

3rd 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).	D
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.	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).	I
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.6.B	Twenty-first century technology: Understanding that the Internet is a dynamic communication tool that is constantly changing.	D
State Standards	Basic Operations Skills	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)	D
ET.6	Apply proper keyboarding skills and technique, acknowledging WPM standard for each grade (By Grade 5= 15)... proper posture and hand placement (ergonomics)	I
ET.6	Open, save, retrieve, delete, move, and copy files from different locations (desktop, local drives, network, CD-ROM, USB/travel drives)	D
ET.6	Select and use the correct printer (local printer, network printer, wireless printer).	I
ET.6	Copy, cut, and paste text and/or graphics between two applications.	I

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.	I
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.	I
ET.1 ET.6	Insert a picture, clip art, shapes and symbols to enhance a document.	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)	I
State Standards	Drawing, Painting, and 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.	I