Diocese of Sacramento
Technology Literacy Guidelines

Students will be given opportunities to acquire the following knowledge and skills through the integration of computer technology into the classroom.

Goal:

- To provide an enhanced learning environment that will facilitate and teaching and learning through the use of technology and enables students and staff to more effectively meet the educational goals of the school.
- To make technology readily available to all students and staff.
- To equip all students for the 21st century with confidence and competence to approach, use, and efficiently produce learning outcomes through the use of technology.

Kindergarten

Introduced	Mastered	Skill
		Introduce names and purpose of computer parts
		Introduce single and double click mouse function
		Introduce how to boot up and power down a computer
		Introduce how to start and end program from desktop
		Become familiar with what inappropriate actions that will cause system failures
		Begin building appropriate technology vocabulary
		Introduce finding and using all letter and number keys, spacebar, arrow keys, backspace and enter keys using both hands
		Introduce using and developing an understanding of the appropriate vocabulary to discuss keyboarding
		Introduce opening, creating, saving to the hard drive printing and closing peripherals
		Presentation of a project derived from core classroom curriculum subject areas
		Begin using and developing an understanding of the appropriate vocabulary to discuss technology tools
		Learn basic trouble shooting skills
		Learn to select programs
		Learn to log on to the network by typing name
		Learn on/off switch
		Learn shift key, spacebar, and punctuation keys
		Learn proper computer work habits (i.e. clean hands, etc.)
		Learn mouse and arrow keys
		Learn Enter/ Return keys
		Learn location of letter and number keys
		Become familiar with simple word processing

First Grade

Introduced	Mastered	Skill
		Identify/ define internal and external components, peripherals, input/output devices and software
		Turn off and on and troubleshoot non-working computer components
		Identify, locate, and use all keys (letter, number, function, punctuation) with right or left hand as appropriate
		Enter written work without regard to finger placement
		Open, create, save to the hard drive, print and close selected program from the desktop
		Produce document(s)/ projects(s) derived from core classroom curriculum subject areas
		Continue building a technology vocabulary and discussion capabilities
		Begin building understanding of the Internet and website characteristics
		Locate and navigate within a website
		Reinforce all skills introduced in Kindergarten
		Learn punctuation keys
		Reinforce saving to the hard drive and Print keys
		Be able to select appropriate programs for the needs of the assignment
		Learn to use the Internet in a structured activity
		Build independence in using the computer
		Recognize placement of keys in the keyboard
		Be able to keyboard 10words per minute
		Complete at least one writing assignment per month using the complete writing process (prewriting, drafting, editing, publishing)

Second Grade

Introduced	Mastered	Skills
		Continue to reinforce, identify and define internal and external components, peripherals, input/output devices and software
		Turn off and on and troubleshoot non-working computer
		Identify locate and use all keys (letter, number, function, punctuation) with right or left hand as appropriate
		Enter written work without regard for finger placement
		Build increased efficiency and accuracy
		Open, create, save to the hard drive, print and close selected program from the desktop
		Produce document(s)/ project(s) derived from the core classroom curriculum subject areas
		Continue building a technology vocabulary and increase technology discussion capabilities
		Increase understanding of the Internet and website characteristics
		Locate and navigate within a website to find information
		Reinforce all skills introduced in Kindergarten and First Grade
		Used timed drills for practice
		Lear Tab key for indenting
		Increase capability to select appropriate programs for the needs of the assignment
		Learn to use Insert and Delete keys
		Build independence in using the computer
		Recognize placement of keys on the keyboard
		Be able to type 12 words per minute
		Complete at least one writing assignment per month using the complete writing process (prewriting, drafting, editing, publishing)
		Learn directed research skills
		Prepare reports for written and oral presentations.
		Complete two writing-related research assignments during the year.
		Introduce PowerPoint

Third Grade

Introduced	Mastered	Skill
		Open, use, adjust and delete or close windows and files from all drive as appropriate
		Save to a floppy disk in addition to the hard drive and install a program
		Develop understanding of legal implications associated with copyright laws
		Demonstrate correct finger placement for entire keyboard
		Build increased efficiency and accuracy
		Maximize program functions to refine and increase effectiveness and efficiency
		Learn formatting, editing, commands, toolbars, icons, pull down menus, scroll bar
		Demonstrate capability to compose a letter and or report using contents derived from the classroom
		Learn to manipulate images and import images
		Produce slide show or screen presentation, insert photos, images, text, special effects and transition, utilize pre-recorded video
		Identify and define parts of a database, recognize optimal applications, produce graphs
		Refine and reinforce spreadsheet skills taught in previous grade
		Produce spreadsheet(s) in conjunction with appropriate project derived from classroom content
		Define Internet and email terms and descriptors
		Access a variety of websites and know when "on line"
		Understand there are methods to safe, effective and efficient internet use
		Become aware of internet choices
		Develop internet and email etiquette and privacy awareness.
		Know how to compose, send, receive, and reply to email
		Build on internet technology vocabulary and grammar
		Reinforce all skills introduced in earlier grades
		Used times drills for practice
		Learn Alignment, Font, and Size
		Be able to select appropriate programs for the needs of the assignment
		Learn to use Insert and Delete keys
		Build independence in using the computer
		Reinforce placement of keys on the keyboard

		Be able to type 15 words per minute
		Complete at least one writing assignment per month using the complete writing process (prewriting, drafting, editing, publishing)
		Learn directed research skills
		Prepare reports for written and oral presentations
		Complete two writing-related research assignments during the year
		Use Power Point for at least one assignment during the year

Fourth Grade

Introduce	Mastered	Skill
		Build on knowledge and verbal capacity to discuss technology as previously introduced
		Increased ability to use lesser functions such as Control Panel and Desk Accessories.
		Demonstrate and reinforce correct finger placement for entire keyboard
		Build increased efficiency and accuracy
		Continue to maximize program functions to refine and increase effectiveness and efficiency
		Learn formatting, editing, commands, toolbars, icons, pull down menus, scroll bars
		Demonstrate capability to compose a letter and or report using contents derived from the classroom
		Manipulating images and importing
		Produce slide or screen presentation, insert photos, image text, special effects and transitions, utilize pre-recorded video
		Identify and define parts of a database, recognize optimal applications, produce graphs
		Produce spreadsheet(s) in conjunction with appropriate project derived from the classroom content
		Reinforce all telecommunications skills from previous grade and apply to defined research project(s) derived from core classroom subject matter
		Reinforce all skills introduced in earlier grades
		Used timed drills for practice
		Learn line spacing
		Be able to select appropriate programs for the needs of the assignment
		Create basic timelines
		Build independence in using the computer
		Reinforce placement of keys on keyboard
		Be able to type twenty words per minute
		Complete at least one writing assignment per quarter using the complete writing process (prewriting, drafting, editing, publishing)
		Learn directed research skills
		Prepare reports for written and oral presentations
		Learn to prepare title page and a table of contents
		Complete two writing-related research assignments during the year

Fifth Grade

Introduced	Mastered	Skill
		Continue to maximize program functions to refine and increase effectiveness and efficiency to convey projects and /or research goals linked to classroom subject matter
		Increase complexity of graphic information depicted to increase effectiveness of communication such as groupings, grid lines, images stacking order, etc.
		Utilize and integrate more complex functions including multi-column formats, tabs, color, multiple documents, headers and footers, etc.
		Enhance impact through animation, music, internet sources, transactions, background and sizing
		Modify and customize fields, label and boxes as appropriate within database
		Manual adjustments of cells, rows, columns and alignments in spreadsheets
		Use of formulas and charts in spreadsheets
		Develop ability to efficiently, effectively, and safely utilize internet grammar
		Refine search productivity and quality using Boolean logic operators
		Understand available search engine capabilities, benefits and risks
		Increase critical thinking and problem solving related to project research and analysis
		Continue to explore the implications of copyright protection and ethical and safe internet use
		Reinforce all skills introduced in earlier grades
		Learn to create footnotes
		Reinforce saving documents without printing
		Be able to select appropriate programs for the needs of the assignment
		Prepare title pages, table of contents, and bibliographies
		Build independence in using the computer
		Reinforce placement of keys on keyboard
		Be able to type 25 words per minute
		Complete at least one writing assignment per quarter using the complete writing process (prewriting, drafting, editing, publishing)
		Learn directed research skills
		Continue research and reporting skills for written and oral presentations
		Create appropriate graphs

		Change print setup when appropriate to economize in ink usage
		Complete two writing-related research assignments during the year
		Use bookmarks appropriately when working on the Internet
		Use fonts, borders, alignment of text, and orientation appropriately
		Create timelines
		Use Microsoft Office products (PowerPoint, Access, Excel, Word and Publisher) for at least one assignment during the year

Sixth Grade

Introduced	Mastered	Skill
		Continue to maximize program functions to refine and increase effectiveness and efficiency to convey projects and/or research goals linked to classroom subject matter
		Increase complexity of graphic information depicted to increase effectiveness of communication such as groupings, grid lines, images, stacking orders, etc.
		Utilize and integrate more complex functions including multi-column formats, tabs, color, multiple documents, headers and footers, etc.
		Enhance impact through animation, music, internet sources, transitions, background and sizing
		Modify and customize fields, label and boxes as appropriate within databases
		Manual adjustments of cells, rows, columns and alignments in spreadsheets
		Use formulas and charts in spreadsheets
		Develop ability to efficiently, effectively and safely utilize internet grammar
		Refine search productivity and quality using Boolean logic operators
		Understand available search engines capabilities, benefits and risks
		Increase critical thinking and problem solving related to project research and analysis
		Continue to explore the implications of copyright protection and ethical and safe internet use
		Reinforce all skills introduced in earlier grades
		Prepare a table of contents and index
		Be able to select appropriate programs for the needs of the assignment
		Choose type styles
		Continue building independence in using the computer
		Prepare a bibliography and headers/footers
		Be able to type 30 words per minute
		Complete at least one writing assignment per quarter using the complete writing process (prewriting, drafting, editing, publishing)
		Learn page numbering
		Continue research and reporting skills for written and oral presentations
		Learn use of grammar, spell checks, and thesaurus
		Import graphics from the Internet

		Complete two writing-related research assignments during the year
		Use bookmarks appropriately when working in the Internet
		Use fonts, borders, alignment of text, and orientation appropriately
		Create timelines including clipart and pictures
		Use a graphing program to represent data collection
		Learn basics about spreadsheets
		Use PowerPoint for at least two assignments during the year
		Learn copy/cut/paste commands
		Use digital camera and insert pictures into Word
		Use a multimedia projector (MMP) for at least one assignment

Seventh and Eighth Grade

Introduced	Mastered	Skill
		Continue to maximize program functions to refine and increase effectiveness and efficiency to convey projects and/or research goals linked to classroom subject matter
		Increase complexity of graphic information depicted to increase effectiveness of communication such as groupings, grid lines, images, stacking order, etc.
		Utilize and integrate more complex functions including multi-column formats, tabs, color, multiple documents, headers and footers, etc.
		Enhance impact through animation, music, internet sources, transitions, background and sizing
		Modify and customize fields, label and boxes as appropriate within database
		Manual adjustments of cells, rows, columns and alignments in spreadsheets.
		Use formulas and charts in spreadsheets
		Develop ability to efficiently, effectively and safely utilize internet grammar
		Refine search productivity and quality using Boolean logic operators
		Understand available search engine capabilities, benefits and risks
		Increase critical thinking and problem solving related to project research and analysis
		Create a website
		Continue to explore the implications of copyright protection and ethical and safe internet use
		Reinforce all skills introduced in earlier grades
		Lear Find/ Replace commands
		Learn preparation of table and graphics skills using Microsoft Word and Excel
		Be able to select appropriate programs for the needs of the assignment
		Learn to outline materials using the computer
		Use footnotes
		Prepare a bibliography and headers/footers
		Be able to type 35-40 words per minute
		Complete at least one writing assignment per quarter using the complete writing process (prewriting, drafting, editing, publishing)
		Continue research and reporting skills for written and oral presentations
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		Complete two writing-related research assignment during the year
		Create timelines including clipart and pictures
		Use a graphing program for at least two assignments during the year
		Learn to use digital camera and insert picture into Word
		Learn to use the scanner and insert into Word
		Use a multimedia projector for at least two assignments

Addendum

Grade	Computer program
Kindergarten	Once Upon a Time Reader Rabbit 1 Internet sites Graph Club Sunbuddy Math Playhouse Treasure Mathstorm
Grade 1	Internet sites Once Upon a Time Sunbuddy Math Playhouse Graph Club Treasure MathStorm Troggle TroubleMath
Grade 2	Power Points Reader Rabbit 3 Graph Club Treasure MathStorm Troggle TroubleMath Internet sites
Grade 3	Midnight Rescue Storybook Weaver Deluxe Reader Rabbit 3 Graph Club Treasure MathStorm Troggle TroubleMath Internet sites
Grade 4	Internet sites Type to Learn Reader Rabbit 3 Graph Club Storybook Weaver Deluxe Troggle Trouble Math
Grade 5	Type to Learn Student Writing and Research Center Troggle Trouble Math Graph Club Compton's Encyclopedia Internet sites See the USA Yukon Trail

Grade 6   Types to Learn
                   Word
                   Graph Club
                   Troggle Trouble Math

Grade 7   Types to Learn
                   Word
                   Excel
                   Code Europe

Grade 8   Types to Learn
                   Word
                   Excel
                   Power Point
                   Internet sites
                   Student Writing and Research Center

Other Programs:

MS Word
MS Paint
Corel Draw
MSPublisher
MSFrontpage
MSPowerPoint
Advanced Speed Typing Program
KidPix
JumpStart
Storybook Weaver
Timeliner