

# GRADE LEVEL TECHNOLOGY SKILLS

from the Salem Public Schools Technology Plan 2008 - 2012

## **GRADE K**

- Use keyboards and other common input and output devices effectively and efficiently.
- Identify the keyboard, mouse, monitor and printer.
- Point, click and move mouse.
- Demonstrate responsible use of technology and work cooperatively with others when using technology.
- Take turns when using software.

## **GRADE 1**

- Explore keyboard using both hands.
- Locate letters and numbers on the keyboard.
- Use a CD and CD drive.
- Identify the menu bar.
- Begin to print documents with support.
- Open/quit an application program.
- Use developmentally appropriate terminology as new concepts are introduced.
- Respect the work of your peers.
- Work with a partner on a project.
- Explore drawing tools in teacher directed activities.
- Use age-appropriate multimedia software to support curriculum.

## **GRADE 2**

- Use both hands on the keyboard.
- Insert a floppy disk.
- Save to a floppy disk or hard drive with support.
- Send information to a printer.
- Introduce access to the Internet.
- Refer to parts of the computer and peripheral equipment by name.
- Respond to another's work in a positive way.
- Introduce word processing through teacher directed activities.
- Use teacher created templates.
- Use age-appropriate multimedia software to support curriculum.
- Introduce the Internet as an information resource through teacher demonstration.