

4th Grade Technology Standards/Benchmarks

State Standards	Digital Citizenship	Level of Proficiency I=Introduce D= Develop M=Master A= Apply
ET.5	Understand safety and security online: Private identity information, online privacy, security (scams, strangers, viruses, and spam).	M
ET.5	Understand manners, bullying, and ethics online: cyber bullying, cyber citizenship, ethics/property, and netiquette. Align this information and expectations with community, district, and building PBS guidelines. Review cyber bullying prevention in terms of respecting oneself and others while online.	M
ET.5	Research and information safety: Understand plagiarism and ownership of posted information online, including written material, photographs, and ideas. Evaluate the accuracy and bias of online resources of information during the research process. Understand methods for identifying “credible” vs. “bogus” sites of information. (For more details refer to “ Research Process ” document).	D
ET.5.B ET.5.C ET.6.B	Authentic learning and creativity: Authentic learning (using the Internet to ask/answer real-world questions) and Creativity (learning that the Internet can spark creativity and provide tools that foster collaboration).	D
ET.5	Twenty-first technology: Understanding that the Internet is a dynamic communication tool that is constantly changing.	D

State Standards	Basic Operations	Level of Proficiency I=Introduce D= Develop M=Master A= Apply
ET.6	Identify and use hardware (mouse, printer, monitor, keyboard, CPU/tower, headphones, USB/travel-drives, etc.)	D
ET.6	Demonstrate recommended care, maintenance and use procedures for a computer system (cords, mouse, monitors, keyboard, USB hardware (headphones, drives, etc.)	D
ET.6	Apply mouse skills (point, click, double-click, left-click, right-click, select, drag, drop, scroll).	D
ET.6	Demonstrate proper start-up, and shut-down procedures for operating system, network, and application software menu, and icons (add H:drive, menus, icons, on-screen help, etc.)	I
ET.6	Resize and manipulate application windows (minimize, maximize, close, taskbar/toolbar/ribbon)	M
ET.6	Apply proper keyboarding skills and technique, acknowledging WPM standard for each grade (By Grade 5= 15)... proper posture and hand placement (ergonomics)	D
ET.6	Open, save, retrieve, delete, move, and copy files from different locations (desktop, local drives, network, CD-ROM, USB/travel drives)	M
ET.6	Select and use the correct printer (local printer, network printer, wireless printer).	D
ET.6	Copy, cut, and paste text and/or graphics between two applications.	D

State Standards	Word Processing	Level of Proficiency I=Introduce D= Develop M=Master A= Apply
ET.6	Identify and type letters (lower and upper case), numbers, and use punctuation for simple sentences. Identify and use symbols, backspace, shift, control, enter, spacebar, caps lock, delete keys.	D
ET.1 ET.6	Use different sizes, styles and types of fonts. Change the color of the font.	D
ET.6	Demonstrate editing techniques (select, delete, overwrite, insert, move, copy, cut and paste).	I
ET.6	Create simple tables with rows and columns.	D
ET.6	Change text alignment (left, right, center). Use of tab key.	D
ET.6	Spell check, grammar, thesaurus	I
ET.1 ET.6	Demonstrate different formatting (bold, underline, bullets, borders and shading) to enhance the appearance of the document.	D
ET.1 ET.6	Insert a picture, clip art, shapes and symbols to enhance a document.	D
ET.6	Adjust margins, page orientation, size, use of “shrink to fit” and line spacing.	I
ET.6	Insert page numbers, header, footer, date and time.	I
ET.1 ET.2 ET.6	Produce a variety of documents (lists, captions, notes, stories, invitations, and letters) including different document templates (certificates, invitations, letters, flyers, newsletters)	D
State Standards	Drawing, Painting & Graphics (Paint)	Level of Proficiency I=Introduce D= Develop M=Master A= Apply

ET.1 ET.6	Create freehand drawing pictures. Use the shape, line, stamps, and other drawing tools. Change fill, line, text, background colors in a drawing. Manipulate and edit an image with the eraser, brush, undo, and other editing tools.	D
ET.1 ET.6	Crop, copy, cut or paste to edit an existing graphic image. Alter the contrast and brightness of an existing image.	I
ET.6	Export drawing to different file formats (.jpg, .bmp, .gif, etc.)	I
ET.1 ET.2 ET.6	Identify and incorporate basic principles of layout and design. Use 509J visual scoring guide and/or Rubistar.com	I

State Standards	Presentations	Level of Proficiency I=Introduce D= Develop M=Master A= Apply
ET.1 ET.3	Organize thoughts, ideas and information using storyboards.	I
ET.1 ET.2 ET.3 ET.6	Create presentations involving sequenced slides.	I
ET.6	Apply different slide layouts (title, slide, bulleted list, chart, etc.).	I
ET.1 ET.6	Select design templates to enhance the presentation.	I
ET.6	Import graphics from different sources (digital camera, scanner, Internet, clip art, etc.).Use the object drawing tools (line, arrow, rectangle, rotate, order, grouping, etc.).	I
ET.1 ET.2 ET.6	Change text font size (large enough to be readable), style, color in slide show.	I
ET.1 ET.2	Use word art or other text effect tool, styles, and shapes to enhance slide titles.	I

ET.6		
ET.1 ET.2 ET.6	Add special effects (transitions, timings, links, and custom animation).	I