

	K	I	2
Foundations	Use correct hand and body positions including sitting up straight, placing feet appropriately for balance not crossed at the ankles, center of the body with keyboard, hands on key board. Use keystroke patterns including soft & quick touch. Demonstrate touch keyboarding techniques including operating alphabetic and punctuation (period). Use software features including start, exit, create. Use language skills including capitalization, punctuation (period) and spacing. Use technology terminology appropriate to the task including printer, on-line, font, color, white space, and graphics. Follow Acceptable Use Policy including copyright regulations and on the Internet. Model respect for intellectual property including not illegally copying software and other individual's electronic work. Understand relevancy of technology including daily living for individuals of all ages. Use a variety of input devices including mouse, keyboard, and CD-ROM or disk drive.	Use correct hand and body positions including centering the body with the "h" key, appropriate spacing between student and keyboard, elbows to the side, thumbs on space bar, and hands over alphabet keys. Demonstrate touch keyboarding techniques including operating alphabetic, numeric, punctuation (question mark and exclamation point). Use language skills including punctuation (question mark, exclamation point) spelling and use of numbers. Use technology terminology appropriate to the task including slide, storyboard, backgrounds and transitions. Reinforce Acceptable Use Policy including copyright regulations and when on the Internet. Reinforce modeling respect for intellectual property including not illegally copying software and other individual's electronic work. Reinforce use of a variety of input devices including mouse, keyboard, CD-ROM or disk drive.	Use correct hand and body positions including curve fingers over home row keys and thumbs on space bar. Use smooth and rhythmic keystroke patterns including key by touch for home row keys. Demonstrate touch keyboarding techniques including operating alphabetic, numeric, punctuation and symbol keys. Use software features including start, exit, create, name and save. Use language skills including word division and use of symbols. Use acceptable use policy when searching the Internet. Use network terminology appropriate to the task including network printer. Use of input devices including digital camera, CD-ROM, mouse, microphone, and keyboard. Proofread slideshows at the keyboard and correct errors. Reinforce Acceptable Use Policy including copyright regulations. Reinforce modeling respect for intellectual property including not illegally copying software and other individual's electronic work.
Information Acquisition	Acquire information including text, audio, video, and graphics from an educational website.	Reinforce acquiring information including text, audio, video, and graphics from an educational website.	Apply keyword searches to acquire information. Select appropriate strategies to navigate, access, and evaluate information for research and resource sharing including the use of bookmarks. Determine and evaluate the usefulness and appropriateness of digital information including CDs and webpages. Use software features to evaluate work progress including help function and spell check.
Solving Problems	Use software as a way to express ideas and solve problems. Use basic word processing skills including shift key, enter key, back space and space bar. Use software programs with audio, video, and graphics to enhance learning including creating a multimedia project. Use communication tools to participate in group projects.	Use basic word processing skills including cap locks. Use software programs with audio and graphics to enhance learning including creating a slideshow.	Use basic word processing skills including tab, cut, copy and paste. Use electronic tools (CDs, teacher prepared files, and the Internet) and research skills to build a knowledge base about a topic, task and assignment. Use communication tools to participate in group projects including a simple storyboard. Use software features to evaluate final product including print preview.

	K	1	2
Communication	Evaluate the product for relevance to the assignment or task including self evaluation. Use font attributes, color, white space and graphics to ensure that products are appropriate for the defined audience and for the communication media including screen displays and print material. Publish information in a variety of media including printed copy and monitor display.	Publish information on monitor display including preview features. Reinforce evaluating the product for relevance to the assignment or task including self evaluation. Reinforce use of font attributes, color, white space and graphics to ensure that products are appropriate for the defined audience and for the communication media including screen displays and print material.	Publish information on monitor display including preview and print preview features. Publish information in a variety of media including stored files and video. Publish information in a variety of media including stored files or video.