

Arlington Public Schools Technology Benchmark Standards

Technology Skills Every Arlington Student Should Know, Grades K-5

Benchmark Area	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Computer Ethics	<ul style="list-style-type: none"> • Proper care of hardware • Ethical behavior in use of technology 	<ul style="list-style-type: none"> • Work cooperatively with classmates 	<ul style="list-style-type: none"> • Develop understanding of how computer is a tool for learning 	<ul style="list-style-type: none"> • Identify ways technology is integrated into daily life • Communicate the impact of technology on school and community 	<ul style="list-style-type: none"> • Recognize the ownership of ideas • Abide by copyright laws 	<ul style="list-style-type: none"> • Understand the district's Acceptable Use Policy • Evaluate the accuracy and relevance of a website
Computer Skills	<ul style="list-style-type: none"> • Turn computer/monitor on • Wake from sleep mode • Identify mouse components and function • Single/double mouse click • Identify printer components 	<ul style="list-style-type: none"> • Identify and operate computer components • Use shift key • Use return/delete/spacebar • Launch an application 	<ul style="list-style-type: none"> • Use Apple menu • Create folders • Save files to folders 	<ul style="list-style-type: none"> • Load paper • Change printer settings using print window 	<ul style="list-style-type: none"> • Organize files in a folder • Introduction to keyboarding 	<ul style="list-style-type: none"> • Change printer settings using page setup window
Word Processing	N/A	<ul style="list-style-type: none"> • Student types own name • Use upper and lower case 	<ul style="list-style-type: none"> • Print document • Select words using mouse • Change font size/style/color 	<ul style="list-style-type: none"> • Proper spacing between words and sentences • Tab indent and spell check • Add graphic using drawing tool 	<ul style="list-style-type: none"> • Use copy and paste • Select with graphic tool • Insert text within text 	<ul style="list-style-type: none"> • Import digital images using a website, camera, or scanner.
Spreadsheet	N/A	N/A	N/A	N/A	N/A	<ul style="list-style-type: none"> • Introduce spreadsheets by using them to record data • Enter numbers and text to create a chart or graph
Internet	<ul style="list-style-type: none"> • Introduction to curriculum-related websites 	<ul style="list-style-type: none"> • Observe a curriculum-related website 	<ul style="list-style-type: none"> • Navigate curriculum-related website 	<ul style="list-style-type: none"> • Identify a web address • Launch a web browser 	<ul style="list-style-type: none"> • Get information from website • Use class e-mail account to penpal with same grade in district • Type in and access a curriculum-related website 	<ul style="list-style-type: none"> • Organize bookmarks
Multimedia	<ul style="list-style-type: none"> • Use draw/paint tools • Introduction to line tools • Change color • Use eraser and edit/undo 	<ul style="list-style-type: none"> • Use paint bucket to fill objects • Introduce use of CD-ROM 	<ul style="list-style-type: none"> • Create text using paint program 	N/A	<ul style="list-style-type: none"> • Use multimedia CD-ROM to access information 	<ul style="list-style-type: none"> • Create presentation slide show • Share slide show
Research	N/A	<ul style="list-style-type: none"> • Introduce use of CD-ROM or web site for research 	<ul style="list-style-type: none"> • Access curriculum-related websites for information 	<ul style="list-style-type: none"> • Use factual CD-ROMs or websites to gather information 	<ul style="list-style-type: none"> • Use technology to report results of research 	<ul style="list-style-type: none"> • Properly cite electronic resources • Do a web search using Boolean search