	WA = Student can perform task with assistance / I = Student can perform task Independently	K	1st	2nd	3rd	4th	5th	6th	7th	8th	
1	**Use hardware and software to support learning and productivity**										
	Turn on the computer correctly	WA	I	I	I						
	Shutdown the computer correctly	WA	I	I	I						
	Use the mouse	WA	I	I	I						
	Insert information into a template (Word, Powerpoint, etc.)	WA	I	I	I						
	Utilize basic paint, text and graphic tools	WA	I	I	I	I	I	I			
	Print	WA	I	I	I						
	Understand basic use of the keyboard	WA	I								
	Type text into a word processing document		WA	I							
	Basic / Formal keyboarding awareness and training			WA	WA	WA	I	I			
	Insert graphics into word-processed documents		WA	WA	WA	I					
	Spell-check a document		WA	WA	I	I	I	I			
	Toggle between two or more applications		WA	WA	WA	I	I	I			
	Insert information into a template (Word, PowerPoint, etc.)		WA	WA	I	I	I	I			
	Use formatting features purposefully (text styles, colors, fonts and size)		WA	WA	I	I	I	I			
	Use left, center and right justification modes				I	I	I	I			
	Insert graphics into word-processed documents				WA	WA	I	I			
	Copy, cut and paste text and graphics					I	I	I			
	Enter and manipulate data in spreadsheets					WA	WA	WA			
	Produce graphs and/or charts based on spreadsheet data					WA	WA	WA			
	Select, crop, move and resize images					WA	I	I			
	Copy and paste text and/or graphics from one application to another					WA	WA	I			
	Use bullets and numbering						I	I			
	Create tables						WA	WA			
	Use peripheral devices such as digital cameras and scanners						WA	WA			
2	**Apply vocabulary and strategies for using technology in a networked system**										
	Log on/off to a networked computer	WA	I	I	I	I					
	Know basic parts of the computer by name	WA	I	I	I	I	I	I			
	Recognize and use desktop/toolbar icons and menus	WA	I	I	I	I	I	I			
	Open files or applications correctly		WA	WA	WA	I	I	I			
	Save files to a specified folder on the server correctly		WA	WA	WA	I	I	I			
	Use "find file" features				WA	WA	WA	I			
	Use help tools (examples: menus, balloons, assistants)				WA	WA	WA	WA			
	Apply strategies for identifying and solving routine hardware and software problems (examples: CTRL + ALT + DELETE, checking cable connections, etc.)				WA	WA	WA	WA			
	Understand editing and word processing terminology (cut, copy, paste, tab, graphic, etc.)					WA	I	I			
	Create folders for saving and organizing work in user/home folders					WA	I	I			
	Print to different locations					WA	I	I			
	Use the calculator accessory						I	I			
	Recognize basic file name extensions (.ppt, .doc, .xls, .pub, etc.)						I	I			
	Know basic network terms (server, login terms; etc.)							I			
3	**Use electronic resources to communicate, collaborate & retrieve information**										
	Use bookmarks and/or hyperlinks to access the Internet	WA	I	I							
	Use URLs, bookmarks, and/or links to access the Internet				I	I	I	I			
	Create Favorites (bookmarks) in a browser				I	I	I	I			
	Use telecommunications to work with other individuals to complete a task		WA	WA	WA	WA	WA	WA			
	Access, copy and/or print digital media (graphics, text, movies, sounds, etc.) from electronic and/or online services					WA	WA	WA			
	Use appropriate search strategies to locate information on the Internet and in electronic media						WA	WA			
	Access available electronic databases						WA	WA			
	Evaluate and critique the quality and credibility of electronic information						WA	WA			

4	**Use technology to create and deliver presentations**										
	Print, post or publish completed work (Examples of published pieces include a slide show with voice, printed documented/drawing for class book or bulletin board, and/or posted work on the Internet.)	WA	WA	WA	WA	WA	WA	WA			
	Create one or more curriculum-related multimedia projects		WA	WA	WA	WA	WA	WA			
	Present one or more curriculum-related multimedia projects		WA	WA	WA	WA	WA	WA			
5	**Demonstrate ethical behavior**										
	Demonstrate appropriate behavior for technology use and show respect for technology equipment	WA	I	I	I						
	Understand consequences for misuse of technology	WA	I	I	I						
	Understand and abide by the BES Acceptable Use Policy	WA	WA	WA	WA	WA	WA	I			
	Discuss copyright issues of electronic media		WA	WA	WA						
	Understand and abide by copyright issues of electronic media					WA	WA	I			
	Identify and cite Internet and electronic references in a bibliography					WA	WA	I			
	Apply the concept and understand the consequences of plagiarism and copyright infringement					WA	WA	WA			
	Understand the need for protection against software and hardware vandalism (examples: altering or deleting software, having an awareness of viruses, etc.)							WA			
	Middle School Standards										
1	Applies strategies for identifying and solving routine hardware and software problems that occur during everyday use										
	Students know how to connect and use a wide variety of input and output devices and how to access networked resources										
	Properly connects, disconnects and troubleshoots devices (i.e. mouse, keyboard, network, camera, external storage devices, projector)										
2	Demonstrates knowledge of current changes in information technology and the effects those changes have on the workplace and society										
	Students adapt to changes in technology										
	Acknowledges and discusses new technologies available to them										
	Demonstrates an understanding of how fast technology (hardware and software) changes and its impact										
3	Exhibits legal and ethical behaviors when using information and technology and discusses consequences of misuse										
	Students are acquainted with the legal and ethical issues related to use and misuse of technology										
	Understand and abide by the BES Acceptable Use Policy										
	Understands the need for protection against software and hardware vandalism (altering or deleting software, awareness of viruses)										
	Uses appropriate language and behavior when communicating electronically with others (i.e. the Internet and email)										
4 - 5	Applies the use of technology tools to support personal productivity, group collaboration, and learning throughout the curriculum										
	Students use available tools to support personal productivity and enhance learning across the curriculum										
	Students can keyboard to ## words per minute using correct technique										
	Independently uses a word processing application to accomplish tasks										
	Uses edit and format features to improve documents in standard application (i.e. Office). Features will include spell and grammar check, font menus, justification, bullets and numbering and appropriate use of color										
	Copies and pastes or inserts graphics from various sources to improve documents and presentations										
	Uses draw toolbar to add elements to documents										
	Independently use help menus with software applications										
	Independently sue search features within the Start Menu to find files and folders										
	Integrates the use of tow or more applications to create a product										
	Accesses and used available online research sources										
	Uses efficient internet search strategies										
	Creates presentation using a variety of technology tools and media										
	Effectively communicates information and ideas with the support of media or a multimedia project										
	Independently used technology tools in the pre-writing and planning process										
	Uses technology to enhance work with visuals										
6	Uses technology tools to design, publish and present to various audiences										
	Students use technology to plan, organize and/or sequence ideas										

	Use word processing or concept-mapping to brainstorm ideas and questions (i.e. lists in Word)										
	Choose and cite information from online research databases to help answer a question or solve a problem provided by teacher										
7	Uses technology to investigate, collaborate and share solutions and products										
	Students use electronic communication to access information and opinions										
	Effectively use a search engine to find related and valuable web sites										
	Copy and paste URL into document for later use										
	Access, send and receive e-mail										
	Use technology to exchange information with an expert or group member (i.e. e-mail, fax)										
8	Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems										
	Students selects from a limited set of technology tools to complete assigned work										
	Collect and analyze data using spreadsheets and graphs										
	Use a multimedia program to create a presentation										
	Use a word processing program to create a project										
9	Demonstrate an understanding of concepts underlying hardware, software, connectivity, and of practical applications to their learning and problem solving										
	Know to use "save as" to change file format and recognize basic extensions (.ppt, .doc, .jpeg, etc.)										
	Know to save regularly and in the appropriate place on the network										
	Know how to navigate to locate files and templates										
	Create folders for saving and organizing projects with their Home folder										
	Produce a multimedia project that may include sound, video, and/or graphics										
10	Researches and evaluates the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems										
	Students apply efficient search strategies to locate relevant information on-line										
	Use appropriate search engines and databases for locating information										
	Recognize the parts of a URL address to check for bias and accuracy (endings such as edu, com, gov, etc.)										
	Evaluate sources for credibility (i.e. supporting evidence, author bias)										
	Find and recognize sponsored links and their bias										
	Distinguish between fact or opinion on websites										
	Recognize origins, authors and purpose of websites										