

GREENWICH CENTRAL SCHOOL TECHNOLOGY OVERVIEW

GENERAL RULES FOR COMPUTER USE

- Follow Acceptable Use Policy
- No Food or Drink
- Clean Hands
- Care for technology equipment & use it safely
- Understand the impact of technology

Kindergarten

- Identify parts of computer: keyboard, monitor, disk drive and printer
- Run simple programs (basic instructions on screen, e.g., Reader Rabbit, Word Munchers)
- Use keyboard and mouse
- Exposure to impact of technology
- Type first name

Grade One

- Practice and extend competencies of previous grade levels
- Introduce keyboarding concepts (including posture & hand position)
- Begin to read and follow on-screen directions
- Awareness of how to load and remove disks/CDs
- Use backspace and shift keys
- Type first and last name

Grade Two

- Practice and extend competencies of previous grade levels
- Run program from a menu (within the program, start button, etc.)
- Use basic word-processing programs
- Use printer

- Introduce the concept of opening/closing programs
- Introduce proper Shutdown procedure
- Load & remove disks/CDs
- Practice keyboarding concepts

Grade Three

- Practice and extend competencies of previous grade levels
- Use word-processing skills
- Name, save, open and print documents
- Practice keyboarding
- Insert graphics

Grade Four

- Practice and extend competencies of previous grade levels
- Practice word-processing and editing skills
- Use the Internet to support curriculum

Grade Five

- Practice and extend competencies of previous grade levels
- Plan and create a multimedia project.
- Extend word-processing skills
- Explore the Internet
- Evaluate intent and usefulness of informational resources

Grade Six

- Practice and extend competencies of previous grade levels
- Practice word-processing skills
- Practice using the Internet effectively
- Continue to develop keyboarding skills

Grades Seven and Eight

- Practice and extend competencies of previous grade levels
- Explore web page design
- Be able to use the keyboard proficiently
- Know and apply copyright and privacy rights
- Demonstrate ability to use current technologies
- Format personal and business documents and reports (outlines, multi-page reports)
- Cite references from a variety of sources

Grades Nine thru Twelve

- Practice and extend competencies of previous grade levels
- Integrate information accessed electronically into classroom projects
- Utilize electronics for assistance and transition to post-high school training
- Conduct efficient, sophisticated information searches using logic-based search strategies
- Analyze information collected through data probes
- Organize and manipulate data through various applications in order to interpret and present the data
- Create spreadsheets to organize data
- Create graphics to present data.
- Apply creative graphic concepts and skills
- Understand real world opportunities and applications for technology