

**Information and Technology Literacy
Grade K-1 Benchmark Checklist**

Digital Citizenship	Foundation Skills	Communication & Collaboration	Research & Information Fluency
<p>Students will understand:</p> <ul style="list-style-type: none"> ○ The terms internet and digital community ○ Rules on the playground equal rules on the internet ○ Opening an email can get your computer sick like germs on dirty hands or in your body ○ Talking to strangers in person or on the computer can be dangerous ○ To use only first names when playing games on the internet ○ Respect the privacy of others 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ○ Identify computer components and peripherals (keyboard, mouse, monitor, printer, scanner, etc.) ○ Demonstrate proper care and handling of computer equipment ○ Use a mouse to manipulate objects (drag, resize, etc.) ○ Print documents ○ Identify the multiple technologies at home and school ○ Demonstrate the ability to use capitalization ○ Insert graphics ○ Find and open an existing document ○ Name and save a file ○ Edit their own document ○ Name and save a file 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ○ Use graphic organization software to represent concepts/stories and/or processes ○ Participate in electronic shared reading and writing activities ○ Utilize interactive online applications (Book Flix, Brain Pop, Brain Pop Jr.) 	<p>Students will:</p> <ul style="list-style-type: none"> ○ Understand how to use a dictionary/picture dictionary ○ Identify the page information ○ Introduce differences between fiction and nonfiction ○ Demonstrate proper care and handling of materials ○ Identify problems to be solved in an assignment ○ Know standards to be achieved for final product ○ Identify needed information ○ Identify where needed information might be found ○ Understand that research assignments

	<ul style="list-style-type: none">○ Edit their own document○ Identify the desktop, icons, and menu bar		<p>are learning tasks</p> <ul style="list-style-type: none">○ Create and follow timelines for completing the tasks○ Report information accurately
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**Information and Technology Literacy
Grade 2-3 Benchmark Checklist**

Digital Citizenship	Foundation Skills	Communication & Collaboration	Research & Information Fluency
<p>Students will understand:</p> <ul style="list-style-type: none"> ○ The terms internet and digital community ○ Rules on the playground equal rules on the internet ○ Know the term computer virus ○ Opening attachments may contain a virus that can cause damage to your computer ○ Talking to strangers in person or on the computer can be dangerous ○ To use only first names when playing games on the internet ○ That some internet sites are inappropriate and they should report them to a responsible adult ○ The importance of giving credit for sources 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ○ Demonstrate proper care and handling of computer equipment ○ Create new folders ○ Select appropriate printer for the job ○ Identify the desktop, task bar, icons, and menu bar, and tool bar ○ Cut/copy/paste between applications. ○ Use of right button on mouse. ○ Print documents ○ Identify the multiple technologies at home and schools. ○ Use internet browser buttons (Home, Back, Forward, Print). ○ Recognize and uses internet hyperlinks. ○ Use Favorites/Bookmarks to 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ○ Use graphic organization software to represent concepts/stories and/or processes. ○ Participate in electronic shared reading and writing activities ○ Utilize interactive online applications (Book Flix, Smart Notebook, Power Point) ○ Participate in virtual field trips and video conferencing. ○ Create and present group/individual projects using presentation software, PowerPoint, Publisher). 	<p>Students will:</p> <ul style="list-style-type: none"> ○ Understand how to use reference materials (dictionary, encyclopedia, almanac). ○ Appropriately use glossary, table of contents and index. ○ Utilize online databases such as Destiny and encyclopedias. ○ Identify title page information. ○ Explain connection between text and illustration. ○ Relate copyright date to timeliness of information. ○ Identify difference between fiction and nonfiction (factual vs. nonfactual). ○ Identify main idea.

<p>used</p> <ul style="list-style-type: none"> ○ Proper internet etiquette when using applications (email, IM, chat, etc.) ○ Respect the privacy of others ○ Understand basic copyright restrictions 	<p>open internet sites.</p> <ul style="list-style-type: none"> ○ Demonstrate the ability to change font size and type and use capitalization. ○ Insert graphics ○ Find and open an existing document. ○ Name and save a document. ○ Edit their own document. ○ Use spell check to edit document. 		<ul style="list-style-type: none"> ○ Demonstrate proper care and handling of materials. ○ Identify author's point of view. ○ Identify action required by an assignment. ○ Identify goals of an assignment. ○ Create and follow timelines for completing the task. ○ Identify needed information to complete assignments. ○ Identify appropriate resources to find information. ○ Identify the places where information would be found (eg. School and public libraries, classroom, computer). ○ Accurately evaluates quality of resources. ○ Correctly organize information from multiple sources. ○ State ideas in own words when referencing
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			<p>a resource.</p> <ul style="list-style-type: none">○ Follow teacher's guidelines for properly citing resources.○ Construct the final product within the teacher defined parameters.○ Realistically self-evaluate the quality of the final product.
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**Information and Technology Literacy
Grade 4-5 Benchmark Checklist**

Digital Citizenship	Foundation Skills	Communication & Collaboration	Research & Information Fluency
<p>Students will understand:</p> <ul style="list-style-type: none"> ○ Comparisons between real life social issues to the <i>digital community</i> issues (ex. Bullying, cyber-bullying, phone/text messaging, mail/email). ○ The term <i>computer viruses</i>. ○ That opening attachments may contain a virus that can cause damage to your computer. ○ Not to talk to strangers on the computer or reveal personal information (ex. telephone number, address). ○ That some internet sites are inappropriate and should be reported to a responsible adult. 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ○ Create/delete folders/files ○ Select appropriate printer for job and uses proper options. ○ Utilize task bar to switch between applications. ○ Cut/copy/paste between applications. ○ Use right button on mouse. ○ Access and save information from various drives). ○ Identify and use school databases. ○ Create Favorites/Bookmarks to open internet sites. ○ Access internet sites through URLs. ○ Recognize domain extensions such as .gov, 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ○ Use graphic organization software to represent concepts/stories and/or processes. ○ Participate with class in creation of group email ○ Participate in electronic independent/shared reading and writing activities. ○ Utilize interactive online applications (Book Flix, Smart Notebook. ○ Participate in virtual field trips and video conferencing. ○ Create and present group/individual projects using presentation software (Moviemaker, 	<p>Students will:</p> <ul style="list-style-type: none"> ○ Use reference materials (dictionary, encyclopedia, almanac). ○ Identify primary documents. ○ Utilize online databases such as Destiny and encyclopedias. ○ Use appropriate electronic resource to conduct research including usage of search engines. ○ Refine searching from general to specific. ○ Distinguish between fact and point of view. ○ Utilize note-taking skills. ○ Use appropriate format to cite sources. ○ Define the research problem.

<ul style="list-style-type: none"> ○ Proper internet etiquette when using social applications (chat, etc.). ○ Appropriate use of bookmarks and internet site hyperlinks. ○ The importance of participating in bullying and/or plagiarism surveys. ○ The differences between trustworthy internet sites and unreliable sites. ○ How to create a brochure/newsletter on internet safety. ○ Recognize the connection between multiple technologies at home and school. ○ Understand basic copyright restrictions. 	<p>.com, and .org.</p> <ul style="list-style-type: none"> ○ Create and interpret a graph from data on a spreadsheet. ○ Use tab key and justify margins. ○ Create tables within a document. ○ Create and interpret a timeline. ○ Insert and modify graphics. ○ Edit their own document. ○ Use spell check to edit a document. 	<p>PowerPoint, Publisher).</p> <ul style="list-style-type: none"> ○ Use software to create or modify digital media (Images, sound files, video clips). 	<ul style="list-style-type: none"> ○ Determine and evaluate sources for information. ○ Locate where information is stored (e.g. School and public libraries, classroom, computer). ○ Determine relevance and timeliness of information source. ○ Organize information from multiple sources. ○ Present synthesized information in own words. ○ Assess final product and self evaluate learning process. ○ Know skimming and scanning techniques
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**Information and Technology Literacy
Grade 6-8 Benchmark Checklist**

Digital Citizenship	Foundation Skills	Communication & Collaboration	Research & Information Fluency
<p>Students will understand:</p> <ul style="list-style-type: none"> ○ Understands the importance of log-in and password safety. (6) ○ Understands to Standard Uniform Practice (SUP). (6) ○ Understands URL components. (6) ○ Discusses effects of cyber-bullying. (7) ○ Identifies and refrains from problem behaviors such as spamming/slamming. ○ Discusses problems incurred by socially insensitive remarks. ○ Understands the presence and danger of internet predators. (6) ○ Knows safety procedures for social networking (chat room, Second Life). 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ○ Has an awareness of current technology issues. ○ Uses digital multimedia devices. (6) ○ Understands network vocabulary, e.g. LAN and WAN (7) ○ Uses a graphic calculator. (7) ○ Evaluates website designs. (7) ○ Prepares work for publication on the web. (7) ○ Uses presentation software to create a final product. ○ Uses teacher-created templates. ○ Interprets data and answer questions using database. (6/7) ○ Identifies electronic 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ○ Use graphic organization software to represent concepts/stories and/or processes. ○ Understands how to compose a formal email and email components ○ Participate in electronic independent/shared reading and writing activities (Email, blogs, wikis, podcasts). ○ Utilize interactive online applications (Java applets). ○ Participate in virtual field trips and video conferencing. ○ Create and present group/individual projects using presentation software 	<p>Students will:</p> <ul style="list-style-type: none"> ○ Correctly defines the information problem. ○ Understands the information needed to answer a given question. ○ Identifies appropriate resources to answer a specific question. ○ Locates relevant and reliable information sources. ○ Organizes information to develop a research paper. ○ Utilizes primary and secondary documents. ○ Evaluates quality of all sources of information. ○ Demonstrates appropriate use of a variety of information formats (electronic

<ul style="list-style-type: none"> ○ Protects against virus downloading. (7) ○ Protects against spyware infringement. (7) ○ Protects against invasion of personal information on computer and respects privacy of others. ○ Understands and respects the laws regarding Public Domain software, Freeware, and commercial software. 	<p>databases used in the school. (6)</p> <ul style="list-style-type: none"> ○ Creates and adds data to a spreadsheet. (6) ○ Creates and uses formulas to analyze data within a spreadsheet. (7) ○ Creates and analyzes charts. (7) ○ Uses advanced word processing features such as Find, Replace, Header, and Footer. (6) 	<p>(Moviemaker, PowerPoint, Publisher).</p> <ul style="list-style-type: none"> ○ Participate in a collaborative global awareness project (iEarn). ○ Use software to create or modify digital media (Images, sound files, video clips). 	<p>databases, encyclopedias, audio and visual materials).</p> <ul style="list-style-type: none"> ○ Queries electronic sources using directories and keyword ○ Demonstrates advanced searching using Boolean logic and advanced internet searching techniques (ex. quotation marks, asterisks, capitalization). ○ Compares and contrasts information from different sources. ○ Recognizes and explains how fact, point of view and opinion differs. ○ Creates multimedia projects using presentation software. ○ Synthesizes the final product using student's own words. ○ Correctly cites all informational sources using MLA format. ○ Compares selections to
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			<p>a rubric and forms and evaluation.</p> <ul style="list-style-type: none">○ Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
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