



Sand Springs Public Schools
K-5th Grade Common Core Technology State Standards

Kindergarten

- **Operations**

Students will demonstrate correct use of a computer and its components not limited to but including mouse skills, keyboard, login/logout, open and closing applications.

- **Vocabulary/Terminology**

Identify and use appropriate terminology to describe components of a computer system i.e. keyboard, mouse, cd/dvd, and understanding key terms.

- **Keyboarding**

Identify and demonstrate commonly used keys.

- **Word Processing**

Demonstrate and identify vocabulary and beginning usage of word processing software.

- **Social, Ethical, and Human Issues**

When using technology students will work cooperatively, use ethical behavior, and be accountable.

- **Electronic Communications:**

Access the Internet through approved educational websites.

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First Grade

- **Operation**

1. Understand and meeting kindergarten concepts.
2. Demonstrate and use of knowledge of basic desktop skills and peripherals.

- **Keyboarding**

Extend use of home row, finger placement, and begin the identification of all keys.

- **Word Processing**

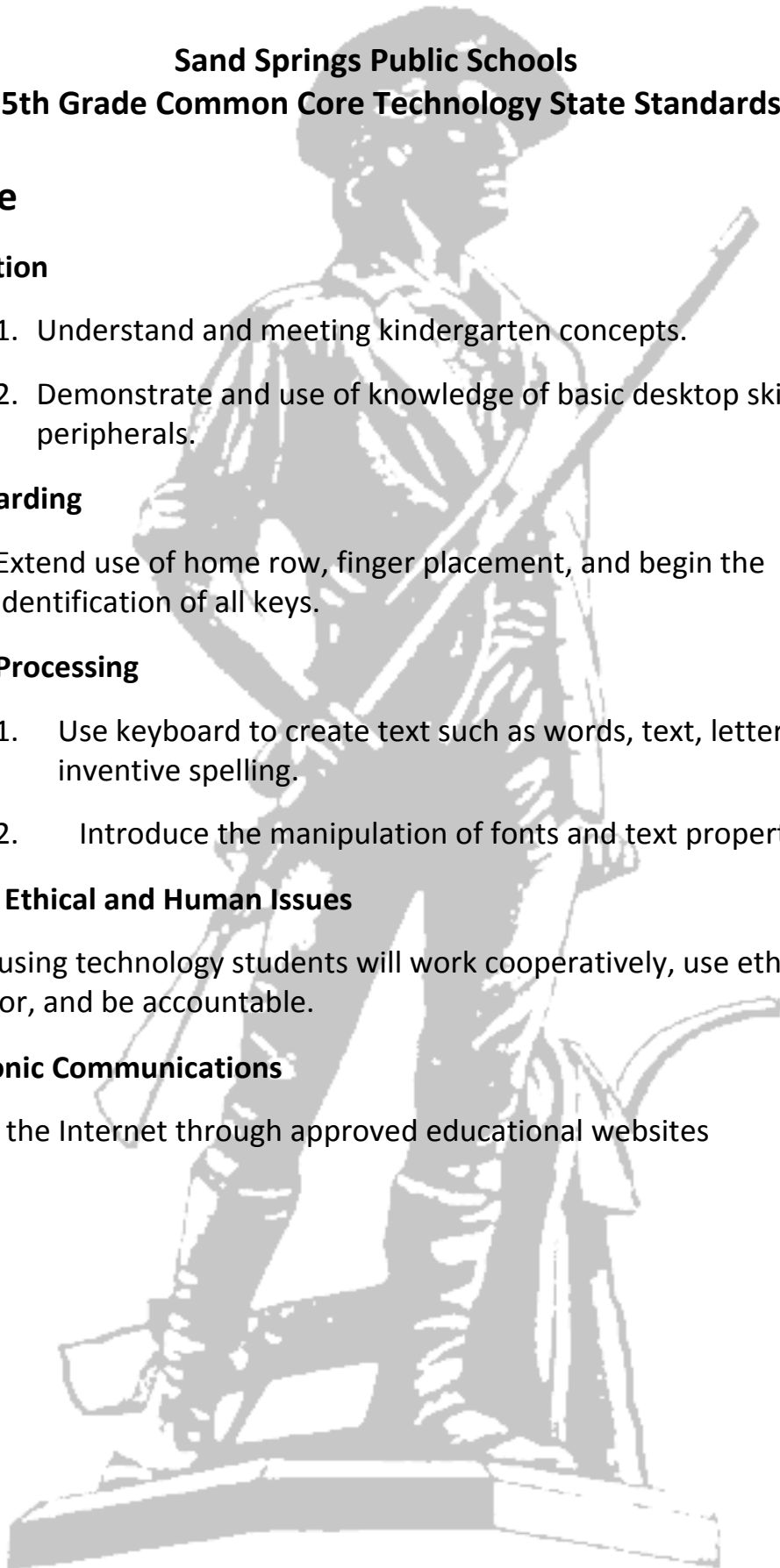
1. Use keyboard to create text such as words, text, letters and inventive spelling.
2. Introduce the manipulation of fonts and text properties.

- **Social, Ethical and Human Issues**

When using technology students will work cooperatively, use ethical behavior, and be accountable.

- **Electronic Communications**

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Second Grade

- **Operation**

1. Understand and meeting kindergarten -first grade concepts.
2. Use other software products to enhance their grade level curriculum.

- **Keyboarding**

1. Understand and meeting kindergarten - first grade concepts.
2. Appropriate hand placement on the keyboard.
3. Identify the functions of appropriate keys ie.. shift, space bar, escape.....

- **Word Processing**

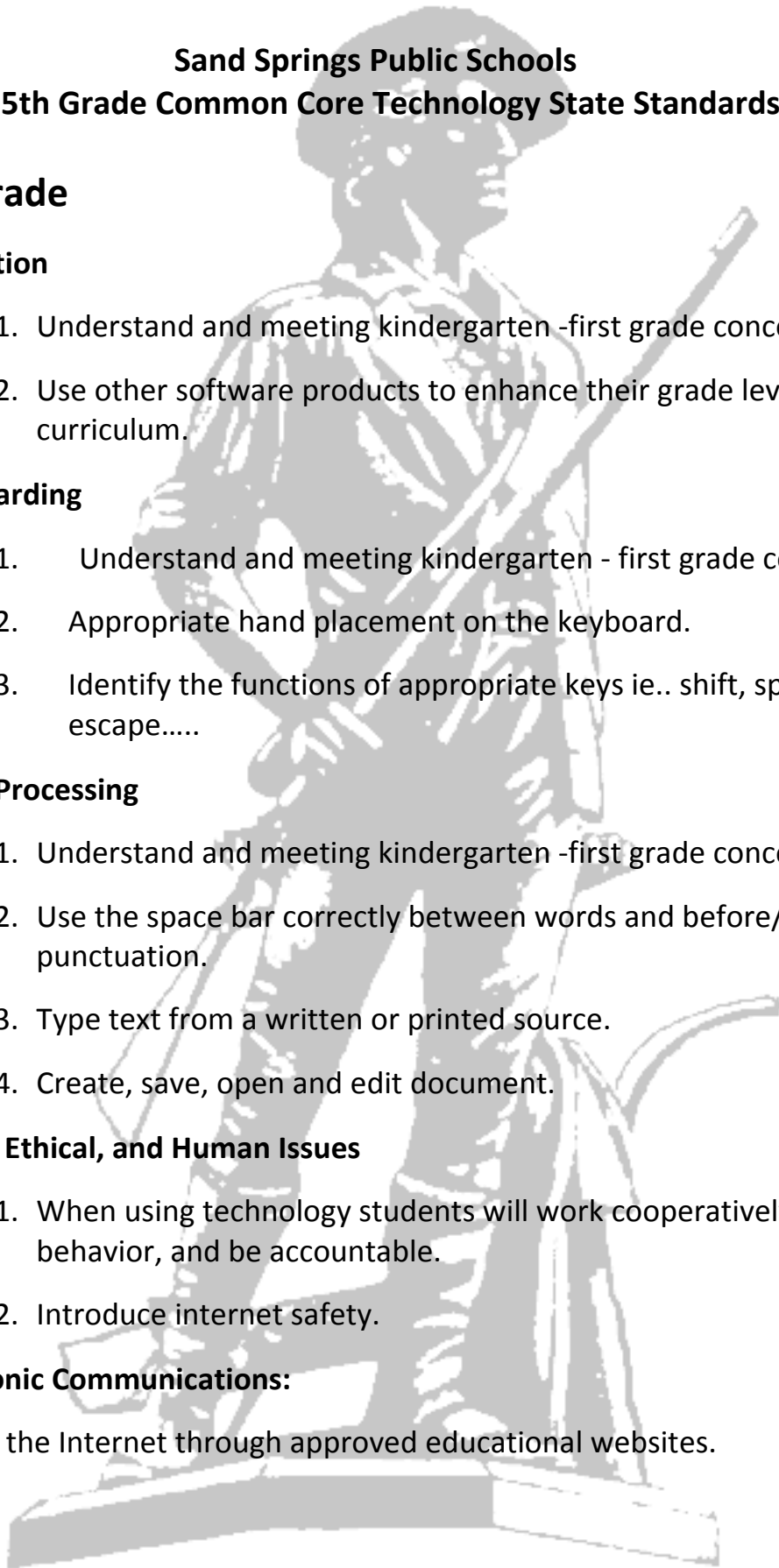
1. Understand and meeting kindergarten -first grade concept.
2. Use the space bar correctly between words and before/after punctuation.
3. Type text from a written or printed source.
4. Create, save, open and edit document.

- **Social, Ethical, and Human Issues**

1. When using technology students will work cooperatively, ethical behavior, and be accountable.
2. Introduce internet safety.

- **Electronic Communications:**

Access the Internet through approved educational websites.



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Third Grade

- **Operation**

1. Understand and meeting kindergarten -second grade concept.
2. Select and use an appropriate technology for a given task.
3. Use technologies as tools to enhance products and synthesize creative expression i.e.... Microsoft Suite.

- **Keyboarding**

1. Understand and meeting kindergarten-second grade concept.
2. Build on developing skills using keyboarding software.

- **Computer Applications**

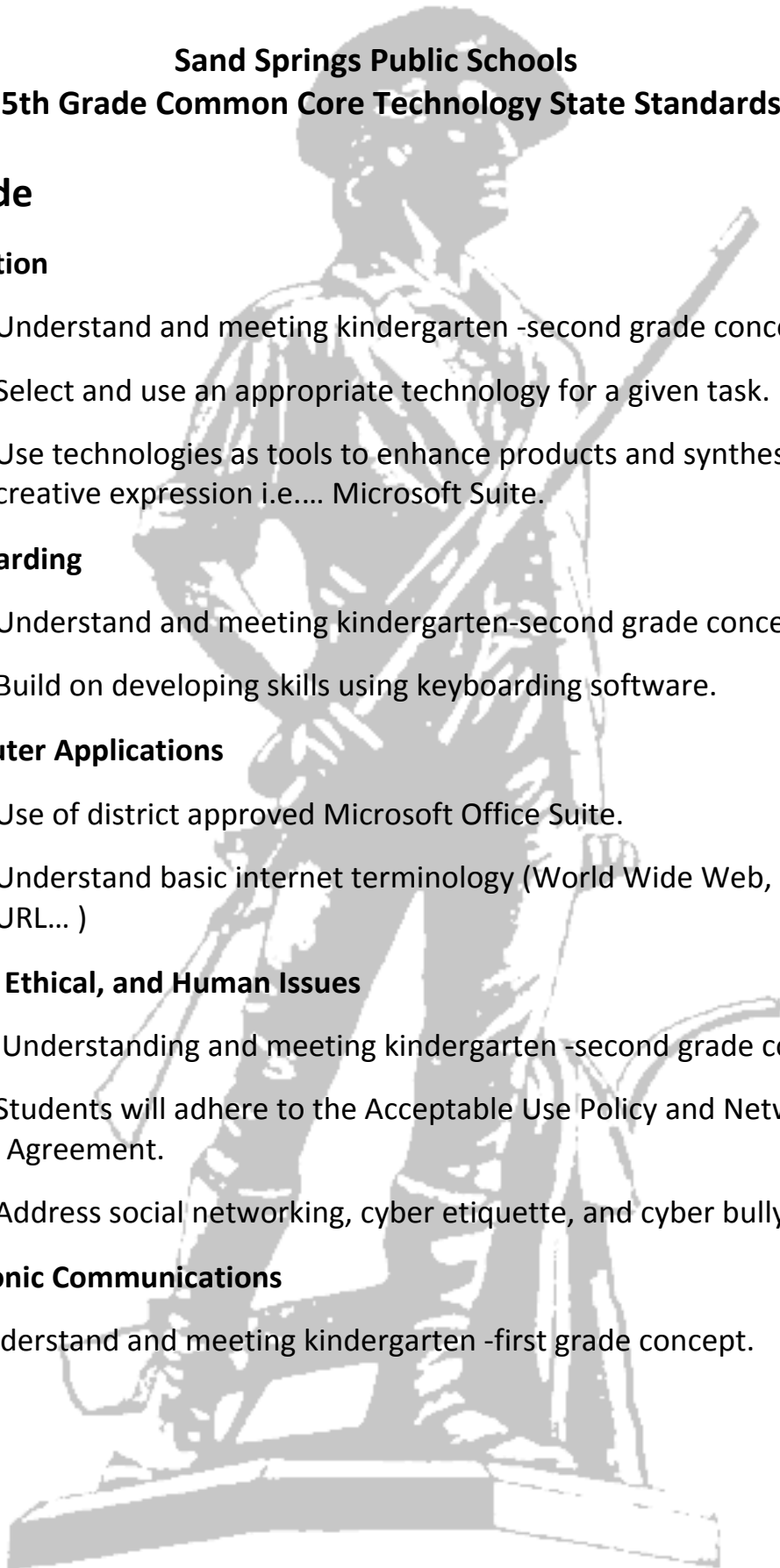
1. Use of district approved Microsoft Office Suite.
2. Understand basic internet terminology (World Wide Web, links, URL...)

- **Social, Ethical, and Human Issues**

1. Understanding and meeting kindergarten -second grade concepts.
2. Students will adhere to the Acceptable Use Policy and Network Agreement.
3. Address social networking, cyber etiquette, and cyber bullying

- **Electronic Communications**

- Understand and meeting kindergarten -first grade concept.



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Fourth Grade

- **Operation**

1. Understand and meeting kindergarten -third grade concepts.
2. Demonstrate that files can be saved and retrieved from different locations.
3. Students will recognize different storage devices.
4. Show the knowledge of how to access on – screen/on-line help.
5. Refrain from accessing the files of others.
6. Attempt to problem solve computer related issues.

- **Keyboarding**

1. Understand and meeting kindergarten-third grade concepts.
2. Self-directed in practicing and applying keyboarding skills

- **Computer Applications**

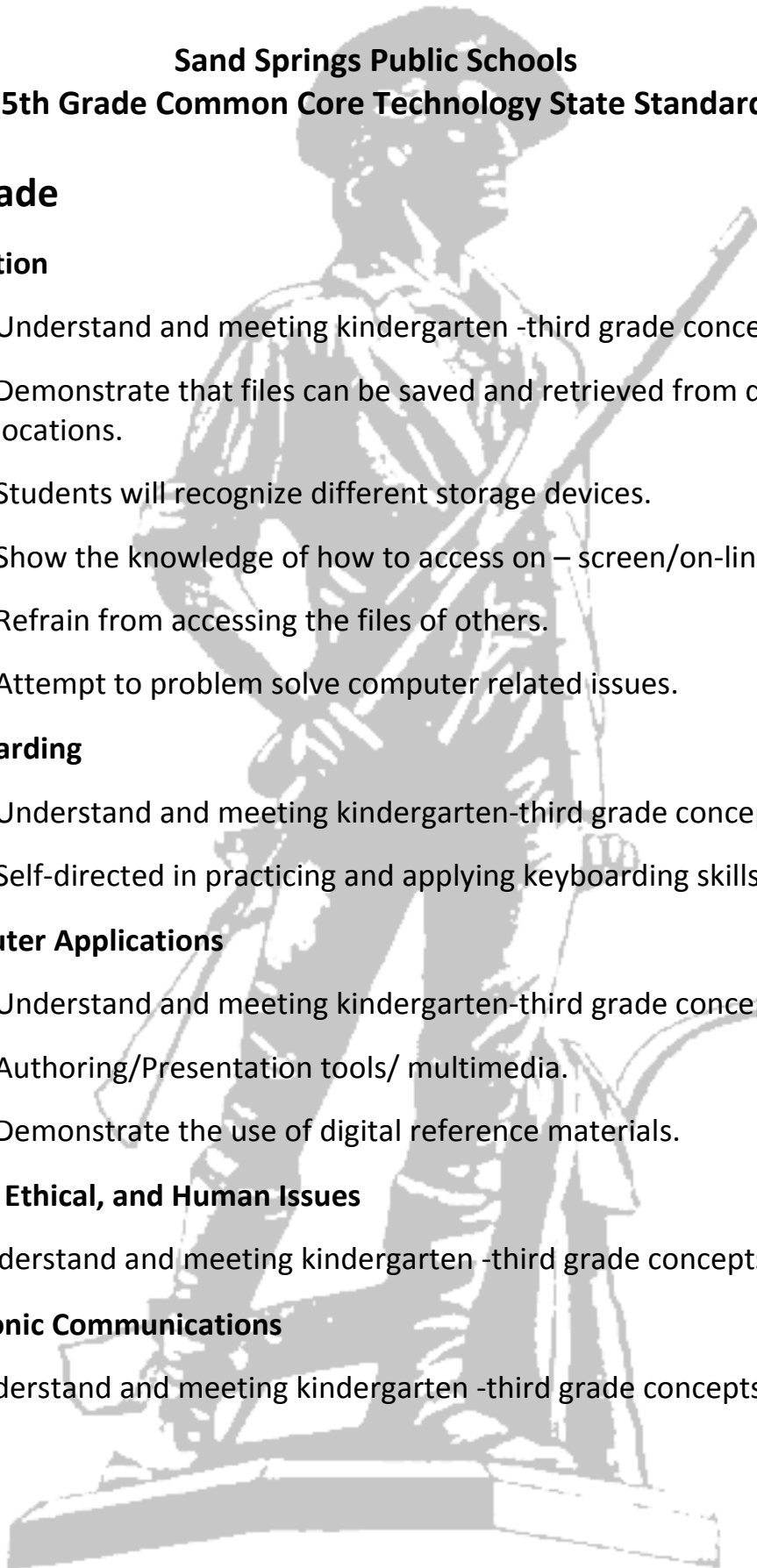
1. Understand and meeting kindergarten-third grade concepts.
2. Authoring/Presentation tools/ multimedia.
3. Demonstrate the use of digital reference materials.

- **Social, Ethical, and Human Issues**

Understand and meeting kindergarten -third grade concepts.

- **Electronic Communications**

Understand and meeting kindergarten -third grade concepts.



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Fifth Grade

- **Operation**

1. Understand and meeting kindergarten -fourth grade concepts.
2. Discuss technology careers.
3. Save an existing file with a different name.
4. Open and use multiple applications with assistance.

- **Keyboarding**

1. Understand and meeting kindergarten-fourth grade concepts.
2. Refine the use of keyboard skills (increase speed, use 2 hands, maintain a steady pace)

- **Computer Applications**

1. Understand and meeting kindergarten-fourth grade concepts.
2. Recognizing the significance of error messages.
3. Select, crop, and modify graphic or text.

- **Social, Ethical, and Human Issues**

1. Understand and meeting kindergarten – fourth grade concepts.
2. Refrain from accessing the files of others.

- **Electronic Communications:**

Understand and meeting kindergarten -fourth grade concepts.

