I - Introduce/Expose
R - Reinforce/Develop
M - Master/Independent Use

NETS I: Basic Operations and Concepts

> Students demonstrate a sound understanding of the nature and operation of technology systems.
> Students are proficient in the use of technology.

BASIC USE	K	1	2	3	4	5	6	7	8
Identify and name parts of a computer	I	R/M							
Turn on/off computer	I	R/M							
Point & left-click	I	R/M							
Insert, remove, and care for media	I	R	R	R	R	R	R	R	R
Open, use and exit a variety of software programs (not just close file)	I	R	R	M					
Identify, name and use input and output devices	I	R	R	R	R	R	R	R	R
Know that software runs computers		I	R	M					
Use terminology related to software being used		I	I	I	I	I	I	I	I
Left-click & drag to move		I	R	M					
Left-click & drag to highlight		I	R	M					
Double click		I	R	M					
Print documents (file menu, right-click, shortcut keys)		I	R	R	M				
Log on/off network			I	R/M					
Create, name, save, retrieve files (from icons) in various locations (file menu, button, shortcut keys)			I	R	R	R	R	R	R
Discuss and use networks effectively				I	R	R	R	R	R
Choose appropriate printer				I	R	M		R	R
Use multiple programs simultaneously					I	R	R	M	
Copy, cut, paste, undo (edit menu, right-click, shortcut keys)					I	R	R	M	
Choose page set-up features					I	R	R	R	R
Choose print properties/options					I	R	R	R	R
Save a document with a different name (file menu > save as)					I	R	R	R	R
Select appropriate tool for a task					I	R	R	R	M
Create, name, save, retrieve folders in various locations (file menu, shortcut keys)						I	R	R	R
Use good naming conventions for files and folders						I	R	R	R
Rename files and folders (right-click, file menu)						I	R	R	R
Copy and transfer files and folders to other locations (edit menu, right-click, shortcut keys)						I	R	R	R
Identify possible sources of problem when encountering technical difficulty								I	R
Uses fundamental computer/networking vocabulary								I	R
Knows what a computer can and cannot do regarding: speed, formats, operating systems, memory								I	R
Manipulate file windows (minimize, maximize, restore, resize multiple windows)								I	R
Choose and manipulate/edit toolbars and menus								I	R

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NAVIGATION SKILLS	K	1	2	3	4	5	6	7	8
Scroll, click on links, use back/forward/home buttons				I	R	M			
Choose site from Favorites menu				I	R	M			
Close pop-ups				I	R	R	R	M	
Identify and use key words for searching				I	R	R	R	R	R
Use teacher-selected and online subscription resources				I	R	R	R	R	R
Navigate to a Web address								I	R
Describe components of a URL & troubleshoot difficulties								I	R
Add, name (appropriately) and organize Web pages to the favorites list								I	R
Identify information about the author of a Web page and potential bias								I	R
Identify information about publisher of a Web page								I	R
Identify information about the date of publication of a Web page								I	R
Identify spelling, grammar errors and accuracy of information on a Web page								I	R
Use advanced search options								I	R

KEYBOARDING	K	1	2	3	4	5	6	7	8
Posture (sit up straight, feet on floor, wrists up, eyes on screen)	I	R	R	R	R	R	R	M	
Left - right hand placement	I	R	M						
Space bar, Enter, Backspace keys	I	R	M						
Arrow keys, Esc key, Delete key, Shift key		I	R	R	R	R	R	M	
Tab key, Shift key, Caps Lock key			I	R	R	R	R	M	
Homerow			I	R	R	R	R	M	
Keyboarding software package: 90% Accuracy, 10 WPM				I	R	R	R	M	
Keyboarding software package: 90% Accuracy, 15 WPM						R	R	M	
Keyboarding software package: 90% Accuracy, 20 WPM							R	M	
Keyboarding software package: 90% Accuracy, 30 WPM								M	
Transition to a word processing environment								I	R

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NETS II: Social, Ethical, and Human Issues

> Students understand the ethical, cultural, and societal issues related to technology.
> Students practice responsible use of technology systems, information, and software.
> Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

RESPONSIBLE USE	K	1	2	3	4	5	6	7	8
Care for and leave equipment ready for the next user	I	R	R	R	R	R	R	R	R
Follow BGCS Responsible Use Policy [RUP] in handbook	I	R	R	R	R	R	R	R	R
Respect the work and network accounts of others			I	R	R	R	R	R	R
Use equipment for positive and productive functions			I	R	R	R	R	R	R
Make efficient use of resources (don't waste)			I	R	R	R	R	R	R
Recognize & respect the ownership for others' work (copyright)			I	R	R	R	R	R	R
Use BGCS citation format to give credit to author			I	R	R	R	R	R	R

ONLINE SAFETY & SECURITY	K	1	2	3	4	5	6	7	8
List & follow online safety guidelines:			I	R	R	R	R	R	R
Do not share personal information online									
Never arrange a meeting with an online user									
Report inappropriate and discomforting online content to an adult									
Do not use innappropriate or disrespectful language online									
Recognize that school Internet content is filtered									
List & follow online security guidelines:			I	R	R	R	R	R	R
Recognize the harm/cost of viruses									
Recognize common red flags of email virus									
Do not share network login information									
Recognize the harm/cost of downloading programs from Internet (spyware/adware/cookies)									

INTELLECTUAL PROPERTY								7	8
Demonstrate legal and ethical practices when completing projects/schoolwork.								I	R
Discuss plagiarism and its ramifications								I	R
Discuss how to respect intellectual property rights: patents, copyrights, trade names, trademarks								I	R
Discuss how intellectual property extends to all text, images, audio, video regardless of source/format									
Define fair use in creating educational materials									
Explore appropriate use of copyrighted material through permission, crediting source, payment									
Explore appropriate use of trademark through consent of owner or payment of fees/royalties									
Discuss software licensure									I
Discuss software terms: freeware, shareware, commercial programs									
Software requires software licenses which determines how many times software may be installed									

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NETS III: Technology Productivity Tools

> Students use technology tools to enhance learning, increase productivity, and promote creativity.

> Students use productivity tools to collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works.

WORD PROCESSING / DESKTOP PUBLISHING	K	1	2	3	4	5	6	7	8
Enter text*		I	R	R	M				
Edit text*			I	R	M				
Select text and delete* (backspace, delete key)			I	R	M				
Remove highlighting of text*			I	R	M				
Select font size, style and color appropriate to a topic*			I	R	R	R	R	R	R
Use Tab key to indent the first line of a paragraph			I	R	M				
Use spell check			I	R	M				
Use BG page set-up template for text-based work				I	R	M			
Import graphics (i.e., clip art, online, camera, scanner)				I	R	R	R	R	R
Copy, cut, paste text (edit menu, right-click, shortcut keys)					I	R	M		
Align text (left, center, right, justify)					I	R	M		
Change line spacing					I	R	M		
Change page orientation from portrait to landscape					I	R	M		
Use Print Preview					I	R	M		
Insert a page break						I	R	M	
Remove blank pages						I	R	M	
Adjust margins						I	R	M	
Use BG page set-up guidelines for text-based work						I	R	M	
Use the grammar tool to find grammar errors							I	M	
Distinguish and select appropriate electronic file types/extensions (i.e., txt, .rtf, .doc, .pdf)								I	R
Format and set up tabs								I	R
Create bulleted or numbered lists								I	R
Indent a list or text								I	R
Center text horizontally and vertically on a page								I	R
Convert a table to text.								I	R
Apply header and footer options								I	R
Create and format text boxes								I	R
Format images, backgrounds, text wrap								I	R
Adjust order and group text, images, etc.								I	R
Uses the thesaurus								I	R
Adds columns to a document								I	R
Uses word count								I	R
Create and manipulate tables								I	R
Uses the Find and Replace commands								I	R
Creates or imports spreadsheets/charts into word processing documents								I	R
Enters 2 spaces after terminal puncuation								I	R

*can be accomplished using age-appropriate program (I.e., Kid Pix)

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SPREADSHEET	K	1	2	3	4	5	6	7	8
Answer questions using data in tables, graphs, charts, spreadsheets	I*	R*	R*	R*	R	R	R	R	R
Use data to create charts & graphs		I*	R*	R*	I	R	R	R	R
Enter data					I	R	R	M	
Select data/range of cells					I	R	R	M	
Change the font style of text					I	R	R	M	
Adjust column width					I	R	R	R	M
Sort data						I	R	R	M
Calculate data						I	R	R	R
Copy information and paste it into another document						I	R	M	
Choose appropriate print properties (select area, grid lines, headings)							I	R	M
Copy, cut, paste a range of cells								I	R
Insert and delete cells, columns, rows								I	R
Change column widths and row heights (individual & multiple)								I	R
Recognize spreadsheet terms and purposes								I	R
Enter data into a template to perform calculations and recognize changes that occur								I	R
Determine what data items to use when designing a spreadsheet								I	R
Include appropriate elements and formatting in graphs								I	R
Build a simple formula (+-*/) and use functions (sum and average)								I	R
Copy labels, values and functions from one cell(s) to another(others)								I	R
Use order of operations in spreadsheet formulas								I	R
Test the data items in the spreadsheet								I	R
Protect cells from changes									I
Insert and customize footers and headers									I
Format cells, rows, columns using fill or shading									I
Sort multiple columns using different criteria									I

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PRESENTATION	K	1	2	3	4	5	6	7	8
Use storyboard to plan presentation			I	R	R	R	R	R	R
Use templates to present information			I	R	R	R	R	R	R
Combine text & graphics to create a presentation			I	R	R	R	R	R	R
Enter text appropriate to product						I	R	R	R
Create a introduction/title slide/card						I	R	R	R
Create a credits slide/card						I	R	R	R
Apply color or background appropriate to topic; apply it to one or all slides						I	R	R	R
Apply transitions or actions appropriate to topic						I	R	R	R
Deliver presentation						I	R	R	R
Create and format a title and subtitle								I	R
Create bulleted text								I	R
Create and format an action button								I	R
Use different layout types								I	R
Organize slides using slide sorter view								I	R
Use handout/notes print options								I	R
Use sounds, animation, graphs, table, video appropriate to presentation								I	R
Discuss environmental considerations of presentation (lighting, space, devices,…)								I	R
Use the slide master to create presentation									I
Explore timer feature									I
Explore notes feature									I

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GRAPHICS	K	1	2	3	4	5	6	7	8
Create graphics using graphics/drawing tools	I	R	R	R	R	R	R	R	R
Import graphics (i.e., clip art, Internet, camera, scanner)		I	R	R	R	R	R	R	R
Select and deselect graphics					I	R	R	M	
Edit & resize graphics to fit into print layout and multimedia products					I	R	R	R	M
Copy, cut, paste graphics (edit menu, right-click, shortcut keys)					I	R	M		
Use peripherals (i.e., camera, scanner)						I	R	R	R
Save graphics in appropriate formats (jpg, gif,…)						I	R	R	R
Group and ungroup objects								I	R
Transform digital images by using editing software to:								I	R
Crop									
Rotate, flip, invert									
Add text, borders, decorative elements									
Adjust color (apply spot coloring, image touch-up)									
Layer or merge images									

DESIGN	K	1	2	3	4	5	6	7	8
Select font size, style and color appropriate to a topic*			I	R	R	R	R	R	R
Discuss principles of design used to communicate in various mediums								I	R
Self-evaluate whether their product communicated the intended message to the target audience									I
Produce information products that incorporate principles of design									I

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NETS IV: Technology Communications Tools

> Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.

> Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

COMMUNICATION TOOLS	K	1	2	3	4	5	6	7	8
Engage in online learning activities as appropriate (i.e., blogs, field trips, conferencing, Webquests)	I	R	R	R	R	R	R	R	R
Log on and log off email system			I	R	R	R	M		
Use proper netiquette				I	R	R	R	R	R
Compose email using the following functions:									
Sending			I	R	R	R	R	M	
Receiving			I	R	R	R	R	M	
Replying			I	R	R	R	R	M	
Adding a hyperlinked address in message								I/R	M
Organizing mail folders								I/R	M
Adding attachments to message								I/R	M
Disseminate research findings to a larger audience (i.e., post to Web page, e-mail, Wiki)									I
Critique e-mail for communication clarity, appropriate operations and etiquette									I

NETS VI: Technology Problem-Solving and Decision-Making Tools

> Students use technology resources for solving problems and making informed decisions.

> Students employ technology in the development of strategies for solving problems in the real world.

PROBLEM-SOLVING TOOLS	K	1	2	3	4	5	6	7	8
Use graphic organizers to solve problems (i.e., Inspiration)		I	R	R	R	R	R	R	R
Use technology for inquiry, investigation, analysis and presenting conclusions					I	R	R	R	R
Use data organizers to solve problems (i.e., tables, spreadsheet)					I	R	R	R	R
Use data collection devices to solve problems						I	R	R	R