

# Arlington Public Schools Technology Benchmark Standards

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

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### 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.*

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### 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.