

Brunswick Technology Benchmarks

Technology Knowledge and Skills Requirements													
I = Introduction R = Reinforced M = Mastered or Already Mastered													
K	1	2	3	4	5	6	7	8	9	10	11	12	
Use of computers, hardware and software applications													
I/R	M												Know how to log in and log off with a username and password.
I/R	M												Know when and how to use the Ctrl, Alt ("V – fingers") and Delete keys (PC) and Control, Option, Command keys (MAC).
I/R	R	M											Know how to open and exit a program.
		I	R	R	M								Know how to cut, copy and paste.
I/R	M												Know how to double click - click once and use enter key for modification if needed
I/R	M												Know how to point and click.
I/R	M												Know how to click and drag.
I/R	M												Know how to locate and use the "Tab" key to navigate a login and move through field boxes.
I	R	R	R	M									Know how to save work to student folders.
	I	R	R	M									Know how to retrieve work from student folders and retrieve work from programs (PIXIE, Word etc.).
			I	R	M								Know how to choose "Page Setup" and the difference between landscape and portrait setups.
			I	R	R	M							Know how to use two programs simultaneously.
			I	R	M								Know how to create and name folders.
	I	I	R	R	M								Know how to save work.
			I	R	R	R	M						Know how to rename files and folders.
			I	R	R	R	M						Know the difference between "save" and "save as".
			I	R	R	M							Know how to edit (undo) and use undo button.
	I	R	R	R	R	M							Know how to retrieve work from student folders.
		I	R	R	R	R	M						Know how to select appropriate printers.
						I	R	M					Know how to add printers from the BSD network.
	I	R	M										Know some basic computer hardware terms (Monitor, Keyboard, Mouse, Desktop vs Laptop)
I	R	R	R	R	M								Know how to use equipment efficiently, appropriately and productively.

I	R	R	M												Know how to leave equipment ready for the next user.
						I	R	R	M						Know how to save data and images on disks, CDs, DVDs, flash-drives, and networks.
						I	R	R	M						Know how to use a flash drive to store and transport data.
						I	R	R	M						Know where and how to locate appropriate network and cloud (Google Classroom is an example) storage
	I	R	R	R	M										Know how to use a computer to print files located on hard drives, defined user spaces, or flash-drives.
I	R	M													Know how to log onto the BSD network.

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Keyboarding														
						I	R	R	R	R	R	R		Keyboarding skills.
I	R	M												Know the location of keys.
I	R	R	M											Know when to use the "Enter" key to open a program or to make a hard return.
	I	R	R	R	R	R	R	R	R	R	R	R		Know left and right hand placements (home row) on the keyboard.
I	R	R	M											Know where the space bar, "Enter", and backspace keys (home row) are located on the keyboard.
I	R	M												Know how to use the "Shift" key to make capital letters.
	I	R	M											Know how to use arrow keys to navigate within a document
I	R	M												Know how to use "Caps Lock" in place of the shift key for capitals
	I	R	R	M										Know how to sit correctly at a computer (posture).
I	I	R	R	M										Know how to create graphic products using graphic tools (Pixie, Kidspiration, etc.)
				I	R	R	M							Know how to use a camera to create a graphic.
			I	R	R	M								Know how to Resize graphics to fit documents
						I	R	M						Know different graphic file extensions (JPEG, TIFF, PSD, MOV, WMV,)
I/R	M													Know the location of On/Off buttons.
I/R	M													Know how to use speakers and headphones, where to plug them in, and how to manipulate sound levels.
I/R	M													Know how to identify a monitor.
I/R	M													Know how to identify a CPU.

I/R	M												Know how to identify a keyboard and understand that it is an input device that communicates with the computer.
I/R	M												Know how to use a mouse, scroll wheel, and left and right buttons.
		I	R	M									Know that work saved on the district network can be accessed on a different computer
I	R	R	R	M									Know how to format text (style, size, font, color).
I	R	R	R	M									Know how to use text boxes (in-line-text, wrap text).
	I	I	R	M									Know spacing requirements between words and sentences (1 space between words and sentences)
			I	R	M								Know how to make columns.
			I	R	M								Know how to change margins.
		I	R	R	M								Know how to set up a page in landscape or portrait orientation.
		I	R	R	M								Know how to align text (left, center, right)
			I	R	M								Know how to use spell checker.
			I	R	M								Know how to use tab to indent (Using Tab)
			I	R	R	M							Know how to use line spacing (single, double).
			I	R	R	M							Know how to import a graphic object.
						I	R	M					Know how to bookmark (add to favorites) Internet sites.
						I	R	M					Know how to organize and arrange bookmarks / favorites.
						I	R	R	R	R	R	R	Know what file extensions to use when saving documents, graphics etc. (Examples PDF, JPG,)
						I	R	R	R	R	R	M	Know how to insert headers, footers and page numbers
						R	R	M					Know how to resize and save graphics.
						I	R	R	R	R	R	R	Know how to choose an appropriate file size and type for graphics to be used in presentations. (Example TIFF, Bit Map, JPG)
					I	I	R	R	R	R	R	M	Know how to insert hyperlinks into documents.
	I	R	R	R	R	R	R	R	M				Know how to use the "Enter Key" (Create a new paragraph, add bullets or numbering and adjust spacing on a document)
					I	R	R	M					Know how to create charts and graphs.
					I	R	R	M					Know how to use charts and graphs to present information.
I	R	R	M										Know how to use the "undo" button.
I	R	R	M										Know how to use the "select" tool.
			I	R	R	R	R	R	R	R	R	R	Know how to use a storyboard (or outline) to plan a presentation.
			I	R	R	R	R	R	R	R	R	R	Know how to use templates to present information.
			I	R	R	R	R	R	R	R	R	R	Know how to combine text and graphics to create presentations. (Example add text to a shape object)
						I	R	R	R	R	R	R	Be able to use a variety of audiovisual and

															computer hardware to present presentations.
							I	R	R	R	R	R	R		Be able to use a digital camera, organize digital content, and insert images into documents.
			I	R	R	R	R	R	R	R	R	R			Know how to use a storyboard (or outline) to plan a presentation.

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Responsible and ethical use of technology															
I	R/M														Know how to appropriately ask for help
		I	R	R	R	R	R	R	R	R	R	R			Know the importance of respecting the work and network accounts of others.
			I	R	R	R	R	R	R	R	R	R			Know how to comply with the copyright and plagiarism laws.
						I	R	R	R	R	R	R			Know the importance of etiquette when communicating in the electronic environment.
						I	R	R	R	R	R	R			Know the dangers, ramifications, and potential consequences of cyber bullying.
						I	R	R	R	R	R	R			Know the meaning of ethical behavior.
						I	R	R	R	R	R	R			Know the meaning of cyber bullying.
				I	R	R	R	M							Be familiar with the BSD Computer Acceptable Use Policy.

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K	1	2	3	4	5	6	7	8	9	10	11	12			
Effective use of information technology															
						I	R	R	M						Know the meaning of the terms "single-user, multi-user, and site licenses.
						I	R	M							Know the meanings of the term "local access" and "remote access".
						I	R	M							Know the meaning of the term "database".
						I	R	M							Know the meaning of the term "software".
						I	R	M							Know the meanings of multi-platform and cross platform (Mac and Windows)
						I	R	R	M						Know what software is available on the district computers and mobile devices.
						I	R	R	M						Know what databases (subscription & other) are available for use on computers.
				I	R	R	R	M							Know the meaning of the term "information technology".
				I	R	R	M								Know the difference between the terms fact and fiction

						I	R	M							Know the meaning of the term "information-technology literacy".
						I	R	M							Know the meaning of the term "web browser".
						I	R	R							Know the meaning and use of "controlled vocabulary".
						I	R	M							Know the meaning of "bookmark" (add to favorites).
						I	R	R	R	R	R	R	R		Know that copyright laws apply to all sources of information.
						I	R	R	R	R	R	R	R		Know what constitutes copyright infringement.
						I	R	R	R	M					Know what constitutes "fair use".
						I	R	M							Know what constitutes plagiarism.
I	R	R	M												Know how to access Internet to find teacher provided links
				I	R	R	R	M							Know where to locate and how to use the online-library catalog.
				I	R	R	R	R	M						Know how to define a research problem.
				R	R	R	R	R	M						Know how to select appropriate resources to answer questions.
			I	M	R	R	R	R	M						Know how to use navigation buttons to move within sources.
			I	R	R	R	R	R	M						Know how to gather and organize information using a graphic organizer.
			I	R	R	R	R	R	R	R	M				Know how to cite sources for various types of information appropriately
						I	R	M							Know how to organize, arrange, and add bookmarks / favorites.
						I	R	M							Know what constitutes a primary source.
						I	R	M							Be able to access primary sources on the Internet.
						I	R	M							Know what constitutes a secondary source.
						I	R	M							Know the meaning of "natural language" and how to use it in an electronic environment.
						I	R	R	M						Know the difference between full text, abstract, and bibliographic databases.
			I	R	R	R	R	R	M						Know how to locate information from a database
						I	R	R	R	R	R	R	R		Know how to develop a simple, flat-file database.
						R	R	M							Know that information is available from a variety of electronic sources.
						R	R	M							Know how to use brainstorming, webbing, or other categorizing methods to determine the extent of a research problem.
						I	R	M							Know the importance of, and be able to develop a relevant search strategy before conducting electronic research.
						I	R	M							Know how to identify and use relevant print sources along with electronic sources of information.
						R	R	M							Know how to identify keywords related to the research questions and use these for electronic searching.
						R	R	M							Know how to categorize information during

											planning, searching, and note taking processes.		
						I	R	R	M		Know the difference between a subject search and a keyword search.		
						R	R	M			Know how to perform author/title /subject/keyword searches on an automated library catalog.		
						I	R	M			Know how to access other electronic library catalogs to locate materials.		
						I	R	R	R	M	Know the difference between "like", "broader", "narrower" search terms.		
						I	R	R	M		Know how to develop a Venn diagram to prepare for a Boolean search.		
						I	R	R	M		Know a variety of search term vocabularies.		
						I	R	M			Know how to perform a simple Internet search.		
						I	R	M			Know how to do a natural language search on the Internet.		
							I	R	R	M	Know how to perform a Boolean search on the Internet and applicable databases. Boolean Operators: AND, NOT, OR.		
							I	R	R	R	R	Know how to use truncation and other operators such as "*", "near", "adj", etc. with relevant electronic works.	
						I	R	M				Know how to use a variety of search engines.	
							I	R	R	M		Know how to use a variety of electronic directories.	
				I	R	R	R	M				Know how to use an electronic encyclopedia.	
						I	R	R	M			Know the difference between full text, abstract, and bibliographic databases.	
						I	R	R	M			Know how to use an electronic index, including a full-text periodical index.	
						I	R	R	M			Know how to read, write, and interpret an Internet address.	
						I	I	R	R	R	R	R	Know how to determine the origin of a website.
						I	R	R	R	R	R	R	Know how to evaluate a web site.
						I	R	R	R	R	R	R	Know how to determine the authority of a website.
						I	R	R	R	R	R	M	Know how to highlight, cut, paste, download, and save information and graphics when copyright clearance is granted.
						I	R	M					Know how to bookmark (add to favorites) an Internet site.
						I	R	M					Know the importance of a copyright date as it relates to currency and content evaluation.
						I	R	R	R	M			Know that print or electronic information is not always accurate, current, unbiased, valid, and reliable.
						I	R	R	R	M			Know the importance of verifying Internet information particularly where no recognized authority is provided.
						I	R	R	R	M			Know how to evaluate electronic content for accuracy, relevancy, copyright date, intent, bias, stereotype, and audience.
						I	R	R	R	M			Know how to identify the contributor's purpose.
						I	R	R	R	R	R	M	Know how to identify the contributor's point of

														view.
						I	R	R	R	M				Know how to identify propaganda.
							I	R	R	R	R	M		Know the importance of, and be able to verify conflicting information obtained from electronic sources, by using appropriate alternate sources.
						I	R	M						Know what constitutes a primary source.
						I	R	M						Know what constitutes a secondary source.
						I	R	R	R	M				Know what constitutes copyright infringement.
						I	R	R	R	M				Know what constitutes "fair use".
						R	R	M						Know what constitutes plagiarism.
						I	R	R	R	M				Know how to evaluate electronic content for accuracy, relevancy, copyright date, intent, bias, stereotype, and audience.
						I	R	R	M					Know how to identify the components of an electronic catalog record, (call number, author, title, copyright date, summary, place of publication and publisher) and be able to use the information for bibliographic purposes.
				I	I	R	R	M						Know how to determine whether a work is fact or fiction by viewing records posted on an on-line catalog.
						I	R	R	R	R	R	M		Know how to use a standard bibliographic format to cite information, graphics, interviews, other media, and email obtained from the Internet.
						I	R	R	R	R	R	R		Know that copyright laws apply to all sources of information.
						I	R	R	R	R	R	R		Know what constitutes copyright infringement.
						I	R	R	R	R	R	M		Know how to correctly cite sources of information (Using appropriate format such as APA or MLA or Chicago style)