

GRADE LEVEL TECHNOLOGY SKILLS

from the Salem Public Schools Technology Plan 2008 - 2012

GRADE 3

- Open/close appropriate software applications and navigate using scroll bars, arrow keys, special keys and mouse.
- Create and name folders with support.
- Use developmentally appropriate terminology as new concepts are introduced.
- Follow classroom rules for responsible use of computers.
- Cite sources of information and begin to discuss copyright issues.
- Develop word processing skills to facilitate the writing process.
- Introduce spell check dictionary.
- Insert images from within the application.
- Collect, enter and manipulate data in a teacher-created database.
- Use multimedia software to create a simple slide show.
- Use the Internet to gather information for curriculum projects using teacher-selected sites.
- Gather information from a variety of sources, including teacher-selected web sites, CD-ROM encyclopedias, books, etc.
- Use content appropriate software to introduce students to research skills.

GRADE 4

- Begin formal keyboarding skills.
- Use a scanner and digital camera with support.
- Understand how to choose a printer.
- Locate and save to a designated folder independently.
- Use appropriate vocabulary in reference to hardware, software applications and the Internet.
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Develop word processing formatting skills.
- Create a simple database with support.
- Collect, enter and manipulate data in a teacher-created spreadsheet.
- Collect and enter information in a teacher-created slide show.
- Use and print from an encyclopedia CD or the Internet for a curriculum related project.
- Participate in a basic online project.
- Use curriculum appropriate Internet sites.
- Use an Internet search engine.

GRADE 5

- Intermediate keyboarding.
- Use a scanned or digital image in a curriculum project with support.
- Use developmentally appropriate terminology as new concepts are introduced.
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Develop beginning desktop publishing skills, such as multiple columns in a newspaper, brochure or book format.
- Use thesaurus and dictionary tools.
- Create a simple database to use in a curriculum project.
- Create a simple spreadsheet related to a curriculum project.
- Create a multimedia project using text, graphics and resources from CDs and the Internet with teacher

support.

- Participate in a curriculum related online project.
- Understand and demonstrate the advantages or disadvantages to using various types of reference materials.
- Evaluate and interpret information gathered from a search engine.