

HBCSD Technology Competencies

Kindergarten

I = Introduce the objective using teacher-directed activities

R = Reinforce the objective using teacher-directed activities and hands-on student activities

M = Maintain the objective through hands-on, engaged-learning student activities

Technical Instruments

1. Use digital instruments and measurement devices (e.g. thermometers, scales, heart rate monitors, microscopes) **N/A** (1st grade standard)
2. Use data collection technologies (e.g. probes, handheld devices, geographic mapping systems) **N/A** (5th grade standard)

Computer Identification/Skills

3. Identify computer parts **I**
4. Turn computer on and off correctly **I**
5. Use output devices (e.g. monitor, printer, storage device, projector) **I**
6. Use input devices (e.g. mouse, touchpad, keyboard, remote control, scanner) **I**
7. Use peripheral devices (e.g. camera, microphones, etc.) **N/A** (4th grade standard)
8. Use electronics to communicate and collaborate with others (e.g. email, video conferencing, instant messaging, etc.) **N/A** (1st grade standard)
9. Employ basic technology troubleshooting and maintenance techniques **N/A** (3rd grade standard)

Application Skills

10. Use proper keyboarding skills **I**
11. Adjust volume control on devices **I**
12. Use basic operating system features (e.g. help menus, control menus, etc.) **N/A** (2nd grade standard)
13. Use Scroll/Highlight/Drag & Drop functions **N/A** (1st grade standard)
14. Create/Use/Save files to and retrieve from network folders **N/A** (1st grade standard)
15. Use Cut/Copy/Paste functions **N/A** (3rd grade standard)
16. Learn shortcut commands (CTRL+S, CTRL+P, etc.) **N/A** (3rd grade standard)
17. Use appropriate tools for the application (word processing, data base, spreadsheet, multimedia) **N/A** (4th grade standard)
18. Choose and use appropriate network printer **N/A** (2nd grade standard)

Word Processing

19. Create and revise original text at computer **N/A** (2nd grade standard)
20. Format text (size, font, color, etc.) **N/A** (3rd grade standard)
21. Format paragraphs (line spacing, alignment, etc.) **N/A** (3rd grade standard)
22. Format document (margins, headers/footers, orientation, etc.) **N/A** (4th grade standard)

23. Use bullets and numbering tools **N/A** (5th grade standard)
24. Set/use tabs **N/A** (6th grade standard)
25. Import graphics and incorporate them into a product/document **N/A** (4th grade standard)
26. Use thesaurus **N/A** (4th grade standard)
27. Use proofreading tools (e.g. spell check, grammar check, word count) **N/A** (3rd grade standard)

Data Processing

28. Create, format and use a spreadsheet to analyze data (Excel) **N/A** (2nd grade standard)
29. Create a graph using data (e.g. Excel, Google Docs,) **N/A** (3rd grade standard)
30. Create/Use databases to analyze information **N/A** (4th grade standard)

Multimedia

31. Use developmentally appropriate multimedia resources (IXL, Accelerated Reader, Jiji Math, Imagine Learning, etc.) **I**
32. Navigate an interactive program using buttons or hot spots **I**
33. Use digital-imaging technology (Kid Pix, Paint, GIMP, PhotoShop) **I**
34. Create a multimedia presentation (Kid Pix, PowerPoint, Prezi) including images, sounds, and videos **N/A** (1st grade standard)
35. Understand the purpose of using a multimedia presentation **N/A** (3rd grade standard)
36. Use the digital camera to obtain images **N/A** (3rd grade standard)
37. Edit/Format graphic images/video **N/A** (3rd grade standard)
38. Add images to presentations from Internet, files, or clip art **N/A** (3rd grade standard)
39. Add sounds to presentations **N/A** (3rd grade standard)

Publishing

40. Create a product (e.g. newsletter, sign, card, web page) using grade level appropriate tools (Publisher, Front Page) **I**
41. Create and publish online presentations to audiences inside/outside the classroom **N/A** (3rd grade standard)
42. Format published products (columns, WordArt, overlays, etc.) **N/A** (3rd grade standard)

Visual Organizers

43. Use a Visual Organizer (Kidspiration, Inspiration, Timeliner, Thinking Maps) **N/A** (2nd grade standard)

Research/Information Access

44. Use an Internet browser to access web sites **I**
45. Use on-line reference sites to access information (e.g. encyclopedia, map, dictionary, IMDB) **N/A** (2nd grade standard)
46. Develop effective search strategies **N/A** (3rd grade standard)

47. Assess reliability and validity of electronic information **N/A** (4th grade standard)

Societal/Ethical Issues

48. Understand and abide by District Acceptable Use Policy **I**

49. Respect ideas and material as property (e.g. plagiarism, intellectual property) **N/A**
(2nd grade standard)

50. Understand copyright including citing resources **N/A** (3rd grade standard)

51. Practice injury prevention and technology safety (e.g. ergonomics, electrical dangers) **I**

52. Be aware of issues regarding Internet Safety and how they can impact students of all ages **I**

53. Understand the CIPA (Children's Internet Protection Act) and know what to do if they encounter Internet Predators or Cyber Bullies. **I**

54. Know proper disposal of e-waste. **N/A** (3rd grade standard)