

Core Technology Literacy Framework PreK-8		Competency Level by Grade										
Goals and Competencies		P	K	1	2	3	4	5	6	7	8	
<b>NETS*S #1 Basic Computer Operations and Concepts</b>												
<b>Goal 1.1</b>	<b>Students will communicate effectively about technology, utilizing relevant terms that demonstrate their awareness and understanding of technology.</b>											
1.1.1	Understand the meaning of, and correctly use, age-appropriate technology vocabulary.											
	Computer, Keyboard, Monitor, Mouse, Printer	I	I	R	M	A	A	A	A	A	A	A
	Application software, CD-ROM, Desktop, Removable Media, Icon, Internet, Menu, PC, Program, Search Engine, Toolbar, Website, Weblog, Wikipedia			I	R	M	A	A	A	A	A	A
	Browser, Disk drive {CD, Removable Media, Hard}, email, Fair Use {copyright, ethics}, File, File extension, Graphic, Input device, Operating system {Mac/Win}, Output device, URL					I	R	M	A	A	A	A
	Domain name, Download, DVD, Hardware, Install, ISP, LAN, Memory {bit, byte, kilobyte, megabyte, gigabyte}, Netiquette, Network, Peripheral, RAM, ROM, Shortcut, Software {desktop publishing, database, spreadsheet, word processing, multimedia, presentation}, Virus, WAN, World Wide Web										I	R
<b>Goal 1.2</b>	<b>Students will touch type at a level of proficiency that eliminates keyboarding skill as a barrier to effective computer use.</b>											
1.2.1	Demonstrate an understanding of the major keyboard components and functions.		I	I	I	R	R	R	M	A	A	A
1.2.2	Apply touch-keyboarding skills with appropriate speed and accuracy that makes typing more productive than handwriting.						I	R	15 wpm	15 wpm	20 wpm	20 wpm
1.2.3	Demonstrate consistent use of left- and right-hand keyboard positions, including home key use.					I	R	R	R	M	A	A
Competency Levels		I = Introduce		R = Reinforced		M = Mastered			A = Applied			

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<b>Goal 1.3</b>	<b>Students will successfully complete basic procedures to operate a computer.</b>													
1.3.1	Properly use start, shut down, restart, log-on and log-off procedures.			I	I	R	R	R	M	A	A	A	A	
1.3.2	Locate and launch programs from the hard drive or a CD-ROM.			I	I	R	R	M	A	A	A	A	A	
1.3.3	Navigate desktop and menu environments.					I	R	R	R	M	A	A	A	
1.3.4	Open, close, move and resize windows.							I	R	R	M	A	A	
1.3.5	Manage multiple open windows on the active desktop and status bar.								I	R	R	M	A	
<b>Goal 1.4</b>	<b>Students will demonstrate the ability to manage printer output.</b>													
1.4.1	Use file and page setup options to create neat, orderly pages.							I	R	R	R	M	A	A
1.4.2	Use print preview to check output prior to printing.							I	R	M	A	A	A	A
<b>Goal 1.5</b>	<b>Students will demonstrate appropriate file management techniques.</b>													
1.5.1	Locate files from the hard drive, Removable Media or CD-ROM drive.								I	R	M	A	A	A
1.5.2	Follow acceptable file and folder naming conventions.									I	R	M	A	A
1.5.3	Create new folders.									I	R	M	A	A
1.5.4	Save files to an appropriate location.						I	I	R	M	A	A	A	A
1.5.5	Copy, rename and relocate files.									I	R	M	A	A
1.5.6	Delete files.									I	R	M	A	A
<b>Goal 1.6</b>	<b>Students will apply their understanding of computers, input and output devices to identify and solve hardware and software problems.</b>													
1.6.1	Identify, analyze and solve basic problems with hardware connectivity and setup.											I	R	R
1.6.2	Identify, analyze and solve basic software problems.											I	R	R
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1.6.3	Reestablish basic setting when needed, e.g. screen resolution, printers, network.											I
1.6.4	Startup from a backup CD and reinstall system software.											I
<b>Goal 1.7</b>	<b>Students will demonstrate an understanding of proper techniques for using a variety of technology devices related to computer operations.</b>											
1.7.1	Successfully utilize various computer input and output devices.											
	CD Burner {burn a CD with selected file(s)}											I R
	CD-ROM {insert, remove}		I	I	R	R	M	A	A	A	A	A
	Digital Camera {take pictures, preview pictures, off-load pictures}						I	R	R	R	M	A
	Removable Media {insert, remove}		I	I	R	R	M	A	A	A	A	A
	Mouse {point, click, double-click, right-click, drag}		I	I	R	R	M	A	A	A	A	A
	Printer {select, send a job, cancel a job, load paper}					I	R	M	A	A	A	A
	Scanner {scan, print, edit, save}						I	R	R	R	R	R
	Video Camera {film images, preview film, off-load film, edit film}								I	R	R	M
<b>NETS*S #2 Social, Ethical and Human Issues</b>												
<b>Goal 2.1</b>	<b>Students will demonstrate an understanding and acceptance of the district's Acceptable Use Policy {AUP}.</b>											
2.1.1	Identify, explain, and agree to accept the components of the district's AUP.		I	I	R	R	R	M	A	A	A	A
2.1.2	Apply the rules and procedures in the district's AUP.			I	R	R	M	A	A	A	A	A
<b>Goal S2</b>	<b>Students will demonstrate an understanding of the impact of technology and its continuing development.</b>											
2.2.1	Identify a variety of computer applications and technology-supported processes common in daily activities.				I	I	R	R	M	A	A	A
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2.2.2	Discuss advantages and disadvantages of technology use in the workplace and in general society.							I	R	R	M	A
2.2.3	Identify emerging technologies and their impact on society.									I	R	R
<b>Goal 2.3</b>	<b>Students will demonstrate positive social and ethical behaviors when using technology.</b>											
2.3.1	Practice appropriate care and use of equipment.		I	I	R	R	M	A	A	A	A	A
2.3.2	Develop positive attitudes towards technology.		I	I	R	R	M	A	A	A	A	A
2.3.3	Demonstrate cooperative and collaborative skills when using technology individually or in a partner or group setting.		I	I	R	R	M	A	A	A	A	A
<b>Goal 2.4</b>	<b>Students will identify and apply ethical practices regarding technology use.</b>											
2.4.1	Demonstrate ethical use of resources.						I	R	R	M	A	A
2.4.2	Identify and apply fair use guidelines.						I	R	R	M	A	A
2.4.3	Properly cite and give credit for electronic resource use.						I	R	M	A	A	A
<b>NETS*S #3 Technology Productivity Tools</b>												
<b>Goal 3.1</b>	<b>Students will develop competency using a variety of software programs.</b>											
3.1.1	Utilize instructional software for skill development across content areas.		I	I	R	M	A	A	A	A	A	A
3.1.2	Identify characteristics of software designed for specific purposes.					I	I	R	R	M	A	A
3.1.3	Identify appropriate software to use for specific problem-solving activities or desired outcomes.						I	R	R	M	A	A
3.1.4	Complete activities that integrate two or more individual application programs.							I	R	R	M	A
3.1.5	Navigate in menu and toolbar environments.				I	I	R	R	M	A	A	A
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3.1.6	Access and utilize Help menu features.							I	R	R	M	A	A	
<b>Goal 3.2</b>	<b>Students will demonstrate effective use of common application techniques.</b>													
3.2.1	Select text or other items using drag, click, control, shift and multiple mouse clicks.		I	I	R	R	R	M	A	A	A	A	A	
3.2.2	Navigate within a screen or file using arrow keys, mouse clicks, scroll bars and function keys.		I	I	R	R	R	M	A	A	A	A	A	
3.2.3	Set margin and orientation parameters.					I	R	R	M	A	A	A	A	
3.2.4	Assign and edit fonts, font sizes and font styles.					I	R	R	M	A	A	A	A	
3.2.5	Utilize the spell check feature.					I	R	R	M	A	A	A	A	
3.2.6	Perform find and find/replace actions.							I	R	M	A	A	A	
3.2.7	Use Cut and Copy functions in conjunction with the Paste command.					I	R	R	M	A	A	A	A	
3.2.8	Utilize the Undo and Redo/Repeat functions.						I	R	R	M	A	A	A	
3.2.9	Select and incorporate appropriate graphics, including the use of property settings for alignment, wrapping, etc.					I	R	R	R	M	A	A	A	
3.2.10	Apply headers, footers and page numbers.							I	R	R	M	A	A	
3.2.11	Utilize application templates and wizards.								I	R	M	A	A	
<b>Goal 3.3</b>	<b>Students will use word processing and desktop publishing applications to create well-formatted, grammatically correct and visually appealing documents in a variety of output formats.</b>													
3.3.1	Effectively utilize left, right and first line indents.								I	R	R	M	M	
3.3.2	Set appropriate justification of text {left, right, center, full}.								I	R	R	M	A	
3.3.3	Incorporate multiple columns as a section of a document and as the format of an entire document.								I	R	R	M	A	
3.3.4	Apply necessary document formats, such as for a business letter, outline and research paper.								I	R	R	R	M	
3.3.5	Establish line and paragraph spacing.									I	R	M	A	
3.3.6	Establish hanging indents for one or more paragraphs.										I	R	M	
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3.3.7	Create ordered and bulleted lists.							I	R	M	A	A		
3.3.8	Save a document as an HTML file.									I	R	R		
3.3.9	Utilize the thesaurus feature.							I	R	R	R	M		
3.3.10	Plan, insert and fill a table.									I	R	M		
3.3.11	Modify a table for number of rows, columns and cell formats.									I	R	R		
<b>Goal 3.4</b>	<b>Students will develop and apply skills in a spreadsheet program that will allow them to organize, analyze, graphically represent and interpret data.</b>													
3.4.1	Enter, edit and delete data in a spreadsheet.							I	R	R	M	A	A	
3.4.2	Format a single cell or group of cells for alignment, font, style, borders, shading and color.							I	R	R	M	A	A	
3.4.3	Adjust column width and row height.							I	R	M	A	A	A	
3.4.4	Format cells for currency, percents, commas and decimals.							I	R	R	M	A		
3.4.5	Plan and create a spreadsheet with titles and heading rows to effectively organize data.									I	R	M		
3.4.6	Enter formulas to add, subtract, multiply, divide, average and calculate a percent.									I	R	R	M	
3.4.7	Replicate formulas across a row and down a column, with considerations for necessary relative references.									I	R	R	M	
3.4.8	Select appropriate spreadsheet cells, columns and rows, and then create a graph or chart to present the selected data.										I	R	M	
3.4.9	Read and interpret a chart or graph in a spreadsheet.							I	R	R	R	R	M	
3.4.10	Modify an existing chart or graph using right-click, toolbars and the Chart Wizard.										I	R	M	
3.4.11	Plan and apply appropriate chart or graph titles, legends and axis labels.										I	R	M	
<b>Goal 3.5</b>	<b>Students will use drawing toolbars and a painting program to create and modify graphics for use as an end product or for incorporation into another application.</b>													
3.5.1	Create new objects and modify existing objects,							I	R	R	R	M	A	A
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	including clip art.													
3.5.2	Use toolbars to select objects and to draw objects.				I	R	R	M	A	A	A			
3.5.3	Select objects and then move, copy, crop, delete, resize, reshape and rotate them.				I	R	R	R	M	A	A			
3.5.4	Add or modify border and fill appearance for thickness, colors and patterns.					I	R	R	M	A	A			
3.5.5	Group and ungroup objects.						I	R	R	M	A			
3.5.6	Save and import graphics for cross-applications use.						I	R	R	M	A			
3.5.7	Identify types of graphic files and their common use. { .bmp, .gif, .jpg, .jpeg, etc. }						I	R	R	M	A			
<b>Goal 3.6</b>	<b>Students will create multimedia presentations designed to inform, debate, persuade or report to a designated audience.</b>													
3.6.1	Plan and create a presentation with an intended purpose and audience.							I	R	R	M	A		
3.6.2	Effectively select and utilize a variety of slide formats.							I	R	R	R	M		
3.6.3	Insert, delete and modify slides.							I	R	R	R	M		
3.6.4	Change the order of slides.							I	R	R	M	A		
3.6.5	Effectively select and apply colors, fonts and styles in text and backgrounds.							I	R	R	M	A		
3.6.6	Understand the difference between provided working views and utilize each of them appropriately.									I	R	M		
3.6.7	Incorporate transitions, effects, and advancement settings to enhance the presentation.									I	R	M		
3.6.8	Insert graphics, movie and sound files appropriate to the presentation.									I	R	R		
3.6.9	Insert text, graphs or file into a slide.							I	R	R	R	M		
3.6.10	Use Master slide formats.								I	R	M	A		
3.6.11	Incorporate navigation buttons.											I		
3.6.12	Present their work to the teacher, class and other audiences with appropriate presentation techniques.							I	R	R	R	M		
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<b>Goal 3.7</b>	<b>Students will develop and apply skills in a database program that will allow them to organize, analyze and interpret data.</b>										
3.7.1	Plan and create a database with an intended purpose.										I
3.7.2	Insert, delete and modify records in a table.									I	R
3.7.3	Change the order of fields.									I	R
3.7.4	Effectively select and apply formats, fonts and styles in fields.									I	R
3.7.5	Understand the difference between provided working views, such as design and datasheet, and utilize each of them appropriately.									I	R
3.7.6	Apply field properties settings, such as input masks.									I	R
3.7.7	Insert and delete fields in a table.									I	R
3.7.8	Insert appropriate graphics into a form or report.									I	R
3.7.9	Create a form and use it to input records.										I
3.7.10	Apply filters, sort and find features to select records in a table.									I	R
3.7.11	Plan and write a query to answer a question based on a table.										I
3.7.12	Create a report based upon a table and a report based upon a query.									I	R
3.7.14	Export and import data related to a table or a query.										I
<b>Goal 3.8</b>	<b>Students will create digital video presentations designed to inform, instruct or entertain a designated audience.</b>										
3.8.1	Apply digital video basics to create a simple movie.									I	R
3.8.2	Brainstorm and plan a video production.									I	R
3.8.3	Use production skills: camera shots, movement, composition, lighting, microphone use and placement, video recording, directing.									I	R
3.8.4	Participate in the planning or direction of a multi-									I	R
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	camera production.											
3.8.5	Apply digital video basics to create a simple movie.										I	R
3.8.6	Save multimedia files with attention to size, storage media and appropriate compression for intended audience.										I	R
<b>Goal 3.9</b>	<b>Students will create an original graphic organizer or complete a template for organizing or analyzing given data.</b>											
3.9.1	Open and read a graphic organizer for information by text or picture.			I	I	R	M	A	A	A	A	A
3.9.2	Open and complete a graphic organizer template.				I	R	M	A	A	A	A	A
3.9.3	Create diagrams using symbols, links, and text.						I	R	R	M	A	A
3.9.4	Create and organize outlines.							I	R	M	A	A
3.9.5	Format diagrams using text, symbol, line, link, and color options.								I	A	A	A
3.9.6	Format outlines using text and prefix options.								I	R	M	A
3.9.7	Enrich content of document using notes, hyperlinks, sound, and the checklist.								I	R	M	A
3.9.8	Customize Inspiration using default settings, templates, and application properties.								I	R	M	A
<b>NETS*S # 4 Technology Communications Tools</b>												
<b>Goal 4.1</b>	<b>Students will use electronic communications tools to communicate with others in support of direct and independent learning.</b>											
4.1.1	Utilize puzzles, logical thinking programs, writing tools, digital cameras, drawing tools for problem solving, communications, illustrations and stories.		I	I	I	R	R	M	A	A	A	A
4.1.2	With support from teachers, family members, or student partners, students will conduct interviews or gather information for projects via a variety of forms of telecommunications.		I	I	I	R	R	M	A	A	A	A

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4.1.3	Communicates information and ideas, in ways that are appropriate to the purpose and audience, through spoken, written, and graphic means of expression.			I	I	R	R	R	M	A	A	A		
4.1.4	Identify characteristics of electronic communication tools, including web browsers, email, chat rooms/forums, bulletin boards, mailing lists and video conferencing.							I	R	R	M	A		
4.1.5	Identify and apply Netiquette communication guidelines.							I	R	R	M	A		
4.1.6	Select appropriate communications tools for a given task.								I	R	R	M		
<b>Goal 4.2</b>	<b>Students will identify and demonstrate an understanding of the basic components of electronic communications systems.</b>													
4.2.1	Identify and explain the organization and function of basic parts of a WAN, such as the World Wide Web.									I	R	M		
4.2.2	Identify and explain the function of basic parts of a network.									I	R	M		
<b>Goal 4.3</b>	<b>Students will apply their knowledge of web site components and design methods in order to create web pages and a web site.</b>													
4.3.1	Identify the characteristics of an effective web site.									I	R	R		
4.3.2	Demonstrate knowledge of web page coding, including use of the source viewing feature to explore coding on existing pages.											I		
4.3.3	Identify and apply effective web site planning techniques.											I		
4.3.4	Construct a web page or site with a word processing or WYSIWYG program.										I	R		
4.3.5	Incorporate graphics, internal and external links, backgrounds, font styles and colors appropriately with										I	R		
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	text content within a web site.												
4.3.8	Apply fair use principles during web page and site construction.										I	R	
<b>NETS*S #5 Technology Research Tools</b>													
<b>Goal 5.1</b>	<b>Students will develop competency using a variety of technology resources.</b>												
5.1.1	Use electronic slide show/drawing software to illustrate stories.		I	I	I	R	R	M	M	A	A	A	
5.1.2	Use electronic maps to locate the countries/cities around the world.		I	I	I	R	R	M	M	A	A	A	
5.1.3	Present information gained from electronic communication in appropriate curriculum activities.				I	R	R	M	M	A	A	A	
<b>Goal 5.2</b>	<b>Students will identify and demonstrate an understanding of common components of a web page and web site.</b>												
5.2.1	Identify the basic parts of a web page and web site, and their functions, including the home page, URL, domain name and hyperlinks.							I	R	R	M	A	A
5.2.2	Identify additional components of a web page and web site, and their functions, including internal and external links, alert box, pop-up window, prompt box, search option {site and external}, site index, image map, page title, tables and frames.											I	R
<b>Goal 5.3</b>	<b>Students will access a variety of databases to gather, organize and utilize information.</b>												
5.3.1	Use CD-ROMs, electronic library catalogs and the Internet as information resources.							I	R	R	M	A	A
5.3.2	Use a browser to navigate the Internet.							I	R	R	R	R	M
5.3.3	Use linear and non-linear navigation to read for information.									I	R	M	A
5.3.4	Explore and identify characteristics of common.								I	R	R	R	M
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	search engines.											
5.3.5	Utilize simple key word searches with common search engines.							I	R	R	R	M
5.3.6	Construct effective, advanced search engine queries, including the use of quotes, case-sensitive letters, descriptors and Boolean operators.										I	R
5.3.7	Access and utilize specialized search directories.									I	R	M
5.3.8	Create, edit and access bookmarks.							I	R	R	R	M
5.3.9	Organize information collected from electronic sources, such as in a graphic organizer or outline.								I	R	R	M
5.3.10	Apply proper electronic resource citing techniques.							I	R	R	R	M
<b>Goal 5.4</b>	<b>Students will identify the components of a quality electronic resource, and use those characteristics to select and evaluate electronic information sources.</b>											
5.4.1	Identify characteristics of an effective, reliable electronic resource.								I	R	R	M
5.4.2	Evaluate the quality of electronic resources.								I	R	R	M
5.4.3	Choose effective directories and search engines to complete a search for information on a particular topic.									I	R	M
<b>NETS*S #6 Technology Problem-Solving and Decision-Making Tools</b>												
<b>Goal 6.1</b>	<b>Students will analyze, select and apply the appropriate technology to solve problems and make decisions.</b>											
6.1.1	Utilize teacher-selected hardware and software to solve problems and make decisions.		I	I	I	I	R	R	R	M	A	A
6.1.2	Identify characteristics of hardware and software that support the use of those technologies in particular situations.								I	R	R	M
6.1.3	Compare and contrast technology available for use in a given situation.								I	R	R	M
6.1.4	Evaluate the effectiveness of hardware and software in completing a particular task.								I	R	R	M
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6.1.5	Design a product, service or system that incorporates technology to meet an identified need.										I	R
6.1.6	Analyze and plan improvements for an existing system, using technology.											I
6.1.7	Plan or organize a comprehensive event or activity, integrating multiple software applications and multiple hardware devices.										I	R

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