

Somerset Public Schools

K-8 Technology Literacy Standards* Continuum/Scope and Sequence (High Priority Standards)—Grades K-5

Technology Domain (Priority Areas)	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Basic Operations	<p>1.1 → 1.4 to Grade 2</p> <p>1.3 (Keyboarding→ Grade 2</p> <p>1.1 Demonstrate beginning steps in using available hardware and applications (e.g., turn on a computer, launch a program, use a pointing device such as a mouse).</p> <p>1.2 Explain that icons (e.g., recycle bin/trash, folder) are symbols used to signify a command, file, or application.</p> <p>1.3 Identify, locate, and use letters, numbers, and special keys (e.g., space bar, Shift, Delete) on the keyboard.</p> <p>1.4 Recognize the functions of basic file menu commands (e.g., New, Open, Close, Save, Print).</p>	<p>1.1 Demonstrate beginning steps in using available hardware and applications (e.g., turn on a computer, launch a program, use a pointing device such as a mouse).</p> <p>1.2 Explain that icons (e.g., recycle bin/trash, folder) are symbols used to signify a command, file, or application.</p> <p>1.3 Identify, locate, and use letters, numbers, and special keys (e.g., space bar, Shift, Delete) on the keyboard.</p> <p>1.4 Recognize the functions of basic file menu commands (e.g., New, Open, Close, Save, Print).</p>	<p>1.1 Demonstrate beginning steps in using available hardware and applications (e.g., turn on a computer, launch a program, use a pointing device such as a mouse).</p> <p>1.2 Explain that icons (e.g., recycle bin/trash, folder) are symbols used to signify a command, file, or application.</p> <p>1.3 Identify, locate, and use letters, numbers, and special keys (e.g., space bar, Shift, Delete) on the keyboard.</p> <p>1.4 Recognize the functions of basic file menu commands (e.g., New, Open, Close, Save, Print).</p>	<p>1.1, 1.3→ to grade 5</p> <p>1.1 Demonstrate basic steps in using available hardware and applications (e.g., log into a computer, connect/disconnect peripherals, upload files from peripherals).</p> <p>1.3 Use various operating system features (e.g., open more than one application/program, work with menus, use the taskbar/dock).</p>	<p>1.1 Demonstrate basic steps in using available hardware and applications (e.g., log into a computer, connect/disconnect peripherals, upload files from peripherals).</p> <p>1.3 Use various operating system features (e.g., open more than one application/program, work with menus, use the taskbar/dock).</p>	<p>1.1 Demonstrate basic steps in using available hardware and applications (e.g., log into a computer, connect/disconnect peripherals, upload files from peripherals).</p> <p>1.3 Use various operating system features (e.g., open more than one application/program, work with menus, use the taskbar/dock).</p>
Word Processing			<p>1.6 Insert and size a graphic in a word processing document.</p> <p>1.5 Use a word processing application to write, edit, print, and save simple assignments</p>	<p>1.5 → 1.7 to grade 5</p> <p>1.5 Use menu/tool bar functions in a word processing program (i.e., font size/style, line spacing, margins) to format, edit, and print a document.</p> <p>1.6 Copy and paste text and images within a document, as well as from one document to another</p> <p>1.7 Proofread and edit writing using appropriate resources (e.g., dictionary, spell-checker, grammar resources).</p>	<p>1.5 Use menu/tool bar functions in a word processing program (i.e., font size/style, line spacing, margins) to format, edit, and print a document.</p> <p>1.6 Copy and paste text and images within a document, as well as from one document to another</p> <p>1.7 Proofread and edit writing using appropriate resources (e.g., dictionary, spell-checker, grammar resources).</p>	<p>1.5 Use menu/tool bar functions in a word processing program (i.e., font size/style, line spacing, margins) to format, edit, and print a document.</p> <p>1.6 Copy and paste text and images within a document, as well as from one document to another</p> <p>1.7 Proofread and edit writing using appropriate resources (e.g., dictionary, spell-checker, grammar resources).</p>

Database			<ul style="list-style-type: none"> Brief introduction (Library) 	<p>1.8 → 1.10 to grade 5</p> <p>1.8 Define the term “database” and provide examples from everyday life (e.g., library catalogues, school records, telephone directories).</p> <p>1.9 Define terms related to databases, such as “record,” “field,” and “search.”</p> <p>1.10 Do simple searches of existing databases (e.g., online library catalog, electronic</p>	<p>1.8 Define the term “database” and provide examples from everyday life (e.g., library catalogues, school records, telephone directories).</p> <p>1.9 Define terms related to databases, such as “record,” “field,” and “search.”</p> <p>1.10 Do simple searches of existing databases (e.g., online library catalog, electronic</p>	<p>1.8 Define the term “database” and provide examples from everyday life (e.g., library catalogues, school records, telephone directories).</p> <p>1.9 Define terms related to databases, such as “record,” “field,” and “search.”</p> <p>1.10 Do simple searches of existing databases (e.g., online library catalog, electronic</p>
Internet		<p>1.9 → to grade 2</p> <p>1.9 Explain that the Internet links computers around the world, allowing people to access information and communicate.</p>	<p>1.9 Explain that the Internet links computers around the world, allowing people to access information and communicate.</p>	<p>1.14 → 1.16; 1.18 to grade 5</p> <p>1.14 Explain and use age-appropriate online tools and resources (e.g., tutorial, assessment, Web browser).</p> <p>1.15 Save, retrieve, and delete electronic files on a hard drive or school network.</p> <p>1.16 Explain terms related to the use of networks (e.g., username, password, network, file server).</p> <p>1.18 Use age-appropriate Internet-based search engines to locate and extract information, selecting appropriate key words.</p>	<p>1.14 Explain and use age-appropriate online tools and resources (e.g., tutorial, assessment, Web browser).</p> <p>1.15 Save, retrieve, and delete electronic files on a hard drive or school network.</p> <p>1.16 Explain terms related to the use of networks (e.g., username, password, network, file server).</p> <p>1.18 Use age-appropriate Internet-based search engines to locate and extract information, selecting appropriate key words.</p>	<p>1.14 Explain and use age-appropriate online tools and resources (e.g., tutorial, assessment, Web browser).</p> <p>1.15 Save, retrieve, and delete electronic files on a hard drive or school network.</p> <p>1.16 Explain terms related to the use of networks (e.g., username, password, network, file server).</p> <p>1.18 Use age-appropriate Internet-based search engines to locate and extract information, selecting appropriate key words.</p>
Ethics/Society	<p>2.1; 2.3 → to grade 2</p> <p>2.1 Follow classroom rules for the responsible use of computers, peripheral devices, and resources.</p> <p>2.3 Explain why there are rules for using technology at home and at school.</p>	<p>2.1 Follow classroom rules for the responsible use of computers, peripheral devices, and resources.</p> <p>2.3 Explain why there are rules for using technology at home and at school.</p>	<p>2.1 Follow classroom rules for the responsible use of computers, peripheral devices, and resources.</p> <p>2.3 Explain why there are rules for using technology at home and at school.</p>	<p>2.1 → 2.8 to grade 5</p> <p>2.1 Explain and demonstrate compliance with school rules (Acceptable Use Policy) regarding responsible use of computers and networks.</p>	<p>2.1 Explain and demonstrate compliance with school rules (Acceptable Use Policy) regarding responsible use of computers and networks.</p>	<p>2.1 Explain and demonstrate compliance with school rules (Acceptable Use Policy) regarding responsible use of computers and networks.</p>

Ethics/Society				<p>Grade 3</p> <p>2.2 Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use.</p> <p>2.3 Explain Fair Use Guidelines for the use of copyrighted materials (e.g., text, images, music, video) in student projects</p> <p>2.4 Identify ways in which technology is used in the workplace and in society.</p> <p>2.5 Work collaboratively online with other students under teacher supervision.</p> <p>2.6 Analyze media messages and determine if their purpose is to inform, persuade, or entertain.</p> <p>2.7 Explain that some Web sites and search engines may include sponsored commercial links.</p> <p>2.8 Explain how hardware and applications can enable people with disabilities to learn.</p>	<p>Grade 4</p> <p>2.2 Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use.</p> <p>2.3 Explain Fair Use Guidelines for the use of copyrighted materials (e.g., text, images, music, video) in student projects</p> <p>2.4 Identify ways in which technology is used in the workplace and in society.</p> <p>2.5 Work collaboratively online with other students under teacher supervision.</p> <p>2.6 Analyze media messages and determine if their purpose is to inform, persuade, or entertain.</p> <p>2.7 Explain that some Web sites and search engines may include sponsored commercial links.</p> <p>2.8 Explain how hardware and applications can enable people with disabilities to learn.</p>	<p>Grade 5</p> <p>2.2 Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use.</p> <p>2.3 Explain Fair Use Guidelines for the use of copyrighted materials (e.g., text, images, music, video) in student projects</p> <p>2.4 Identify ways in which technology is used in the workplace and in society.</p> <p>2.5 Work collaboratively online with other students under teacher supervision.</p> <p>2.6 Analyze media messages and determine if their purpose is to inform, persuade, or entertain.</p> <p>2.7 Explain that some Web sites and search engines may include sponsored commercial links.</p> <p>2.8 Explain how hardware and applications can enable people with disabilities to learn.</p>
Safety	<p>2.6; 2.8 → to grade 2</p> <p>2.6 Follow the school rules for safe and ethical Internet use. (Use of Internet in this grade span is determined by district policy.)</p> <p>2.8 Explain that a password helps protect the privacy of information.</p>	<p>2.6 Follow the school rules for safe and ethical Internet use. (Use of Internet in this grade span is determined by district policy.)</p> <p>2.8 Explain that a password helps protect the privacy of information.</p>	<p>2.6 Follow the school rules for safe and ethical Internet use. (Use of Internet in this grade span is determined by district policy.)</p> <p>2.8 Explain that a password helps protect the privacy of information.</p>	<p>2.9→ 2.13 to grade 5</p> <p>2.9 Recognize and describe the potential risks and dangers associated with various forms of online communications.</p> <p>2.10 Identify and explain the strategies used for the safe and efficient use of computers (e.g., passwords, virus protection software, spam filters, popup blockers).</p>	<p>2.9 Recognize and describe the potential risks and dangers associated with various forms of online communications.</p> <p>2.10 Identify and explain the strategies used for the safe and efficient use of computers (e.g., passwords, virus protection software, spam filters, popup blockers).</p> <p>2.11 Demonstrate safe e-mail practices, recognition of the potentially public exposure of e-mail and appropriate e-mail etiquette</p>	<p>2.9 Recognize and describe the potential risks and dangers associated with various forms of online communications.</p> <p>2.10 Identify and explain the strategies used for the safe and efficient use of computers (e.g., passwords, virus protection software, spam filters, popup blockers).</p> <p>2.11 Demonstrate safe e-mail practices, recognition of the potentially public exposure of e-mail and appropriate e-mail etiquette</p>

Safety				<p>Grade 3</p> <p>2.11 Demonstrate safe e-mail practices, recognition of the potentially public exposure of e-mail and appropriate e-mail etiquette</p> <p>2.12 Identify cyber bullying and describe strategies to deal with such a situation.</p> <p>2.13 Recognize and demonstrate ergonomically sound and safe use of equipment.</p> <p>2.10 (Passwords High Priority; Virus Protection. SPAM, Pop-Ups Lower Priority)→ to grade 5</p> <p>Health Curriculum: 2.8; 2.12; 2.11 (Assistive Technology; cyberbullying; safe E-mail)</p>	<p>Grade 4</p> <p>2.12 Identify cyber bullying and describe strategies to deal with such a situation.</p> <p>2.13 Recognize and demonstrate ergonomically sound and safe use of equipment.</p> <p>2.10 (Passwords High Priority; Virus Protection. SPAM, Pop-Ups Lower Priority)→ to grade 5</p> <p>Health Curriculum: 2.8; 2.12; 2.11 (Assistive Technology; cyberbullying; safe E-mail)</p>	<p>Grade 5</p> <p>2.12 Identify cyber bullying and describe strategies to deal with such a situation.</p> <p>2.13 Recognize and demonstrate ergonomically sound and safe use of equipment.</p> <p>2.10 (Passwords High Priority; Virus Protection. SPAM, Pop-Ups Lower Priority)→ to grade 5</p> <p>Health Curriculum: 2.8; 2.12; 2.11 (Assistive Technology; cyberbullying; safe E-mail)</p>
Research		<p>3.1→ to Grade 2</p> <p>3.1 Use various age-appropriate technologies to locate, collect, and organize information.</p>	<p>3.1 Use various age-appropriate technologies to locate, collect, and organize information.</p>	<p>3.1→ 3.3 to grade 5</p> <p>3.1 Locate, download, and organize content from digital media collections for specific purposes, citing sources.</p> <p>3.2 Perform basic searches on databases (e.g., library card catalogue, encyclopedia) to locate information, using two or more key words and techniques to refine and limit such searches.</p> <p>3.3 Evaluate Internet resources in terms of their usefulness for research.</p>	<p>3.1 Locate, download, and organize content from digital media collections for specific purposes, citing sources.</p> <p>3.2 Perform basic searches on databases (e.g., library card catalogue, encyclopedia) to locate information, using two or more key words and techniques to refine and limit such searches.</p> <p>3.3 Evaluate Internet resources in terms of their usefulness for research.</p>	<p>3.1 Locate, download, and organize content from digital media collections for specific purposes, citing sources.</p> <p>3.2 Perform basic searches on databases (e.g., library card catalogue, encyclopedia) to locate information, using two or more key words and techniques to refine and limit such searches.</p> <p>3.3 Evaluate Internet resources in terms of their usefulness for research.</p>

* Based on the 2008 Massachusetts Technology Literacy Standards, Massachusetts Department of Elementary and Secondary Education