

Preston Public Schools
Technology Skill Competencies
Grade Six

Basic Operations and Concepts

Increase keyboarding capacity
Use concept of file/folder organization/management
Use input devices such as digital and video camera to transfer documents
Demonstrate use of developmentally appropriate technology vocabulary
Read and interpret message boxes when using computer
Demonstrate proficiency of network use
Demonstrate proficiency storing information (CD-Rom, jump and zip drives, network, Internet)
Perform troubleshooting with "FAQs" independently

Social, Ethical and Human Issues

Work cooperatively and collaboratively with when using technology in the classroom and at home
Demonstrate knowledge of plagiarism as it relates to technology
Demonstrate knowledge of uses of technology in the community and discuss advantages and disadvantages those uses provide
Demonstrate knowledge of Internet, em-mail and cell phone safety rules
Discuss consequences of unethical use of technology
Understand and appropriately apply the rules of netiquette to become responsible users of the world wide web

**Technology Productivity, Communication, Research, Problem Solving,
Decision-Making Tools**

Demonstrate independent use tool bars for Microsoft Office Software (Word, PowerPoint, and Excel)
Use Word to make a variety of documents such as newsletters and pamphlets with guidance
Design and present a PowerPoint slide show including demonstration of understanding of: slide design, animation, transition, imported pictures from clip art and digital camera)

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**Technology Productivity, Communication, Research, Problem Solving,
Decision-Making Tools, cont.**

Demonstrate use of digital camera to take pictures and scanners to transfer to computer independently

Use tables to manage and organize information

Use Excel to complete a spread sheet with guidance

Perform complex word searches

Use a variety of search engines proficiently

Evaluate relevance of electronic sources, determining validity, authenticity and possible bias

Cite sources using simplified format

Send E-mail with attachment using school account

Discuss manners and safety rules for using E-mail and Instant Message as means of communication

Use Internet independently and responsibly