

Diocese of Madison

Information Technology Standards

Mission/Philosophy Statement

Technology facilitates the expansion of educational opportunity for teachers, administrators and students in Catholic schools. The mission of information technology is to educate our students to access and ethically utilize information resources. Instruction in the use of computers will provide students with skills and practice time to help them make the best use of technology as a tool for increased learning and productivity. Use of technology will be inclusive of all students and integrated into all curricular areas. Technology should be used as a vehicle of analysis, research, creativity and communication in the light of the values and teachings of the Catholic Church.

Within The Kindergarten Curriculum, The Following Information Technology Standards Will Be Integrated So That Students Will:

- K.1. Type own name on computer.
- K.2. Find all letters and numbers on the keyboard.
- K.3. Use the mouse.
- K.4. Use computer hardware responsibly.

Within The First Grade Curriculum, The Following Information Technology Standards Will Be Integrated So That Students Will:

- 1.1. Use space bar, arrows, shift, backspace/delete and enter/return keys.
- 1.2. Demonstrate home row finger positioning using guide keys.
- 1.3. Enter sentences using the keyboard.
- 1.4. Position the cursor to enter and edit text.
- 1.5. Identify basic computer components (mouse, keyboard, monitor, printer).
- 1.6. Open and close applications.
- 1.7. Use basic paint and drawing tools.

Within The Second Grade Curriculum, The Following Information Technology Standards Will Be Integrated So That Students Will:

- 2.1. Demonstrate proper keyboarding posture.
- 2.2. Identify letters, symbols, and numbers on the keyboard.
- 2.3. Compose and type sentences using correct punctuation and capitalization.
- 2.4. Change font, size and style.
- 2.5. Label basic computer components.
- 2.6. Demonstrate proper handling and correct use of computer hardware.
- 2.7. Create and edit a simple graphic (size, shape, color and content).
- 2.8. List technology found in the community and explain its use.

Within The Third Grade Curriculum, The Following Information Technology Standards Will Be Integrated So That Students Will:

- 3.1. Use correct finger position to type home row letters and vowels.
- 3.2. Identify and explain the functions of computer components including (monitor, CPU, storage devices, keyboard, mouse, printer).
- 3.3. Use basic formatting techniques to align text and indent.
- 3.4. Open and save files to the hard disk, storage medium, or server.
- 3.5. Access an internet web site through the use of a preset bookmark/favorite.
- 3.6. Navigate an internet web site.
- 3.7. Create a simple linear presentation.

Within The Fourth Grade Curriculum, The Following Information Technology Standards Will Be Integrated So That Students Will:

- 4.1. Use basic touch typing method (10-15 w.p.m.).
- 4.2. Utilize cut, copy and paste functions within a document.
- 4.3. Insert graphics from within an application.
- 4.4. Use page setup (margins and orientation).
- 4.5. Utilize spell and grammar check functions.
- 4.6. Demonstrate the use of print preview, choosing a printer and the number of copies.
- 4.7. Boot and shutdown the computer.
- 4.8. Describe the purpose and use of a virus detection program.
- 4.9. Use a prepared database template or software to locate information.
- 4.10. Produce and interpret a simple graph or chart on a spreadsheet.
- 4.11. Enter and edit data in a spreadsheet template.
- 4.12. Send and receive an e-mail message.
- 4.13. Enter a URL to access an internet web site.
- 4.14. Evaluate a presentation for clarity, accuracy, and neatness.
- 4.15. Use appropriate "netiquette."
- 4.16. Follow computer usage policies.
- 4.17. Differentiate between copying and summarizing.

Within The Fifth Grade Curriculum, The Following Information Technology Standards Will Be Integrated So That Students Will:

- 5.1. Use touch-typing skills; increase speed and accuracy (15-20 w.p.m.).
- 5.2. Set up columns, tabs and line spacing.
- 5.3. Insert headers and footers.
- 5.4. Utilize text boxes.
- 5.5. Create a graphic document (poster, banner, greeting card, sign, invitation).
- 5.6. Format a disk.
- 5.7. Access the network (login and logoff) through the use of a password.
- 5.8. Identify a spreadsheet and explain basic terms (row, cell, column).
- 5.9. Locate cell addresses.
- 5.10. Access information from the internet.

- 5.11. View, print and save a document from the internet.
- 5.12. Download an image from an internet site.
- 5.13. Save an internet site as a favorite or bookmark a web site.
- 5.14. Site sources of information gained from internet resources.
- 5.15. Abide by privacy rights, shareware policies and copyright laws.

Within The Sixth Grade Curriculum, The Following Information Technology Standards Will Be Integrated So That Students Will:

- 6.1. Use touch-typing skills to increase speed and accuracy (18-23 w.p.m.).
- 6.2. Use bullets and numbering.
- 6.3. Use the thesaurus.
- 6.4. Utilize cut, copy and paste functions between documents.
- 6.5. Utilize basic application functions through the use of toolbars, menus and keyboard shortcuts.
- 6.6. Identify and define basic computer networking terms (modem, client station, LAN, server).
- 6.7. Define fields and create records in a database.
- 6.8. Construct and format a simple spreadsheet, enter data and interpret information using charts and graphs.
- 6.9. Set the print range for printing spreadsheet data.
- 6.10. Use basic search engines to locate information on specific topic.
- 6.11. Define internet terminology.
- 6.12. Use electronic encyclopedia, almanac, indexes and catalogs to retrieve and collect information.
- 6.13. Create a hypermedia presentation.

Within The Seventh Grade Curriculum, The Following Information Technology Standards Will Be Integrated So That Students Will:

- 7.1. Use touch-typing skills to increase speed and accuracy (20-25 w.p.m.).
- 7.2. Insert graphs and tables in a document.
- 7.3. Create outlines.
- 7.4. Demonstrate use of toolbars and pull-down menus.
- 7.5. Demonstrates use of computer file management (desktop, file, window, folder, directory, dialog box).
- 7.6. Choose appropriate software for a project.
- 7.7. Identify basic database terms (file, record, field).
- 7.8. Construct a spreadsheet using function commands to perform simple operations such as averaging, percentages and totals.
- 7.9. Create and use an address book.
- 7.10. Use advanced search techniques.
- 7.11. Evaluate content of an internet web site.
- 7.12. Design and produce a multimedia presentation including sound.
- 7.13. Explain the concept of “fair use” as it pertains to the copyright law.

Within The Eighth Grade Curriculum, The Following Information Technology Standards Will Be Integrated So That Students Will:

- 8.1. Use touch-typing skills to increase speed and accuracy (25+ w.p.m.).
- 8.2. Set up a report using advanced text formatting, including use of: pagination, table of contents, footnotes, bibliography, and importing a spreadsheet or database.
- 8.3. Demonstrate troubleshooting skills utilizing a checklist.
- 8.4. Demonstrate the use of a digital camera, and scanner.
- 8.5. Create a database, sort, find and create a report.
- 8.6. Create labels using a database.
- 8.7. Design a simple formula for use in spreadsheet.
- 8.8. Send and open e-mail with an attachment.
- 8.9. Include animation and video in a multimedia presentation.
- 8.10. Evaluate technical quality and effectiveness of a presentation.
- 8.11. Demonstrate responsible use of the internet and other electronic resources consistent with the school's acceptable use policy.