

High Meadows School Technology Skills Chart k-8th
 E-Exposed I-Introduced D-Developing M-Mastered

Technology Skill Area	Technology Objective	K	OT	3	FF	M)
Hardware Use	Holding and operating a digital device correctly	I/D	D			
Critical Thinking, Problem-Solving, and Decision Making	Using digital image, video recording, and audio recording devices correctly	E/I	D	D	D	M
	Logging in and out of a computer	E	I	D	M	
	Holding and operating flash drives, CDs, DVDs	E	I	D	M	M
	Capturing still and moving images with digital cameras and video cameras	E	I	D	M	M
	Anticipate alternate plan for information presentations in case of technology failure	E	E	I/D	D/M	M
	Proper care of keyboards, mice, headphones		E	D/M	M	
	Connecting and disconnecting peripheral devices to and from the computer		E	I/D	D/M	M
	Saving, organizing, and retrieving files on a computer		E	I/D	D/M	M
	Holding and operating a laptop or computer correctly		E	D	D/M	M
	Performing basic troubleshooting to solve problems		E	D	D	M
	Backing up files on storage devices			I	D/M	M
	Printing documents			I	D	M
		Technology Objective	K	OT	3	FF
Software Use	Inserting and manipulating digital photographs in numerous applications	E	I	D	D/M	M
Technology Operations and Concepts	Organizing thoughts and ideas in a graphic organizer	E	I	D	D	M
	Using chart and graphing applications to display data and show change	E	I	D	D	M
	Applying basic functions in word-processing (“save”, “save as”, “copy”/”paste”, “undo”)		E	D	D/M	M
	Using a spell/grammar check and thesaurus while word-processing		E	D	D	M
	Creating spreadsheets for organization and expressing change			I	D	M
	Searching for words or numbers in a word-processing program			I	D	M
	Technology Objective	K	OT	3	FF	M)
Keyboarding Skills	Identifying the main components of the keyboard (letters, numbers, enter, space bar)		E	D	D	M
	Demonstrating keyboarding efficiency			I/D	D	M
	Typing accurately with speed			I	D	D/M
	Locating and using different function keys (shift, tab, backspace, caps lock, punctuation)			I	D	D/M

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Internet/Information Technology	Take notes with citations from internet resources		E	I/D	D	D/M
Research and Information Fluency	Using subscription databases offered by High Meadows School to attain information		E	I	D	D/M
	Demonstrate the ability to evaluate sources of information			I/D	D	M
	Using web 2.0 tools for educational applications (forums, blogs, wikis)			I	D	M
	Demonstrating effective Internet searching skills			I	D	M
	Understanding the difference between an online search engine and an online data base/subscription data base			I	D	M
	Demonstrate the ability to evaluate and critique online media			I	D	M
	Demonstrate the ability to evaluate web 2.0 tools			I	D	D/M
	Using basic functions of an internet browser (tabbed browsing, "find in page", "print selection")			I	D	D/M
	Technology Objective	K	OT	3	FF	M)
Internet Safety/Ethics	Understanding social media and how it affects reality	E	I	I/D	D	D/M
Digital Citizenship	Having the ability to explain why cyber-bullying, hacking, copyright infringement and plagiarism are unethical	E	E	I	D	M
	Understanding how and why it is important to password-protect yourself and information on the internet		E	I/D	D	M
	Be aware of the permanent and public nature of posting information on the internet		E	I	D	M
	Discriminate the difference between ethical and unethical access to electronic information		E	I	D	D/M
	Technology Objective	K	OT	3	FF	M)
Multimedia/Presentation	Effectively sharing multimedia presentations within the classroom	E	I	D	D	M
Creativity and Innovation	Using multimedia applications to express, communicate, and create presentations (PowerPoint, IMovie, Windows Movie Maker, Adobe Creative Suite, Picasa Photo Editor Garageband)	E	E/I	D	D	M
	Effectively and safely critiquing presentation skills	E	E	I	D	M
	Technology Objective	K	OT	3	FF	M)
Technology Vocabulary	Identify basic computer items (computer, monitor, disk, mouse, keyboard)	I/D	D	M		
Communication and Collaboration	Identify and define advanced computer terms (flash drive, software, hardware, hard drive, vga cables/ports, usb cables/ports, HDMI cables/ports, Ethernet cables/ports)	E	E	I	D	M
	Identify and define internet terms (search engine, webpage, URL)		E	I	D	M
	Identify file extensions and what programs they are associated with (.jpg, .gif, .doc, .pdf, .wma, others)			I	D	D/M