop and improve keystroking speed and accuracy.**

1. Complete a program of customized drills, exercises, and timings to reinforce touch operation of the keyboard and to increase speed and accuracy.
2. End of first nine weeks: Using 95% high frequency words (hfw) straight-copy material and 2-minute timed writings, key by touch at 25 wpm with 6 or fewer errors.
3. End of semester: Using 90% high frequency words (hfw) straight-copy material and 2-minute timed writings, key by touch at 35 wpm with 4 or fewer errors.

**Standard 2: Students will demonstrate skill in using numbers, symbols and punctuation marks.**

1. Key numbers by touch using the 10-key pad.
2. Use the fourth row to key numbers and symbols using correct fingering.
3. Use appropriate spacing rules for numbers, symbols and punctuation.

**Strand 3: Students will demonstrate a working knowledge of basic word processing functions and proofreading.**

**Standard 1: Students will apply basic word processing functions using a variety of**

**documents.**

1. Utilize basic functions: open, close, save, save as, and print.
2. Utilize basic editing and formatting functions: copy, move, paste, font, line spacing, alignment, margins, and word wrap.
3. Utilize outlines, bullets, and numbering functions.

**Standard 2: Students will be able to proofread and make corrections using word**

**processing software.**

1. Edit documents using proofreader's marks.
2. Make spelling and punctuation corrections on a variety of documents.

**Strand 4: Students will develop skill composing at the keyboard.**

**Standard 1: The student will demonstrate composition skills at the keyboard.**

1. Key composition exercises from teacher prompt.
2. Compose sentences, short paragraphs, and stories.

**DIOCESAN STANDARDS OF TECHNOLOGY EDUCATION**

Type 30 words per minute with 80% accuracy

Advanced Microsoft Office including Word, Excel, and PowerPoint

Research using the internet

Creating multimedia presentations

Demonstrate an understanding of copyright by citing sources of copyrighted

materials in papers, projects, and multimedia presentations.

Advanced Java Script programing

Reinforce classroom curriculum through learning programs

**Grade 8**

**ISTE STANDARDS**

**Sources of Information**

**8.SI.1 Evaluate information resources based on specified criteria.**

8.SI.1.1 Evaluate resources for reliability. (Reliability can be determined by currency, credibility, authority, etc. depending on the curriculum topic).

8.SI.1.2 Evaluate content for relevance to the assigned task.

8.SI.1.3 Evaluate resources for point of view, bias, values, or intent of information.

**Technology as a Tool**

**8.TT.1 Use technology and other resources for assigned tasks.**

8.TT.1.1 Use appropriate technology tools and other resources to access information (search engines, electronic databases, digital magazine articles).

8.TT.1.2 Use appropriate technology tools and other resources to organize information (e.g. graphic organizers, databases, spreadsheets, and desktop publishing).

8.TT.1.3 Use appropriate technology tools and other resources to design products to share information with others (e.g. multimedia presentations, Web 2.0 tools, graphics, podcasts, and audio files).

**Research Process**

**8.RP.1 Apply a research process to complete project-based activities.**

8.RP.1.1 Implement a project-based activity collaboratively.

8.RP.1.2 Implement a project-based activity independently.

**Safety and Ethical Issues**

**8.SE.1 Analyze responsible behaviors when using information and technology resources.**

8.SE.1.1Analyze ethical behavior (copyright, not plagiarizing, netiquette) when using resources.

8.SE.1.2 Analyze safety precautions when using online resources (personal information, passwords, etc.).

**COSGRIFF STANDARDS OF TECHNOLOGY LEARNING**

Professional use of email

Using Google Drive tools to collaborate with students and teachers

Use a variety of multimedia software to create presentations

Research using the internet

Demonstrate an understanding of copyright by citing sources of copyrighted materials in papers, projects, and multimedia presentations.

Advanced Java Script programing

Reinforce classroom curriculum through learning programs