

Riverview School District Student Technology Competencies

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* The Riverview School District has developed a set of technology specific competencies for students. These competencies specify objectives and the related tasks to be mastered.

The student learning levels are: **introductory, emerging, mastery, and review/re-teaching**. These levels are color coded in the competencies and listed by grade level.

Competency #1 – General Technological Awareness

I = Introduction	E = Emerging	M = Mastery	R = Review/Re-Teach
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Competency: General Technological Awareness

Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
1	Student understands what a computer is:	I	I	E	E	E	M				R	R		
	-can identify the parts of a computer													
	-can start a computer													
	-can explain the "do's & don'ts" of using a computer													
	-can properly shut down a computer													

Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
2	Student understands the operating system:	I	I	E	E	E	M				R	R		
	-can locate the menu bar & pull down each menu													
	-can identify the active & non-active options in a menu													
	-identify icons for files, system files, programs, folders & disks													
	-can identify a mouse & explain how it works													
	-can point & click using a mouse													
	-can point & double click using a mouse													
	-can choose a command from the menu bar using a mouse													

-can utilize personal strengths of group to solve problems													
-can break a problem into smaller components													
I = Introduction	E = Emerging			M = Mastery				R = Review/Re-Teach					

Competency #2 – Responsibilities and Etiquette

I = Introduction	E = Emerging			M = Mastery				R = Review/Re-Teach					
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Competency: Responsibilities and Etiquette

		Grade Level												
		K	1	2	3	4	5	6	7	8	9	10	11	12
1	Student demonstrates safe and responsible technology use					I	M	R	R	R	R	R	R	R
	-Employs appropriate language and behavior while utilizing technology													
	-Respects personal nature of files, documents, data disks, and work produced using technology													
	-Respects ownership of information stored on systems													
	-Maintains his/her computer and keeps files organized													
	-Demonstrates proper care and use of technology equipment													
	-Understands consequences of destructive or harmful computer behaviors (e.g., virus distribution, spamming, hacking)													
	-Explains implications of copyright restrictions and misuse of passwords													
	-Discusses ownership of computer-created work													
	-Demonstrates an understanding of copyright by citing sources of copyrighted materials in papers, projects, and multimedia presentations													

		Grade Level												
		K	1	2	3	4	5	6	7	8	9	10	11	1 2
2	Student will develop an understanding of the ethical use of technology for information gathering and processing in the world today						I	E	E	E	E	M	R	R
	-Can define and use basic technology terms													
	-Uses appropriate technology to enhance their workplace skills and productivity													
	-Describes and articulates the role that technology plays in society													
	-Can describe the concept of "intellectual property"													
	-Can discuss the impact of inappropriate use of technology													
		Grade Level												
		K	1	2	3	4	5	6	7	8	9	10	11	1 2
3	Student will understand and abide by acceptable use policies in relation to use of Internet and other electronic technologies at school	R	R	R	R	R	R	R	R	R	R	R	R	R
	-Student has read and signed Acceptable Use Policy or waiver													
	-Student will understand and abide by telecomputing etiquette when using e-mail, newsgroups, listservs, and other Internet functions													
I = Introduction		E = Emerging					M = Mastery			R = Review/Re-Teach				

Competency #3 – Information Research

I = Introduction		E = Emerging				M = Mastery				R = Review/Re-Teach				
Competency: Information Research														
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
1	Student will consider information sources and develop a plan for searching		I	I	E	E	E	E	M	R	R			
	-Student will assess the value of various types of electronic resources for data gathering, including databases, CD-ROM resources, commercial and Internet online resources, electronic reference works, community and government information electronic resources													
	-Student will identify and apply specific criteria for evaluating computerized electronic resources													
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
2	Student will locate information from a variety of resources		I	I	E	E	E	E	M	R	R			
	-Student will be able to locate and use appropriate computer resources and technologies available within the school (e.g., online catalogs, periodical indexes, full-text sources, multimedia computer stations, CD-ROM stations, online terminals, scanners, and/or digital cameras)													
	-Student will be able to locate and use computer resources and technologies available beyond the school through Internet (e.g., WWW sites via browser, online public access)													

	library catalogs, commercial databases and online services, other community, academic, and government resources).													
	-Student will be able to know the roles and computer expertise of people working in the school library media center and elsewhere who might provide information and assistance													
	-Student will be able to use electronic reference materials (e.g., electronic encyclopedias, dictionaries, biographical reference sources, atlases, geographical databanks, thesauri, almanacs, fact books) available through local area networks, stand-alone workstations, or the Internet.													
	-Student will be able to use Internet or computer networks to contact experts, help, and referral services.													
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
3	Student will be able to use organizational systems and tools specific to electronic information sources that assist in finding specific and general information	I	I	E	E	E	E	M	R	R				
	For example: demonstrate use of indexes, tables of contents, user's instructions and manuals, legends, boldface and italics, graphic clues and icons, cross-references, Boolean-logic search strategies, time lines, hypertext links, knowledge trees, URLs etc.													
	-Demonstrate use of search tools and commands for stand-alone, CD-ROM, and online databases and services													

-Demonstrate use of search tools and commands for searching the Internet		■	■	■	■	■	■	■	■	■	■			
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Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
4	Student will be able to extract relevant information from a search					I	I	E	E	E	E	M	R	R
	-Student will be able to cut and paste information from an electronic source into a personal document complete with proper citation.													
	-Student will be able to take notes and outline with a word processor or similar program													
	-Student will be able to record electronic sources of information and locations of those sources to properly cite and credit in footnotes, endnotes, and bibliographies													
	-Student will adhere to Fair Use and Copyright Guidelines by citing sources of copyrighted materials in papers, projects, and multimedia presentations													
	-Student will be able to use electronic spreadsheets, databases, and statistical software to process and analyze statistical data													
	-Student will be able to analyze and filter electronic information in relation to the task, rejecting non-relevant information													
I = Introduction		E = Emerging				M = Mastery				R = Review/Re-Teach				

Competency #4 – Keyboarding

I = Introduction	E = Emerging	M = Mastery	R = Review/Re-Teach
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Competency: Keyboarding														
	Grade Level	K	1	2	3	4	5	6	7	8	9	10	11	12
1	Student can touch type at a speed at least equal to their handwriting rate (5-15 words per minute) accurately and evaluate their speed in a typing test			I	I	M	R	R						
	-Student can locate and use letter and number keys	-	-											
	-Student can locate and use punctuation and symbol keys													
	-Student can use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)													
	-Student can use shift, caps lock, special (command, option, control, etc.), and arrow keys and the space bar		-											
	-Student will use formal keyboarding skills													
	-Student demonstrates proper posture													
	-Student will use correct Enter key technique	-												
	-Student will identify Home Row keys													

Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
2	Student can touch type at a speed at least equal to their handwriting rate (20-30 words per minute) accurately and evaluate their speed in a typing test								M	R	R			
	Student can locate and use letter and number keys													
	Student can locate and use punctuation and symbol keys													
	Student can use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)													
	Student can use shift, caps lock, special (command, option, control, etc.), and arrow keys and the space bar													
	Student will use formal keyboarding skills													
	Student demonstrates proper posture													
	Student will use correct Return key technique													

Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12		
3	Student can touch type at a speed at least equal to their handwriting rate (40 + words per minute) accurately (2 or less errors) and evaluate their speed in a typing test											M	R	R		
	-Student can locate and use letter and number keys															
	-Student can locate and use punctuation and symbol keys															
	-Student can use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)															
	-Student can use shift, caps lock, special (command, option, control, etc.), and arrow keys and the space bar															
	-Student will use formal keyboarding skills															
	-Student demonstrates proper posture															
	-Student will use correct Enter key technique															
	-Student will identify Home Row keys															
I = Introduction		E = Emerging					M = Mastery					R = Review/Re-Teach				

Competency #5 - Word Processing

I = Introduction		E = Emerging			M = Mastery			R = Review/Re-Teach							
Competency: Word Processing															
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12	
1	Student will be able to enter text in a word processing program					I	E	M						R	R
	-Student can access & launch a word processing program					I	E	M						R	R
	-Student can understand the concept of text/word wrap					I	E	M						R	R
	-Student can enter text (see keyboarding)					I	E	M						R	R
	-Student can use & understand the concept of the insertion point & the cursor					I	E	M						R	R
	-Student understands and demonstrates correct use of Enter and Tab keys, and space bar					I	E	M						R	R
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12	
2	Student will be able to edit and format documents					I	E	E	E	E	E	M	R	R	
	-Student can backspace & delete text using the delete key					I	E	E	E	E	E	M	R	R	
	-Student can delete, cut, paste, and copy text					I	E	E	E	E	E	M	R	R	
	-Student can adjust the format of a document (margins, text size & format, justification, line spacing, etc.)					I	E	E	E	E	E	M	R	R	

Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12	
	#2 (continued)														
	-Student can use a spell checking feature to proof a document														
	-Student can use page breaks														
	-Student can manipulate the layout of a document (font sizes, styles & types, columns, etc.)														
	-Student can create, copy, import, position & manipulate relevant graphics into a word processing document														
	-Student can create & use indents & hanging indents														
	-Student can create and manipulate tables in a word processing document.														
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12	
3	Student will be able to manage word processing files					I	M	R	R	R	R	R	R	R	
	-Student can save & retrieve word processing files														
	-Student can use the "save as" feature to create copies, new versions, and different file formats of documents														
I = Introduction		E = Emerging					M = Mastery					R = Review/Re-Teach			

Competency #6 - Spreadsheets and Databases

I = Introduction		E = Emerging				M = Mastery			R = Review/Re-Teach					
Competency: Spreadsheets and Databases														
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
1	Student can identify a spreadsheet/database and its components			I	E	E	M	R	R	R	R			
	-can identify the parts of a spreadsheet/database			I	E	E	M	R	R	R	R			
	-can move to a specific cell on a spreadsheet/database			I	E	E	M	R	R	R	R			
	-can select a cell or block of cells			I	E	E	M	R	R	R	R			
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
2	Add information to a spreadsheet/database document							I	E	E	E	M	R	R
	-can add new text, or numbers to a spreadsheet/database to see the effect that this change has on the rest of the information							I	E	E	E	M	R	R
	-can change or correct information in one or more cells on an existing spreadsheet/database							I	E	E	E	M	R	R
	-can create formulas in cells							I	E	E	E	M	R	R
	-can format a cell or range of cells							I	E	E	E	M	R	R

Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
3	Student(s) can work independently or in groups to design a spreadsheet/database							I	E	E	E	M	R	R
	-can determine what data items to use in the spreadsheet/database													
	-name, save, test, & edit the spreadsheet/database													
	-can create a spreadsheet/database for shopping with accumulated subtotals & totals including both taxable & non-taxable items													
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
4	Student(s) can demonstrate information processing skills:								I	E	E	E	E	M
	-can acquire information													
	-can perform appropriate data entry operations													
	-can organize the information (sort, arrange, sequence, group, classify)													
	-can use the information (analyze for patterns, relationships, or generalizations)													
	-can synthesize the information (interpret, infer, predict, or problem solve)													
	-can evaluate and apply the information to real life situations													
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
I = Introduction		E = Emerging			M = Mastery			R = Review/Re-Teach						

Competency #7 – Multimedia

I = Introduction		E = Emerging		M = Mastery		R = Review/Re-Teach								
Competency: Multimedia														
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
1	Student can access, capture & manipulate graphics/clip art			I	E	E	M	R	R	R	R			
	-Student can demonstrate use of a draw or painting program making use of the basic tools (line, box, circle, fill, paint bucket, etc.)													
	-Student can create and use computer-generated graphics and art in various print and electronic presentations													
	-Student can use a graphic to illustrate an idea in a document													
Grade Level		K	1	2	3	4	5	6	7	8	9	10	11	12
2	Student can use draw objects						I	I	E	E	E	M	R	R
	-can access the draw tools in application software													
	-can select, resize, and move objects													
	-can differentiate between text and graphic objects													
	-can copy an object to a different application													
	-can draw a line and change its thickness													
	-can draw different graphic object shapes i.e. squares, circles, etc.													
	-can group and ungroup objects													

		Grade Level														
		K	1	2	3	4	5	6	7	8	9	10	11	12		
3	Student can create and utilize effective electronic/hypermedia presentations						I	E	E	E	E	M	R	R		
	-can import objects, pictures, sounds, and text boxes															
	-can animate slides and select transitions															
	-can make storyboard and move slides in slide sorter view															
	-is familiar with hypertext, links, and action buttons															
	-demonstrates familiarity with equipment and software															
	-can talk to the group, not the equipment															
	-can appear comfortable in front of group															
		Grade Level														
		K	1	2	3	4	5	6	7	8	9	10	11	12		
4	Student can evaluate electronic presentations in terms of both the content and format						I	E	E	E	E	M	R	R		
	-did student effectively use media?															
	-did student project contain quality content?															
I = Introduction		E = Emerging					M = Mastery					R = Review/Re-Teach				