Grade	Strand	Standard	Software	Introduced
Kindergarten				
	1.0 Information Technology Basics			
	1.1	Identify and demonstrate basic skills such as using the computer, mouse, keyboard, removeable storage device, monitor, microphone, speakers and printer.	None	Lab/Classroom
	1.2	Demonstrate file management skills of creating new documents and printing them.	KidPix Deluxe	Lab
	1.3	Demonstrate basic operating system skills such as point and click, navigation on desktop items and using the Start menu	Windows OS	
	2.0 Application and Integration of Technology			
	2.1	Create multimedia documents to reinforce curricular concepts such as number, letter and patterns.	KidPix Deluxe	Lab
	2.2	Use developmentally appropriate multimedia resources (e.g., interactive books, educational software, elementary multimedia encylcopedias, etc.) to support learning.	Various	Classroom
	2.3	Create simple sentences related to curriculum	Microsoft Word	
	3.0 Use of Creativity Tools			
	3.1	Create simple, original computer art.	KidPix	Lab
	4.0 Information Technology in Life and Society			
	4.1	Work cooperatively and collaboratively with peers, family members, and others when using technology in the classroom.	Various	Classroom
	4.2	Practice responsible use of technology systems and software.	None	Classroom

Grade	Strand	Standard	Software	Introduced
Grade One				
	1.0 Information Technology Basics			
	1.1	Identify the home row keys to make keyboarding more familiar.	Type to Learn Jr.	Lab
	1.2	Demonstrate file management skills of using Network server and the local hard drive, removeable storage device	Windows OS	Lab
	1.3	Demonstrate basic word processing skills such as creating and saving files, inserting and deleting characters and changing fonts.	MS Word	Lab
	1.4	Turn on and shut down a computer properly.	Windows OS	Classroom
	1.5	Demonstrate the ability to start, use and quit a variety of programs (e.g., instructional software on the hard drive or CD, tool-based software, etc.).	Various	Classroom
	1.6	Demonstrate basic operating system skilss such as point and Click navigation on desktop items and using the start menu.	Windows OS	
	2.0 Application and Integration of Technology			
	2.1	Use developmentally appropriate multimedia resources (e.g., interactive books, educational software, elementary multimedia encylcopedias, etc.) to support learning.	Various	Classroom
	2.2	Use, to the extent possible, information technologies found outside the school to extend their learning (e.g., computer, cable TV, etc.).	Various	Classroom
	2.3	Observation of information found on the Web as displayed by the teacher.	Internet Explorer	Classroom
	3.0 Use of Creativity Tools			
	3.1	Use multimedia software to create more sophisticated, original computer art.	KidPix	Lab
	3.2	Use multimedia software to create poems, stories and Diagram with pictures that reinforce classroom assignments.	Kidspiration	Lab
	4.0 Information Technology in Life and Society			
	4.2	Communicate about technology using developmentally appropriate and accurate terminology.	None	Classroom
	4.3	Work cooperatively and collaboratively with peers, family members, and others when using technology in the classroom.	Various	Classroom
	4.4	Practice responsible use of technology systems and software.	Various	Classroom

Grade	Strand	Standard	Software	Introduced
Grade Two				
	1.0 Information Technology Basics			
	1.1	Demonstrate basic skills in word processing such as aligning text, highlighting and deleting, bulleting and numbering.	Word	Lab
	1.2	Demonstrate basic operating system skills such as point-and-click navigation on desktop items and using the start menu.	Windows OS	Lab
	1.3	Identify all of the keys on the keyboard in preparation for learning keyboarding skills.	TypeToLearn	Lab
	2.0 Application and Integration of Technology			
	2.1	Use developmentally appropriate multmedia resources (e.g., interactive books, educational software, elementary multimedia encylcopedias, etc.) to support learning.	Various	Classroom
	2.2	Create personal letters or short stories using appropriate formating on a word processor.	Word	Lab
	2.3	Browse the Web at teacher-selected sites/bookmarks to reinforce classroom assignments.	Internet Explorer	Lab/Classroom
	3.0 Use of Creativity Tools			
	3.1	Use multimedia tools to create more sophisticated, original computer art.	KidPix	Lab
	3.2	Demonstrate the basic use of hypermedia (multimedia with links) to create a classroom project.	HyperStudio	Lab
	3.3	Create a graphic organizer for writing	Kidspiration	
	4.0 Information Technology in Life and Society			
	4.1	Understand and follow the K-4 Internet Use Guidelines.	Navigator	Lab/Classroom
	4.2	Communicate about technology using developmentally appropriate and accurate terminology.	Various	Classroom
	4.3	Work cooperatively and collaboratively with peers, family members, and others when using technology in the classroom.	Various	Classroom
	4.4	Practice responsible use of technology systems and software.	None	Lab

Grade	Strand	Standard	Software	Introduced
Grade Three				
	1.0 Information Technology Basics			
	1.1	Demonstrate word processing skills such as the use of the spell-checker and thesaurus.	MS Word	Lab
	1.2	Demonstrate intermediate operating system skills such as creating folders and moving files.	Windows OS	Lab
	1.3	Use both hands for all word processing to reinforce keyboarding skills.	MS Word	Lab
	1.4	Browse the Web at teacher-selected sites/bookmarks to learn new subject matter.	Internet Explorer	Lab
	1.5	Demonstrate File Management Skills of copying, move Rename, reopen personal files, and back up files to File server and removeable storage device.	Windows OS	
	2.0 Application and Integration of Technology			
	2.1	Use information technology as a tool and as a resource for learning and skill-building throughout the curriculum (e.g., language arts, mathematics, science, social science).	Internet Explorer	Classroom
	2.2	Create and edit paragraphs and short reports, edit with the spell checker, align text, use the tab key, insert word art, insert pictures, and change fonts.	MS Word	Lab
	2.3	Copy and paste text or graphics within a document.	MS Word	Lab
	2.4	Use basic features of electronic mail under the direct supervision of a teacher for classroom projects.	Groupwise	Lab/Classroom
	2.5	Practice evaluating the validity of information resources Found on the web	Internet Explorer	Lab
	2.6	Learn the correct way to use a search engine	Internet Explorer	Lab
	3.0 Use of Creativity Tools			
	3.1	Students will be introduced to the digital camera to incorporate pictures into documents.	Various	Classroom
	3.2	Create a multimedia or hypermedia (multimedia with links) project based on a curriculum focus.	Various	Lab
	4.0 Information Technology in Life and Society			
	4.1	Understand and follow the K-4 Internet Use Guidelines.	None	Lab/Classroom
	4.2	Discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.	None	Lab

Grade	Strand	Standard	Software	Introduced
Grade Four				
	1.0 Information Technology Basics			
	1.1	Copy and paste text or pictures between 2 different progams, (e.g., Word and PowerPoint, etc.).	Word	Lab
	1.2	Accurately touch type at least 15 words per minute accurately As measured by a school-approved keyboarding program.	Type To Learn	Lab
	1.3	Demonstrate file management skills of copy, move, rename, reopen personal files, back up files to a network server and Removeable storage device	Windows OS	Lab
	1.4	Provide credit for the use of pictures and information from copyrighted sources where appropriate.	Various	Lab
	1.5	Create a graph of Science or Social Science data		
	2.0 Application and Integration of Technology			
	2.1	Use information technology as a tool and as a resource for learning and skill-building throughout the curriculum (e.g., language arts, mathematics, science, social science).	Various	Classroom
	2.2	Use the school library on-line catalogs to find resources.	Various	Library
	2.3	Demonstrate basic search strategies using Internet search engines.	Internet Explorer	Lab/Library
	2.4	Use e-mail to communicate with other students and experts on classroom projects under a teacher's supervision.	Groupwise	Lab
	2.5	Demonstrate intermediate word processing skills in the context of writing stories and essays for classroom assignments using proper elements of style for electronic documents.	Word	Lab
	2.6	Practice evaluating the validity of information resources found on the Web.	Internet Explorer	Lab/Classroom
	2.7	Practice using the correct way to a search engine properly	Internet Explorer	Lab/Classroom
	3.0 Use of Creativity Tools			
	3.1	Create at least one classroom report or project using multimedia (e.g., text and graphics in a Word document, etc.).	MSWord/MS Paint KidPix Deluxe/Inspiration	Lab
	3.2	Create at least one classroom report or project using hypermedia (e.g., text, graphics and links with HyperStudio, etc.).	HyperStudio Powerpoint	Lab
	3.3	Work cooperatively with two or more students on group projects utilizing technology.	Various	Classroom
	3.4	Demonstrate advanced features of Powerpoint in classroom Presentation to include graphics, animation, transitions, and sound	Powerpoint	Classroom
	4.0 Information Technology in Life and Society			
	4.1	Understand and follow the K-4 Internet Use Guidelines.	None	Lab/Library
	4.2	Discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.	None	Lab

Grade	Strand	Standard	Software	Introduced
Grade Five				
	1.0 Information Technology Basics			
	1.1	Demonstrate intermediate word processing skills in writing reports for classroom assignments (e.g., bibliographies, page set up, margins, paragraphs, etc.).	Word	Lab
	1.2	Demonstrate the ability to find topical information on the Internet and incorporate it into research projects.	Internet Explorer	Lab/Library
	1.3	Demonstrate intermediate skills in the use of an Internet browser to bookmark pages, store html files and related graphics, go between multiple Navigator windows, etc.	Internet Explorer	Lab
	1.4	Demonstrate a variety of strategies for using Internet search engines to find information.	Internet Explorer	Lab/Library
	1.5	Create spreadsheets that utilize multiple fields of Numeric and text data and perform basic operations, Use Formulas and create graphs	MS Excel	Lab
	2.0 Application and Integration of Technology			
	2.1	Use information technology as a tool and as a resource for learning and skill-building throughout the curriculum (e.g., language arts, mathematics, science, social science).	Various	Classroom
	2.2	Create reports that incorporate graphics from various resources (e.g., Internet, CD-ROMs, digital cameras, etc.).	Various	Lab
	2.3	Use technology resources (e.g., calculators, data collection probes, videos, educational software) for problem-solving, self-directed learning, and extended learning activities.	Various	Classroom
	2.4	Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.	Various	Classroom
	2.5	Evaluate the accuracy, relevance, appropriateness, comprehensiveness and bias of electronic information sources.	Various	Classroom
	3.0 Use of Creativity Tools			
	3.1	Create at least one classroom report or project using multimedia (e.g., text and graphics in a Word document, etc.	Word	Lab
	3.2	Create at least one classroom report or project using hypermedia (e.g., text, graphics and links with PowerPoint, etc.	Powerpoint	Lab
	3.3	Demonstrate advanced features of powerpoint in classroom Presentations to include graphics, animations, transitions, And sound	Powerpoint	Lab
	4.0 Information Technology in Life and Society			
	4.1	Understand and follow the 5-12 Internet Use Guidelines.	None	Classroom
	4.2	Discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.	None	Lab
	4.3	Discuss common uses of technology in daily life and the advantages and disadvantages those uses provide.	None	Lab

Grade	Strand	Standard	Software	Introduced
Grade Six				
	1.0 Information Technology Basics			
	1.1	Create a flat-file database to store, sort and filter text information.	Excel	Lab
	1.2	Create spreadsheets that utilize multiple fields of numeric and text data and perform basic operations, formulas and graphs.	Excel	Lab
	2.0 Application and Integration of Technology			
	2.1	Use information technology as a tool and as a resource for learning and skill-building throughout the curriculum (e.g., language arts, mathematics, science, social science).	Various	Classroom
	2.2	Application of advanced electronic research skills	Various	Lab/Library
	2.3	Demonstrate the application of spreadsheets to solve mathematics, social science or science problems.	Excel	Lab
	2.4	Use content-specific tools, software and simulations (e.g., environmental probes, graphing calculators, exploratory environments, Web tools) to support learning and research.	Various	Classroom
	2.5	Apply productivity/multmedia tools and peripherals to support personal productivity, group collaboration, and learning throughout the curriculum.	Various	Classroom
	3.0 Use of Creativity Tools			
	3.1	Demonstrate advanced features of PowerPoint in classroom presentations to include graphics, animations, transitions and sounds.	PowerPoint	Lab
	3.2	Design, develop, publish, and present products (e.g., Web pages, videotapes) using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom.	Various	Classroom
	4.0 Information Technology in Life and Society			
	4.1	Understand and follow the 5-12 Internet Use Guidelines.	None	Classroom
	4.2	Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.	Various	Lab/Library
	4.3	Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.	Various	Lab

Grade Strand	Standard	Software	Introduced
Grades Seven and Eight			
1.0 Information Technology Basics			
1.1	Identify internal hardware parts of a computer system (e.g., main memory, auxiliary memory, CPU, hard drive, cards, chips, removeable storage devices etc.).	None	Lab
1.2	Demonstrate an understanding of concepts underlying hardware, software, networks and practical applications to learning and problem solving.	None	Lab
1.3	Touch type at least 30 words per minute without looking at the keyboard with at least 90% accuracy.	MicroType	Lab
1.5	Use basic information technology terms appropriately, such as multimedia, hypertext, CD-ROM, the Web, etc.	None	Lab
1.6	Demonstrate an acceptable level of word processing competency with classroom assignments (e.g., use of tabs, spell-check, outlines, importing clipart, formatting text and pages, etc.).	Word	Lab/Classroom
1.7	Demonstrate an acceptable level of spreadsheet competency with classroom assignments (e.g., creating graphs, using simple mathematical formulas, etc.).	Excel	Lab/Classroom
1.8	Demonstrate an acceptable level of flat-file database competency with classroom assignments (e.g., formatting, sorting, searching, reporting, using terminology correctly, etc.).	Excel	Lab/Classroom
2.0 Application and Integration of Technology			
2.01	Evaluate, select and use various media for classroom presentations based on their relevance and effectiveness.	Various	Classroom
2.02	Articulate the differences between print-based and on-line information resources and describe the advantages and disadvantages of each medium.	None	Lab/Classroom
2.03	Make decisions about information they find from a variety of information sources and determine which information is most appropriate for their work.	Various	Lab/Classroom
2.04	Use e-mail and on-line information services for school related projects.	Various	Lab/Classroom
2.05	Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems.	Various	Classroom
2.06	Use spreadsheet programs to create and select the graph which best represents data they need to analyze and complete assigned projects.	Excel	Classroom
2.07	Research the use of information technology in a variety of occupational settings (e.g., space program, publishing, entertainment, etc.).	Various	Classroom
2.08	Use content-specific tools, software and simulations (e.g., environmental probes, graphing calculators, exploratory environments, Web tools) to support learning and research.	Various	Classroom

2.09	Apply productivity/multimedia tools and peripherals to support personal productivity, group collaboration, and learning throughout the curriculum.	Various	Classroom
2.10	Design, develop, publish, and present products (e.g., Web pages, videotapes) using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom.	Various	Lab/Classroom
2.11	Collaborate with peers, experts, and others using telecommunications and collaborative tools to investigate curriculum-related problems, issues, and information, and to develop solutions or products for audiences inside and outside the classroom.	Various	Lab/Classroom
2.12	Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.	Various	Library
2.13	Make extensive use of instructional software to support and extend their learning.	Various	Classroom
3.0 Use of Creativity Tools			
3.1	Use creativity and authoring tools to develop more complex reports, presentation and projects in a variety of subject areas (e.g., HyperStudio, Home Page development, etc.).	Powerpoint	Lab/Classroom
3.2	Use software programs designed to foster creativity in designing and completing projects.	Various	Home/Classroom
3.3	Devise innovative ways of using available information technology resources.	Various	Home/Classroom
4.0 Information Technology in Life and Society			
4.1	Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.	Various	Lab/Classroom
4.2	Discuss current news and events in the world of information technology.	None	Lab/Classroom
4.3	Demonstrate knowledge of current changes in information technologies and the effect those changes have on the workplace and society.	None	Classroom
4.4	Demonstrate an understanding of how technology affects different communities and societal groups differently depending on their extent of access to technological resources.	None	Classroom
4.5	Explain how technology can be helpful or destructive depending on how it is used.	None	Classroom
4.6	Explain why technology may produce unplanned or unanticipated results.	None	Lab/Classroom
4.7	Understand and follow the 7-12 Technology Use Agreement.	None	Classroom

Grade	Strand	Standard	Software	Introduced
Grades Nine through Twelve				
	1.0 Information Technology Basics			
	1.1	Develop expertise in selected groups of useful software.	Various	Classroom
	1.2	Use teacher-managed e-mail accounts to support learning (e.g., contacting experts, collaborating, posting messages to lists, etc.).	Various	Lab/Classroom
	1.3	Use on-line information sources to support research and learning.	Various	Library
	1.4	Properly cite references from on-line sources.	Word	Lab/Classroom
	1.5	Download images and software and import them to other applications.	Internet Explorer	Lab
	2.0 Application and Integration of Technology			
	2.01	Use information technology as a tool and resource for learning and skill-building across the curriculum.	Various	Classroom
	2.02	Select and apply technology tools for research, information analysis, problem-solving, and decision-making in content learning.	Various	Classroom
	2.03	Evaluate information gathered from technology resources for its reliability and validity.	Various	Library
	2.04	Apply information technology resources to address life skill issues (e.g., managing finances, seeking employment, selecting colleges, etc.).	Various	Classroom
	2.05	Analyze and describe how the selection and presentation of information in different media formats affects peoples' perception of the information.	Various	Classroom
	2.06	Work in teams using technology tools and resources to create products larger and more complex than one student could accomplish alone.	Various	Classroom/Lab
	2.07	Create and maintain a digital portfolio of academic achievements and career interests.	Various	Lab/elective
	2.08	Experience the opportunity to become proficient in one or more programming languages.	C++	Lab / elective
	2.09	Use equipment and software for advanced study in technology-related fields.	Various	Elective
	2.10	Evaluate technology-based options, including distance and distributed education, for lifelong learning.	Various	Classroom
	2.11	Routinely and efficiently use online information resources to meet needs for collaboration, research, publications, communications, and productivity.	Various	Library
	3.0 Use of Creativity Tools			
	3.1	Design creative, effective presentations for the purposes of information dissemination, persuasion, entertainment and education.	PowerPoint	Classroom / lab
	3.2	Select and integrate written, audio, and video elements to convey a unified message.	PowerPoint	Lab/Classroom

3.3	Demonstrate effective applications of advanced multimedia (video editing, desktop publishing, authoring tools, etc.).	Various	Elective
3.4	Discover and describe new applications for technology tools beyond their original purpose.	Various	Home/Classroom
3.5	Demonstrate self-directed applications of creativity tools.	Various	Home/Classroom
3.6	Use creativity tools to produce musical compositions, animations, 3-D renderings, etc.	Various	Elective
3.7	Use computer systems with specialized interfaces or components (e.g., video input/output card, digital camera connection, microphone, etc.).	Various	Elective
4.0 Information Technology in Life and Society			
4.1	Demonstrate an understanding and application of legal and ethical issues related to information technology use.	None	Lab/Classroom
4.2	Analyze advantages and disadvantages of widespread use and reliance on technology in the workplace and in society as a whole.	Internet Explorer	Classroom
4.3	Analyze the actual and potential effects of information technology for the country and world (e.g., productivity, privacy, security, information overload, automation, etc.).	None	Lab/Classroom
4.4	Formulate reasoned predictions of the future directions of information technology and how these changes may affect society.	None	Classroom
4.5	Describe the factors that serve to foster or block the adoption of technology by nations and groups.	None	Classroom
4.6	Understand and follow the 5-12 Internet Use Guidelines.	Internet Explorer	Classroom