Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – KINDERGARTEN	**Ethical Use**
	1) Shows respect for other students work.
	2) Logs on the computer using own name.
	
	Effective Use
	1) Identifies parts of the computer.
	   ▪ central processing unit (CPU)
	   ▪ monitor
	   ▪ keyboard
	   ▪ mouse
	   ▪ printer
	2) Understands and uses computer terminology.
	   ▪ log on/off
	   ▪ mouse pointer
	3) Turns computer on/off.
	4) Logs on/off by typing name.
	5) Identifies letters, numbers, and other commonly used keys on a keyboard.
	   ▪ return/enter
	   ▪ spacebar
	   ▪ shift
	6) Demonstrates proper care of hardware/software.
	   ▪ clean hands
	   ▪ no food or drink
	   ▪ no magnets
	   ▪ press computer keys gently
		1) Identifies the computer as a machine that helps people work and play.
		2) Uses the mouse to select, click, drag, and draw.
		3) Uses graphic draw tools to make a picture.
			1) Explores CD-ROM encyclopedias.
			2) Explores CD-ROM storybooks.
			3) Creates a project using **KidPix** or other multimedia software.
			4) Develops an awareness of other technologies:
			   ▪ laser disk
			   ▪ digital camera
			   ▪ camcorders, etc.

Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – GRADE 1	**Ethical Use**
	1) Shows respect for other students' work.
	2) Logs on the computer using own name.
	3) Understands that someone else's work cannot be copied or changed.
	
	Effective Use
	1) Identifies parts of the computer.
	  ▪ central processing unit (CPU)
	  ▪ monitor
	  ▪ keyboard
	  ▪ mouse
	  ▪ printer
	  ▪ floppy drive
	  ▪ compact disk (CD) drive
	2) Understands and uses computer terminology.
	  ▪ log on/off
	  ▪ mouse pointer
	  ▪ cursor
	3) Turns computer on/off.
	4) Logs on/off by typing name.
	5) Demonstrates proper care of hardware/software.
	  ▪ clean hands
	  ▪ no food or drink
	  ▪ no magnets
	  ▪ press computer keys gently
	  ▪ handle CD's and floppy disks correctly.
		1) Identifies the computer as a machine that helps people work and play.
		  ▪ home
		  ▪ work
		  ▪ school
		2) Uses the mouse to click, drag, draw, highlight, and select items from drop-down menus.
		3) Uses word processing software to:
		  ▪ open files
		  ▪ enter text
		  ▪ save files
		  ▪ close files
		  ▪ print
		4) Uses graphic draw tools to make a picture.
		  ▪ paintbrush
		  ▪ spray can
		  ▪ paint bucket
		  ▪ eraser
		  ▪ line
		  ▪ pencil
		  ▪ shape maker
		  ▪ eyedropper
		5) Adds text to a picture.
			1) Explores CD-ROM encyclopedias.
			2) Explores CD-ROM storybooks and other grade appropriate software packages.
			3) Creates a project using **KidPix** or other multimedia software.
			4) Develops an awareness of other technologies:
			  ▪ laser disk
			  ▪ digital camera
			  ▪ camcorders
			  ▪ scanners

Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology
Behaviors – GRADE 2	**Ethical Use** 1) Shows respect for other students' work. 2) Understands that copyrighted material is protected by law and cannot be plagiarized. **Effective Use** 1) Identifies input/output devices of the computer. ▪ central processing unit (CPU) ▪ monitor/screen ▪ keyboard ▪ mouse ▪ printer ▪ floppy drive ▪ hard drive ▪ CD drive ▪ file server ▪ modem 2) Understands and uses computer terminology. ▪ log on/off ▪ mouse pointer ▪ cursor ▪ icon ▪ menu/menu bar ▪ toolbar ▪ boot/reboot 3) Uses computer operations to: ▪ log on/off ▪ navigate menus ▪ store and retrieve files ▪ access programs from CD'S	1) Identifies the computer as a machine that helps people work and play. ▪ home ▪ work ▪ school 2) Uses the mouse to click, drag, draw, highlight, and select items from drop-down menus. 3) Uses word processing software to: ▪ open files ▪ enter text ▪ save files ▪ close files ▪ print 4) Uses graphic draw tools to make a picture. ▪ paintbrush ▪ spray can ▪ paint bucket ▪ eraser ▪ line ▪ pencil ▪ shape maker ▪ eyedropper 5) Adds text to a picture.	1) Explores CD-ROM encyclopedias. 2) Explores CD-ROM storybooks and other grade appropriate software packages. 3) Creates a project using **KidPix** or other multimedia software. 4) Develops an awareness of other technologies: ▪ laser disk ▪ digital camera ▪ camcorders ▪ scanners

Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology
Behaviors – GRADE 2 (cont'd)	4) Demonstrates proper care of computer hardware/software. 5) Identifies letters, numbers, and other commonly used keys on a keyboard. ▪ return/enter ▪ spacebar ▪ shift ▪ backspace/delete ▪ arrow keys ▪ escape ▪ punctuation keys ▪ tab key ▪ caps lock ▪ back slash ▪ function keys ▪ numeric keypad ▪ page up/down ▪ symbol keys		

Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – GRADE 3	**Ethical Use**
	1) Shows respect for other students' work.
	2) Understands that copyrighted material is protected by law and cannot be plagiarized.
	
	Effective Use
	1) Uses correct terminology to identify the components of the computer workstation.
	2) Uses correct terminology to access and navigate the Windows operating system.
	   ▪ open/close
	   ▪ minimize/maximize
	   ▪ restore
	   ▪ exit
	3) Uses computer operations to:
	   ▪ log on/off
	   ▪ navigate menus
	   ▪ store and retrieve files
	   ▪ access programs from CD'S
	4) Demonstrates proper care of computer hardware/software.
	5) Identifies and uses all the common keys on a keyboard.
	6) Demonstrates correct keyboarding posture and finger placement for the home row keys.
		1) Identifies ways computers affect people's lives.
		   ▪ research
		   ▪ record keeping
		   ▪ entertainment
		   ▪ communications
		   ▪ safety
		2) Identifies occupations that utilize computer technology.
		3) Uses word processing software to:
		   ▪ open, save, close files
		   ▪ enter/print text
		   ▪ edit
		   ▪ undo
		   ▪ copy
		   ▪ cut
		   ▪ paste
		   ▪ delete
		   ▪ format text
		   ▪ alignment
		   ▪ bold, italic, underline
		   ▪ fonts (style/size)
		   ▪ spell check
			1) Utilizes CD-ROM encyclopedias independently for research.
			2) Locates resources using on-line card catalogue (**Mandarin/OPAC**).
			3) Uses grade-appropriate, curriculum-integrated software.
			4) Creates an independent project using **HyperStudio** or other multimedia software.
			5) Use ofther technologies with teacher assistance.
			   ▪ laser disk
			   ▪ digital camera
			   ▪ camcorder
			   ▪ scanner

Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – GRADE 3 (cont'd)		4) Uses desktop publishing software to create documents in different formats (newsletters, signs, letterheads) incorporating both text and graphics.
		    ▪ creates textboxes
		    ▪ uses paint and draw tools
		    ▪ modifies graphics
		    ▪ imports graphics
		5) Understands the basic terminology of the Internet.
		    ▪ web browser
		    ▪ World Wide Web (www)
		    ▪ website (Internet address)
		    ▪ search engines
		    ▪ home page
		    ▪ back/forward
		    ▪ bookmarking
		6) Uses search engines to do basic web searches with teacher supervision.
		7) Sends and receives e-mai as part of a project.
		8) Maintains privacy when using telecommunications.	

Newfane Central School District Technology Standards

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<th>Goals</th>
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<tr>
<td rowspan="2">Behaviors – GRADE 4</td>
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Ethical Use
1) Shows respect for other students' work.
2) Understands that copyrighted material is protected by law and cannot be plagiarized.
3) Cites sources for research projects

Effective Use
1) Uses correct terminology to identify the components of the computer workstation.
2) Uses correct terminology to access and navigate the Windows operating system.
   - open/close
   - minimize/maximize
   - restore
   - change drives
   - help
   - close window
   - exit
3) Uses computer operations to:
   - log on/off
   - navigate menus
   - store and retrieve files
   - access programs from CD'S
4) Demonstrates proper care of computer hardware/software.
5) Uses all the common keys on a keyboard.
6) Demonstrates correct keyboarding posture.

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1) Explores real-life applications of technology.
   - home
   - business
   - government
   - careers
2) Uses word processing software to:
   - open/ close
   - save/save as
   - enter text
   - print preview/print
   - zoom
   - edit and format text
3) Uses desktop publishing software to create documents in different formats (newsletters, signs, letterheads) incorporating both text and graphics.
   - creates textboxes
   - uses paint and draw tools
   - modifies graphics
   - imports graphics
4) Uses search engines to do basic web searches with teacher supervision.
5) Sends and receives e-mail as part of a project.
6) Maintains privacy when using telecommunications.

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1) Utilizes CD-ROM reference software for independent research.
2) Locates resources using on-line card catalogue (**Mandarin/OPAC**).
3) Uses grade-appropriate, curriculum-integrated software.
4) Creates an independent project using **HyperStudio** or other multimedia software.
5) Use ofther technologies independently.
   - laser disk/interactive CD's
   - digital camera
   - camcorder
   - scanner

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Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – GRADE 5	**Ethical Use**
	1) Shows respect for other students' work.
	2) Understands that copyrighted material is protected by law and cannot be plagiarized.
	3) Cites sources for research projects
	4) Maintains security of user ID.
	5) Understands that student's files are personal property and should not be accessed by other.
	6) Understands that unauthorized or unapproved software shall not be used by the student.
	
	Effective Use
	1) Uses correct terminology to identify the components of the computer workstation.
	2) Uses correct terminology to access and navigate the Windows operating system.
	  ▪ open/close
	  ▪ minimize/maximize
	  ▪ restore
	  ▪ change drives
	  ▪ help
	  ▪ close window
	  ▪ exit
	3) Uses computer operations to:
	  ▪ log on/off
	  ▪ navigate menus
	  ▪ store and retrieve files
	  ▪ access programs from CD'S
	4) Demonstrates proper care of computer hardware/software.
		1) Explores real-life applications of technology.
		  ▪ home
		  ▪ business
		  ▪ government
		  ▪ careers
		2) Uses word processing software to:
		  ▪ open/ close
		  ▪ save/save as
		  ▪ enter text
		  ▪ print preview/print
		  ▪ zoom
		  ▪ edit text (copy, cut, paste, delete undo)
		  ▪ format text (fonts, underline, bold, etc.)
		  ▪ spell check
		3) Uses desktop publishing software to create documents in different formats (newsletters, signs, letterheads) incorporating both text and graphics.
		  ▪ creates textboxes
		  ▪ uses paint and draw tools
		  ▪ modifies graphics
		  ▪ imports graphics
		4) Understands the basic terminology of a spreadsheet.
		  ▪ cell/row/column
		  ▪ formulas
		  ▪ range
		  ▪ titles/labels
			1) Utilizes CD-ROM reference software for independent research.
			2) Locates resources using on-line card catalogue (**Mandarin/OPAC**).
			3) Uses grade-appropriate, curriculum-integrated software.
			4) Creates an independent project using **HyperStudio** or other multimedia software.
			5) Uses other technologies independently.
			  ▪ laser disk/interactive CD's
			  ▪ digital camera
			  ▪ camcorder
			  ▪ scanner

Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – GRADE 5 (cont'd)	5) Uses all the common keys on a keyboard.
	6) Demonstrates correct keyboarding posture.
	7) Demonstrates knowledge and correct use of the home row keys and begins to use correct fingering techniques using a typing tutorial.
		5) Understands the function of a spreadsheet.
		   ▪ organizes data
		   ▪ performs calculations
		   ▪ displays data in a graph form
		6) Uses spreadsheet/graphing software to construct:
		   ▪ a spreadsheet
		   ▪ a graph
		7) Understands the basic terminology of the Internet.
		   ▪ web browser
		   ▪ World Wide Web (www)
		   ▪ website (Internet address)
		   ▪ search engines
		   ▪ home page
		   ▪ back/forward
		   ▪ bookmarking
		   ▪ toolbar/status bar
		   ▪ download
		   ▪ hyperlinks
		8) Uses search engines to do basic web searches
		9) Sends and receives e-mail as part of a project..
		10) Maintains privacy when using telecommunications.	

Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – GRADE 6	**Ethical Use**
	1) Shows respect for other students' work.
	2) Understands that copyrighted material is protected by law and cannot be plagiarized.
	3) Cites sources for research projects
	4) Maintains security of user ID.
	5) Understands that student's files are personal property and should not be accessed by others.
	6) Understands that unauthorized or unapproved software shall not be used by the student.
	7) Respects integrity of the network and does not perform unauthorized functions and/or changes to the system or workstation setup.
	
	Effective Use
	1) Uses correct terminology to identify the components of the computer workstation.
	2) Uses correct terminology to access and navigate the Windows operating system.
	  ▪ open/close
	  ▪ minimize/maximize
	  ▪ restore
	  ▪ change drives
	  ▪ help
	  ▪ close window
	  ▪ exit
		1) Explores real-life applications of technology.
		  ▪ home
		  ▪ business
		  ▪ government
		  ▪ careers
		2) Uses word processing software to:
		  ▪ open/ close
		  ▪ save/save as
		  ▪ enter text
		  ▪ print preview/print
		  ▪ zoom
		  ▪ edit text (copy, cut, paste, delete undo)
		  ▪ format text (fonts, underline, bold, etc.)
		  ▪ spell check
		  ▪ columns
		3) Uses desktop publishing software to create documents in different formats (newsletters, signs, letterheads) incorporating both text and graphics.
		  ▪ creates textboxes
		  ▪ uses paint and draw tools
		  ▪ modifies graphics
		  ▪ imports graphics
		4) Understands the basic terminology of a spreadsheet.
		  ▪ cell/row/column
		  ▪ formulas
		  ▪ range
		  ▪ titles/labels
			1) Utilizes CD-ROM reference software for independent research.
			2) Locates resources using on-line card catalogue (Mandarin/OPAC).
			3) Uses grade-appropriate, curriculum-integrated software.
			4) Creates an independent project using HyperStudio or other multimedia software.
			5) Use ofther technologies independently.
			laser disk/interactive CD's
			  ▪ digital camera
			  ▪ camcorder
			  ▪ scanner

Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – GRADE 6 (cont'd)	3) Uses computer operations to:
	4) log on/off
	5) navigate menus
	6) select network printer
	7) store and retrieve files
	8) access programs from CD'S
	9) Demonstrates proper care of computer hardware/software.
	10) Uses all the common keys on a keyboard.
	11) Demonstrates correct keyboarding posture.
	12) Demonstrates knowledge and correct use of the home row keys and continues to use correct fingering techniques using a typing tutorial.
		5) Understands the function of a spreadsheet.
		  ▪ organizes data
		  ▪ performs calculations
		  ▪ displays data in a graph form
		6) Uses spreadsheet/graphing software to construct a spreadsheet and graph.
		7) Understands the basic terminology of a database
		  ▪ fields
		  ▪ reports
		  ▪ queries
		8) Design a simple database, enter data, sort data, and print a report.
		9) Understands the basic terminology of the Internet.
		  ▪ web browser
		  ▪ World Wide Web (www)
		  ▪ website (Internet address)
		  ▪ search engines
		  ▪ home page
		  ▪ back/forward
		  ▪ bookmarking
		  ▪ toolbar/status bar
		  ▪ download
		  ▪ hyperlinks
		10) Uses search engines to do basic web searches
		11) Sends and receives e-mail as part of a project.
		12) Maintains privacy when using telecommunications.
		13) Makes appropriate choices of sites when searching the internet.	

Newfane Central School District Technology Standards

Goals	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – GRADES 7 & 8	**Ethical Use**
	1) Shows respect for other students' work.
	2) Understands that copyrighted material is protected by law and cannot be plagiarized.
	3) Cites sources for research projects
	4) Maintains security of user ID.
	5) Understands that student's files are personal property and should not be accessed by others.
	6) Understands that unauthorized or unapproved software shall not be used by the student.
	7) Respects integrity of the network and does not perform unauthorized functions and/or changes to the system or workstation setup.
	
	Effective Use
	1) Uses correct terminology to identify the components of the computer workstation.
	2) Uses correct terminology to access and navigate the Windows operating system.
	  ▪ open/close
	  ▪ minimize/maximize
	  ▪ restore
	  ▪ change drives
	  ▪ help
	  ▪ close window
	  ▪ exit
		1) Explores real-life applications of technology.
		  ▪ home
		  ▪ business
		  ▪ government
		  ▪ careers
		2) Uses word processing software to:
		  ▪ open/ close
		  ▪ save/save as
		  ▪ enter text
		  ▪ print preview/print
		  ▪ zoom
		  ▪ edit text (copy, cut, paste, delete undo)
		  ▪ format text (fonts, underline, bold, etc.)
		  ▪ spell check
		  ▪ columns
		3) Uses desktop publishing software to create documents in different formats (newsletters, signs, letterheads) incorporating both text and graphics.
		  ▪ creates textboxes
		  ▪ uses paint and draw tools
		  ▪ modifies graphics
		  ▪ imports graphics
		4) Understands the basic terminology of a spreadsheet.
		  ▪ cell/row/column
		  ▪ formulas
		  ▪ range
		  ▪ titles/labels
			1) Utilizes CD-ROM reference software for independent research.
			2) Locates resources using on-line card catalogue (**Mandarin/OPAC**).
			3) Uses grade-appropriate, curriculum-integrated software.
			4) Creates an independent project using **HyperStudio** or **Powerpoint**.
			5) Use ofther technologies independently.
			  ▪ laser disk/interactive CD's
			  ▪ digital camera
			  ▪ camcorder
			  ▪ scanner

Newfane Central School District Technology Standards

	Access and Process Information Ethically and Effectively	Understand Applications and Effects of Technology	Generate and Transfer Information Using Appropriate Technology

Behaviors – GRADES 7 & 8 (cont'd)	3) Uses computer operations to:
	   ■ log on/off
	   ■ navigate menus
	   ■ select network printer
	   ■ store and retrieve files
	   ■ acccess programs from CD'S
	4) Demonstrates proper care of computer hardware/software.
	5) Uses all the common keys on a keyboard.
	6) Demonstrates correct keyboarding posture.
	7) Demonstrates knowledge and correct use of the home row keys and continues to use correct fingering techniques using a typing tutorial.
		5) Understands the function of a spreadsheet
		   ■ organizes data
		   ■ performs calculations
		   ■ displays data in a graph form
		6) Uses spreadsheet/graphing software to construct a spreadsheet and a graph.
		7) Understands the basic terminology of a database
		   ■ fields
		   ■ reports
		   ■ queries
		8) Design a simple database, enter data, sort data, and print a report.
		9) Perform a query and print a report.
		10) Understands the basic terminology of the Internet.
		   ■ web browser/www/website
		   ■ search engines
		   ■ home page
		   ■ back/forward
		   ■ bookmarking
		   ■ toolbar/status bar
		   ■ download
		   ■ hyperlinks
		11) Uses search engines to do basic web searches
		12) Sends and receives e-mail as part of a project.
		13) Maintains privacy when using telecommunications.
		14) Makes appropriate choices of sites when searching the internet.	