

TECHNOLOGY K-8 PROGRAM

Established 1994-1995

Revised Annually

Mission Statement

At St. Joseph School every student will have the opportunity to use technology for educational advancement and discovery.

Philosophy

Given the continual advancement of technology in today's society, it is our belief that St. Joseph's students should begin to understand technology's role in the global community as a source of information, productivity, and entertainment. The students, by using computers for skill development and discovery, will grow in their understanding of technology.

Incorporating technology as an educational tool within all academic strands expands student knowledge. Technology is used in such a manner as to be relevant in the classroom as well as in real life learning situations.

K-8 Program Outcomes

- Feel comfortable using a computer to enhance capabilities.
- Be literate in computer terminology.
- Possess developmentally appropriate input skills.
- Use productivity tools such as spread sheet, database, word processing, and presentation media.
- Access, produce, and present information using a computer.
- Adapt to technological change.
- Practice academically appropriate and ethical/moral Internet use.

Technology Learner Opportunities

Kindergarten - Grade 2

- Be exposed to keyboarding.
- Know and use developmentally appropriate keyboarding skills.
- Know and use the keyboard (return, escape, shift, space bar).

- Understand basic computer operations.
- Know developmentally appropriate computer related terminology (keyboard, hard drive, scroll bar, copyright).
- Identify basic keyboard/menu commands (save, log-in, log-out, quit).

- Explore a word processing program.

- Use a draw program.
- Use simple word processing skills.
- Save a document.

- Use hardware and software safely and properly.
- Demonstrate use of input (mouse, keyboard) and output (VCR's, audio tapes) devices.
- Demonstrate how to turn on/off computer and monitor.
- Know how to access CD Roms.

- Use a computer as an educational tool in academic strands.
- Use a variety of media and technology resources (interactive books, educational software).
- Use developmentally appropriate multimedia resources to support learning (interactive books, educational software, elementary multimedia encyclopedias).
- Create developmentally appropriate multimedia products with support from teachers or student partners.
- Use technology for problem solving, communication, gathering information and illustrating thoughts, ideas and stories (puzzles, logical thinking programs, writing tools, drawing tools, Internet, digital cameras).

- Apply network and telecommunication skills.
- Demonstrate appropriate use of log-in names.
- Save files to home directories.
- Demonstrate how to access and exit software.
- Demonstrate how to manage files (saving, retrieving).

- Follow Christian Behavior Expectations when using technology.
- Work cooperatively and collaboratively with peers.
- Demonstrate positive social and ethical behaviors while utilizing technology.
- Practice responsible use of technology systems and software.
- Discuss responsible use of technology and the consequences of inappropriate use.
- Apply the St. Joseph School technology policy.

Grade 3 - Grade 5

- Keyboard using the touch system.
- Introduce proper posture and placement of hands on keyboard.
- Recognize and use proper keys and techniques at an age appropriate level of speed and accuracy.

- Understand basic computer operations.
 - Demonstrate developmentally appropriate troubleshooting skills.
 - Use a menu bar in software applications.
 - Use basic keyboard/menu commands (save, save as, log-in, log-out, quit, find).
 - Use a word processing program.
 - Write, edit, and spell check documents.
 - Print entire and selected parts of documents and change page orientation.
 - Format documents by selecting text size, fonts, and word spacing.
 - Demonstrate desktop publishing techniques by inserting and resizing graphics.
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- Use hardware and software safely and properly.
 - Know how to properly quit an application.
 - Know proper shut down procedures.
 - Know how use and access removable media.
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- Use a computer as an educational tool in academic strands.
 - Know how to access and gather information from media, electronic, and other sources (such as CD- Roms and the Internet, calculators, videos, educational software) for problem solving, self-directed learning, and extended learning activities.
 - Use technology tools to record, organize, and report information for individual or collaborative multimedia presentations and publishing activities.
 - Use technology to support, reinforce, and enhance classroom curriculum activities.
 - Discuss and identify which technological tool(s) and resources needed to address a variety of tasks and problems.
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- Apply network and telecommunication skills.
 - Access and retrieve information (from the hard drive or server).
 - Demonstrate the correct path for saving.
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- Follow Christian Behavior Expectations when using technology.
 - Work cooperatively and collaboratively with peers.
 - Demonstrate positive social and ethical behaviors while utilizing technology.
 - Practice responsible use of technology systems and software.
 - Use Internet responsibly.
 - Discuss responsible use of technology and the consequences of inappropriate use.
 - Apply the St. Joseph School technology policy.

Grade 6

- Keyboard using the touch system with accuracy and moderate speed.

- Use proper posture and hand position.
 - Use proper placement and position of fingers.
 - Use home row.
 - Use correct spacing.
 - Use proper keyboard techniques for touch control of alphabet, number, symbol, and special keys.
 - Develop accuracy.
 - Use keyboard shortcuts when appropriate.
- Demonstrate responsible computer use.
 - Demonstrate proper handling of equipment (keyboards, disks, mouse).
 - Know appropriate start up and shut down procedures.
 - Be aware of legal issues involving copyright and privacy.
- Display competency in using hardware and peripherals.
 - Know how to start and use a printer.
 - Appropriately use technology tools and practical applications in learning and problem solving.
 - Apply trouble shooting skills for identification and solving routine problems (hardware and software) that occur in everyday use.
 - Know when to seek assistance.
- Use a computer as an educational tool in academic strands.
 - Use content related tools (calculator), software, or peripherals (scanner, printer, digital camera), to support and enhance personal or collaborative productivity, research, and learning throughout the curriculum.
 - Use technology resources to design, develop, and publish products that communicate curriculum concepts.
- Follow Christian Behavior Expectations when using technology.
 - Work cooperatively and collaboratively with peers.
 - Demonstrate positive social and ethical behaviors while utilizing technology.
 - Practice responsible use of technology systems and software.
 - Use Internet responsibly.
 - Discuss responsible use of technology and the consequences of inappropriate use.
 - Apply the St. Joseph School technology policy.

Grade 7

- Complete applications with word processing programs.
- Set and change margins and tabs.

- Set and change format style (pull-down menu items) and set up columns.
- Save, retrieve, and print documents from different sources (example Internet).
- Work with more than one document at a time.
- Use menu bar options.
- Understand and apply word processing concepts and skills.
- Format documents (fonts, size, type, justification).
- Use graphics (draw, graphics import, scanning, digital camera).
- Use special features (enlarge/reduce, outline, shadow, change paper size).
- Know how to change printer settings.
- Use a computer as an educational tool in academic strands.
- Use content related tools (calculator), software, or peripherals (scanner, printer, digital camera), to support and enhance personal or collaborative productivity, research, and learning throughout the curriculum.
- Follow Christian Behavior Expectations when using technology.
- Work cooperatively and collaboratively with peers.
- Demonstrate positive social and ethical behaviors while utilizing technology.
- Practice responsible use of technology systems and software.
- Use Internet responsibly.
- Discuss responsible use of technology and the consequences of inappropriate use.
- Apply the St. Joseph School technology policy.

Grade 8

- Understand and apply the concepts and skills of a database program.
- Set up and produce a database.
- Change an existing database.
- Know how to import and export information to and from a database.
- Create and sort information by several fields.
- Complete advanced printing tasks (such as mailing labels and lists).
- Know how to search a database.
- Create several layouts.
- Be aware of formulas to create a calculation for a new field.
- Understand and apply the concepts and skills of a spreadsheet program.
- Enter and edit data.

- Know how to set up a spreadsheet report.
 - Use basic formulas in a spreadsheet to solve problems (add and subtract columns and rows, make calculations).
 - Use the tools of a spreadsheet (copy, cut, fill down).
 - Know how to import and export information to and from a spreadsheet.
 - Generate graphs.
 - Delete or insert columns or rows.
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- Use a computer as an educational tool in academic strands.
 - Select and apply appropriate tools and technology resources to design, develop, or create products (web pages, videotapes) that demonstrate and communicate curriculum concepts to various audiences.
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- Follow Christian Behavior Expectations when using technology.
 - Work cooperatively and collaboratively with peers.
 - Demonstrate positive social and ethical behaviors while utilizing technology.
 - Practice responsible use of technology systems and software.
 - Use Internet responsibly.
 - Discuss responsible use of technology and the consequences of inappropriate use. (Internet, iBooks, computers, software, assignments).
 - Apply the St. Joseph School technology policy.