

Arlington Public Schools Technology Benchmark Standards

Technology Skills Every Arlington Student Should Know, Grades 6-8

Computer Ethics

- Explain and demonstrate understanding of classroom rules regarding responsible use of computers.
- Explain and demonstrate ethical and legal behavior in copying files, applications, and media.
- Explain risk of computer viruses and exercise caution in opening e-mail attachments from unknown sources.
- Explain safe practices for sharing personal information via e-mail and the Internet.
- Explain proper e-mail etiquette.
- Describe and demonstrate knowledge of the school's Acceptable Use Policy, and the consequences of violating that policy.
- Validate a web site for authenticity by finding site sponsor, author, date the site was last updated.
- Explain how media and technology can be misused to distort or exaggerate information.
- Write correct citations for text and images gathered from electronic sources.
- Understand that use of materials is limited by the fair use rule of copyright law.
- Develop an awareness of ergonomics and how to use equipment safely.

Mastery of these skills will help students build on their technology expertise as they prepare to meet the requirements for technology use in high school.

Research

- In keeping with the process outlined in Standard 24 of the *English Language Arts Curriculum Framework*, identify electronic sources of information from: Internet, CD-ROM, online periodicals, databases, and online catalogs.
- Use search engines effectively to find relevant, unbiased, and *current* information on a subject i.e., evaluate web sites and write correct citations for sources.
- Organize information that is collected using such tools as a spreadsheet, database, or saved files.
- Communicate results of research and learning with others using the most appropriate tools, such as desktop-published or word-processed reports or multimedia presentations.

Multimedia

- Create a slide presentation using appropriate applications.
- Identify and use the appropriate drawing and painting applications for various class projects.

Basic PC Skills

- Identify and use the basic features of a computer system.
 - format/initialize disks
 - determine size and format of a file, rename/delete files
 - manipulate windows by resizing, opening/closing
 - create folders on local hard drive
 - switch between active applications
 - use shift key for multiple selections
 - save a file to desktop, hard drive, or network.
- Develop an efficient keyboarding technique.
- Operate peripheral equipment such as scanners, digital cameras, printers, and other USB or serial devices.
- Select a printer and print a document with appropriate page setup and orientation.

Databases

- Perform such simple database operations as Browse, Sort, Search, Delete, and Add.

Internet Skills

- Identify and use such browser navigation features as Go, Back, and Forward.
- Using a browser, bookmark a web site for future reference.
- Identify such basic web site elements as URL, hyperlinks, site map.

Spreadsheets

- Describe structure and function of spreadsheet and identify such components as records and fields.
- Create an original spreadsheet, defining field formats and adding new records.
- Describe structure and function of spreadsheet: cells, rows, columns, formulas and apply formatting features.
- Create an original spreadsheet, including simple formulas.

Word Processing

- Identify and use editing and formatting features of word-processing programs, including centering, line spacing, margins, cut and paste; and use of fonts, styles, spell-checker, and page numbering.