Instructional Technology Standards
Grade 5

Standard 1. Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.

1.3 Explore and develop keyboarding skills
1.4 Explore basic formatting features of a word processing program
1.5 Explore and understand the basic function and purpose of a database.
1.6 Explore and understand the basic function and purpose of a spreadsheet.
1.7 Collaborate with classmates to use teacher-selected Web sites.
1.9 Collaborate with classmates and teacher to create a slide presentation with existing template.
1.10 Explore the use of drawing and painting applications for class projects (at teacher's discretion).
1.11 Identify components of a computer system, understand their functions, and use appropriate terminology in speaking about them (e.g., operating system, hard drive, memory, window).
1.12 Identify and use basic features of a computer operating system (e.g., format/initialize disks, access information on size and format of a file, create folders on local hard drive).
1.13 Save a file to the desktop, the hard drive, and external storage spaces (e.g., floppy disk, CD-ROM, virtual electronic space).
1.14 Select a printer and print a document with appropriate page setup and orientation.
1.15 Operate peripheral equipment (e.g., scanner, digital camera, camcorder).
1.17 Identify and use editing and formatting features of a word processing program (e.g., centering, line spacing, margins, cut and paste, fonts, styles, spelling, page numbers).
1.18 Insert images (e.g., graphics, clip art, tables) from other files into word-processed document.
1.20 Create an original database, defining field formats and adding new records.
1.21 Perform simple operations in a database (e.g., browse, sort, search, delete, add data).
1.25 Identify and use navigation features of browser (e.g., "go," "back," "forward").
1.26 Using a browser, "bookmark" a Web site for future reference.
1.27 Identify basic elements of a Web site (e.g., URL, hyperlinks, site map, etc.).
1.28 Copy an image from a Web site into a file on the desktop; write a correct citation caption in keeping with copyright law.
1.32 Create a slide presentation using appropriate applications.

Standard 2. Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.

2.2 Develop understanding of the school's rules for safe and ethical Internet use.
2.3 Explore practices for evaluating Web sites
2.5 Explore issues of ergonomics and safety in using computers.
2.7 Explain and demonstrate ethical and legal behavior in copying files, applications, and media.
2.9 Explain safe practices for sharing personal information via e-mail and the Internet.

Standard 3. Demonstrate ability to use technology for research, problem-solving, and communication. Students locate, evaluate, collect, and process information from a variety of electronic sources. Students use telecommunications and other media to interact or collaborate with peers, experts, and other audiences.

3.2 Explore the use of application programs (e.g., word processing, database, spreadsheet) for organizing information into charts, tables, and diagrams.
3.4 Collaborate with classmates and teacher in creating a multimedia presentation to communicate learning with others.
3.6 In keeping with the research process outlined in Standard 24 of the *English Language Arts Curriculum Framework*, identify electronic sources of information (e.g., Internet, CD-ROM, online periodical databases, and online catalogs).