

Archdiocese of Baltimore Technology Standards			
1.	Demonstrates competency in the basic operations of a computer and understands concepts in the utilization of technology systems.		
2.	Applies Catholic/Christian values to social, ethical, and human issues related to the application of technology.		
3.	Demonstrates use of technology productivity tools as preparation for life skills.		
4.	Demonstrates the use of technology tools to collaborate, communicate, and interact with others as global citizens.		
5.	Demonstrates responsible Catholic/Christian behavior in using technology research tools.		
6.	Understands and uses technology problem-solving and decision-making tools and uses them to augment critical thinking skills in cross-curricular activities.		
T.K-2.1 Basic Operations and Concepts		I	D
T.K-2.1.1	Uses the keyboard and mouse to operate a computer.	I	D
T.K-2.1.2	Identifies computer parts using appropriate terminology.	I	D
T.K-2.1.3	Shows how to properly start-up/ shut-down computer.	I	D
T.K-2.1.4	Demonstrates the correct use of disk/CD.	I	D
T.K-2.1.5	Shows how to access appropriate software.	I	D
T.K-2.1.6	Selects options from pull down menus.	I	D
T.K-2.1.7	Interprets screen commands.	I	D
T.K-2.1.8	Recognizes differences in the cursor's appearance.	I	D
T.K-2.1.9	Points out commonly used function keys (e.g. enter, space bar, delete, backspace and shift).	I	D
T.K-2.2 Social, Ethical and Human Issues			
T.K-2.2.1	Explains the basic safety rules for using technology.	I	D
T.K-2.2.2	Discusses consequences of misuse of equipment.	I	D
T.K-2.2.3	Demonstrates respect for the work of others.	I	D
T.K-2.2.4	Demonstrates responsible use of equipment.	I	D
T.K-2.3 Technology Productivity Tools			
T.K-2.3.1	Creates and edits text.		
T.K-2.3.2	Identifies formatting tools and implements simple formatting techniques with instruction.	I	
T.K-2.3.3	Selects then edits fonts.	I	
T.K-2.3.4	Saves, retrieves and prints documents as needed.	I	
T.K-2.3.5	Uses teacher generated templates.	I	
T.K-2.3.6	Creates original drawings using basic paint/draw tools.	I	
T.K-2.3.7	Selects appropriate clip art images for text documents.	I	
T.K-2.3.8	Creates simple graphic presentations to share information with support from others.	I	

T.K-2.4 Technology Communications Tools				
T.K-2.4.1	Discusses the World Wide Web.	I	D	
T.K-2.4.2	Uses age appropriate Web pages for classroom activities.	I	D	
T.K-2.4.3	Creates items using desktop publishing.	I		
T.K-2.4.4	Participates in age appropriate online projects.	I		
T.K-2.4.5	Shows how to cooperate and collaborate with others when working on a computer in the classroom.	I	D	
T.K-2.4.6	Uses digital resources to communicate ideas.	I	D	
T.K-2.5 Technology Research Tools				
T.K-2.5.1	Uses a CD ROM to find information.	I		
T.K-2.5.2	Uses a variety of technology resources for learning activities.	I	D	
T.K-2.5.3	Uses a browser, with the assistance of parents and teachers, to locate age appropriate information from the World Wide Web.	I		
T.K-2.6 Technology Problem Solving and Decision-making tools				
T.K-2.6.1	Uses a basic calculator for simple calculations.	I		
T.K-2.6.2	Creates original drawings to illustrate stories.	I		
T.K-2.6.3	Develops simulation software skills.	I	D	
T.K-2.6.4	Applies logical thinking skills using technology resources (e.g. puzzles and logical thinking programs) for problem solving.	I	D	
T.3-5.1 Basic Operations and concepts				
T.3-5.1.1	Selects appropriate input/output/storage devices when operating a computer.		D	M
T.3-5.1.2	Explains computer components and terms.		D	M
T.3-5.1.3	Selects from pull down menus.			M
T.3-5.1.4	Demonstrates use of peripherals.	I	D	
T.3-5.1.5	Employs proper terminology.			M
T.3-5.1.6	Uses proper start up and shutdown procedures.		D	M
T.3-5.1.7	Interprets screen commands.		D	M
T.3-5.1.8	Accesses information or software not located on hard drive.	I	D	
T.3-5.1.9	Locates/opens saved document.		D	M
T.3-5.1.10	Applies proper saving techniques.		D	M
T.3-5.1.11	Explains the back up process for document protection.	I	D	
T.3-5.1.12	Demonstrates competence in the use of all function and cursor control key.		D	M
T.3-5.1.13	Demonstrates how to manage multiple windows.	I	D	
T.3-5.1.14	Applies basic networking skills.	I	D	

T.3-5.1.15	Uses appropriate typing techniques efficiently and effectively.	I	D	
T.3-5.1.16	Models proper posture.		D	
T.3-5.1.17	Locates, renames, moves and copies folders/files/disks/documents.	I	D	
T.3-5.2 Social, Ethical and Human Issues				
T.3-5.2.1	Analyzes consequences of misuse of equipment.		D	M
T.3-5.2.2	Applies an understanding of Catholic/Christian principles relative to the basic issues involved in the use of technology and technologically derived information.		D	M
T.3-5.2.3	Relates the concept of ownership to the work of others.		D	M
T.3-5.2.4	Demonstrates respectful responsible use of equipment.		D	M
T.3-5.2.5	Examines the advantages/disadvantages related to the use of technology for both people and the environment.	I	D	M
T.3-5.2.6	Discusses/explores daily use of technology.	I	D	M
T.3-5.2.7	Works cooperatively and collaboratively when using technology.		D	M
T.3-5.2.8	Makes appropriate moral decisions relative to technology.	I	D	
T.3-5.2.9	Charts the history of technological developments.	I	D	
T.3-5.2.10	Understands and abides by Acceptable Use Policy.	I	D	M
T.3-5.3 Technology Productivity Tools				
T.3-5.3.1	Performs all of the basic skills in word processing programs for creating, editing and formatting documents.		D	M
T.3-5.3.2	Uses teacher generated templates for individual and collaborative writing.		D	M
T.3-5.3.3	Demonstrates the basic skills in file management and document manipulation by managing personal files.		D	M
T.3-5.3.4	Illustrates writing through the use of appropriate graphics.	I	D	
T.3-5.3.5	Creates original drawings using the full range of paint and draw tools.		D	
T.3-5.3.6	Identifies cells to input textual and numerical data.	I	D	
T.3-5.3.7	Creates graphs and charts using spreadsheet data.	I		
T.3-5.3.8	Creates, formats and uses an original spreadsheet.	I		
T.3-5.3.9	Uses formulas to calculate values.	I		
T.3-5.3.10	Creates a slide presentation to share information.	I	D	
T.3-5.3.11	Designs slides that add multimedia elements to a presentation.	I	D	
T.3-5.3.12	Adds special effects and transitions to slides.	I	D	
T.3-5.4 Technology Communications Tools				
T.3-5.4.1	Uses desktop publishing techniques to share information.		D	
T.3-5.4.2	Discusses the Internet and World Wide Web.		D	M
T.3-5.4.3	Participates in age appropriate collaborative online projects.	I	D	
T.3-5.4.4	Uses a browser to gather data or collect information and identify the URL.	I	D	
T.3-5.4.5	Save/bookmark favorite sites.	I	D	

T.3-5.4.6	Creates class web page.	I		
T.3-5.4.7	Evaluates web sites.	I		
T.3-5.4.8	Employs search engines to locate facts.	I		
T.3-5.4.9	Uses email to request information or thank someone for information.	I	D	
T.3-5.4.10	Discusses security issues.	I		
T.3-5.4.11	Uses telecommunications and online resources in support of education and personal interests.	I	D	
T.3-5.5 Technology Research Tools				
T.3-5.5.1	Uses CD-ROM to access text and graphic information and then properly cites the resource.	I	D	
T.3-5.5.2	Use search strategies to locate information.	I	D	
T.3-5.5.3	Researches using online databases.	I		
T.3-5.5.4	Discusses global aspects of information access.	I	D	
T.3-5.5.5	Evaluates online information and other electronic information sources for accuracy, appropriateness, relevance and bias.	I	D	
T.3-5.5.6	Uses product oriented software to support personal productivity.		D	
T.3-5.5.7	Uses special purpose software to facilitate learning.		D	
T.3-5.6 Technology Problem Solving and Decision-making tools				
T.3-5.6.1	Selects appropriate technology to use to solve a problem or perform a task.		D	
T.3-5.6.2	Use technology tools to become informed or to track data.		D	
T.3-5.6.3	Uses a basic calculator to solve problems.		D	
T.3-5.6.4	Uses technology tools (e.g. simulation software and research skills) for problem solving and to support self-directed learning.		D	
T.3-5.6.5	Builds logical thinking skills.		D	
T.3-5.6.6	Creates spreadsheet to track information.	I	D	
T.3-5.6.7	Accesses reputable electronic information.	I		
T.3-5.6.8	Uses technology resources for data gathering and analysis.	I	D	
T.3-5.6.9	Examines product-oriented software and selects the appropriate tool to support a task.		D	
T.3-5.6.10	Uses special purpose software to facilitate self-directed learning.		D	
T.6-8.1 Basic Operations and concepts				
T.6-8.1.1	Selects appropriate input/output/storage devices (including adaptive devices when necessary) and media when operating a computer or other technology tools.		D	M
T.6-8.1.2	Uses proper start up and shutdown procedures rebooting system when necessary.			M
T.6-8.1.3	Explains computer components and processes using appropriate vocabulary.			M
T.6-8.1.4	Demonstrates use of peripherals as needed for daily personal or educational tasks.			M
T.6-8.1.5	Identifies and solves routine problems that occur with computer hardware.		D	

T.6-8.1.6	Accesses information or software not located on hard drive.			M
T.6-8.1.7	Designs a plan for backing up important documents.		D	
T.6-8.1.8	Demonstrates competence in the use of all function and cursor control keys.			M
T.6-8.1.9	Uses appropriate typing techniques efficiently and effectively.			M
T.6-8.1.10	Plans a strategy for the file management of personal files; locate, rename, move and copy folders/files/disks/documents as required for efficiency.			M
T.6-8.1.11	Demonstrates how to manage multiple windows/programs.			
T.6-8.2 Social, Ethical and Human Issues				
T.6-8.2.1	Applies Catholic/Christian values toward the work of others in regard to plagiarism, ownership of information and privacy.			M
T.6-8.2.2	Demonstrates legal and ethical conduct through respectful, responsible use of equipment and information and propose consequences for misuse.			M
T.6-8.2.3	Discusses advantages/disadvantages of technology in society.			M
T.6-8.2.4	Discusses/explores daily use of technology.			M
T.6-8.2.5	Develops respect for the collaborative efforts of others when using technology.			M
T.6-8.2.6	Recommends appropriate Catholic/Christian moral decisions relative to technology among peers, family, and community.		D	M
T.6-8.2.7	Endorses the elements of the Acceptable Use Policy.			M
T.6-8.3 Technology Productivity Tools				
T.6-8.3.1	Utilizes advanced features of word processing software to create documents individually and collaboratively.			M
T.6-8.3.2	Applies editing techniques using advanced features for text documents.		D	M
T.6-8.3.3	Uses appropriate graphics tools to enhance writing.			M
T.6-8.3.4	Demonstrates an understanding of the paint/draw tools through the creation of original drawings to enhance personal productivity.		D	M
T.6-8.3.5	Creates, formats and uses original spreadsheets to enhance learning in all areas.		D	M
T.6-8.3.6	Creates charts and graphs using spreadsheet data.		D	M
T.6-8.3.7	Uses formulas to calculate values to solve problems or analyze data.	I	D	
T.6-8.3.8	Sorts, saves, retrieves and displays data as needed for academic and personal use.		D	M
T.6-8.3.9	Uses a slide presentation to share information for a variety of audiences.		D	M
T.6-8.3.10	Adds text, art, sound, links and hypertext to slides.		D	M
T.6-8.3.11	Adds animation and transitions to slide show .	I	D	
T.6-8.4 Technology Communications Tools				
T.6-8.4.1	Discusses the Internet and World Wide Web and determines when those tools are appropriate for a task.		D	M
T.6-8.4.2	Explains Internet and Web etiquette (netiquette) and terminology.		D	M

T.6-8.4.3	Creates items using desktop publishing to share with a variety of audiences.			M
T.6-8.4.4	Participates in age appropriate online projects.		D	M
T.6-8.4.5	Selects appropriate browser and save/bookmark favorite sites as needed for personal and academic use.		D	M
T.6-8.4.6	Uses URL to locate information and learn the proper ways to reference information obtained electronically.		D	M
T.6-8.4.7	Creates class and personal web pages.		D	
T.6-8.4.8	Evaluates web sites for accuracy, bias, thoroughness, relevance and appropriateness.		D	
T.6-8.4.9	Uses email to obtain information and participate in online collaborative projects.			M
T.6-8.4.10	Demonstrates an understanding of security issues surrounding computer usage.			M
T.6-8.5 Technology Research Tools				
T.6-8.5.1	Uses CD ROM to access and store information.			M
T.6-8.5.2	Uses search strategies to locate information from any resource.		D	M
T.6-8.5.3	Researches information on the Internet using Boolean search techniques.	I	D	
T.6-8.5.4	Discusses global aspects of information access.		D	
T.6-8.5.5	Analyzes information for its usefulness and makes appropriate choices from electronic information sources.			M
T.6-8.6 Technology Problem Solving and Decision-making tools				
T.6-8.6.1	Uses a graphing calculator to support learning.		D	
T.6-8.6.2	Employs simulation software to increase understanding of the interaction of experience and knowledge.		D	
T.6-8.6.3	Builds logical thinking skills by using technology to gather information and problem-solve.		D	
T.6-8.6.4	Creates a data base or spreadsheet to analyze data or track information for real world problems.		D	
T.6-8.6.5	Accesses reputable electronic information.			M
T.6-8.6.6	Explains the interaction between hardware, software and connectivity and the importance of understanding their relationship.		D	
T.6-8.6.7	Determines when technology is useful and selects electronic tools as needed for personal and academic activities.		D	M
T.6-8.6.8	Identifies emerging technologies and recognizes their importance.		D	
T.6-8.6.9	Recognizes differences in technology systems, resources and services and learns to make informed decisions.		D	