

GRADE LEVEL TECHNOLOGY SKILLS

from the Salem Public Schools Technology Plan 2008 - 2012

GRADE 10

- Connect external peripherals (printers, zip drives, scanner, digital camera, projectors, etc.) to a computer.
- Create directories and folders on local hard drive, removable media and network.
- Demonstrate a basic understanding of how files, printers and applications can be shared on a network.
- Demonstrate file management skills (e.g. compress and expand files as needed and download files when appropriate).
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Demonstrate a clear understanding of the District's Acceptable Use Policy .
- Demonstrate and explain copyright laws/issues and model ethical acquisition and use of digital information.
- Import/export and link data between word-processed document and other applications.
- Save (retrieve, load, import) documents in different file formats (RTF, HTML, etc.).
- Apply database features such as mailing labels and mail merges.
- Sort and query information in a database.
- Select and create graphs and charts appropriate to a curriculum project.
- Create and manipulate illustrations with computer graphics software (adjust scale, size, shape, etc.) for a multimedia presentation.
- Participate in a variety of curriculum-based online projects.
- Share text, graphics and sound files as attachments in an e-mail message.
- Select appropriate electronic sources. (e.g. web sites, online periodicals databases, and online catalogs.).
- Select and use search engines independently.
- Apply and explain appropriate electronic search strategies in the acquisition of information including keywords and Boolean search strategies.
- Organize bookmarks into folders for further reference.
- Evaluate the acquired information for accuracy, relevance, appropriateness and bias.
- Evaluate when to use technology and determine the appropriate tools and resources.
- Use calendars, time management or project management software to assist in conducting an inquiry.