Diocese of Buffalo Technology Curriculum

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Diocese of Buffalo Technology Curriculum

Foreword

The Technology Curriculum was developed as a planning guide to enable teachers to streamline technology instruction in the Diocese of Buffalo schools.   The curriculum was based on a forty-minute class period per week.

The organizational process includes a Learning Standards matrix, a Knowledge and Skills matrix, a Curriculum Calendar, a Technology Requisition form, and a Resources list found online at www.ikeepbookmarks.com Technology is cross-curricular and encompasses many other New York State Learning Standards when integrated in to the core curricula. As educators, it is important for all of us to participate in determining how technology will be used for the students we serve.

Assessment is essential to the instructional process and technology is assessed on the report card. Technology enables teachers to customize the curriculum to accommodate and assess a variety of learning styles and ability levels.

Technology is undergoing rapid change, and new and improved technological advances appear almost daily. This curriculum is designed to form the foundation for continuous learning and to be applicable to ever-changing innovations. Therefore, the curriculum will be updated regularly.

The effective use of educational technology will empower students to access information to be analyzed, evaluated and applied to promote higher order thinking skills such as problem solving and critical thinking. Our goal is to give our students the life skills necessary to succeed in the 21st century.

The strength of technology is that it provides a platform where students can collect information in different formats and then organize, link, and analyze connections between facts and events. Technology provides many tools for acquiring and diseminating information and allows students more ways to enter the learning process successfully and to live productive lives in the global, digital, and information-based future they all face.

Diocese of Buffalo Technology Curriculum updated 06.09

Committee Members 05

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Committee Members 09	School
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Diocese of Buffalo Technology Curriculum

Standards

New York State Learning Standards

http://www.emsc.nysed.gov/nysatl/standards.html

MST Standard 1 Analysis, Inquiry and Design

MST Standard 2 Information Systems

MST Standard 5 Technology

MST Standard 6 Interconnectedness:Common Themes

MST Standard 7 Interdisciplinary Problem Solving

Career Development and Occupational Studies (CDOS)

http://www.emsc.nysed.gov/workforce/careerdevelopment/cdlearn.html

Standard 1 Career Development

Standard 2 Integrated Learning

Standard 3a: Universal Foundation Skills

Standard 3b: Career Majors

National Educational Technology Standards (NETS)

http://cnets.iste.org/currstands/cstands-netsa.html (Administrators)

Leadership and Vision; Learning and Teaching; Productivity and Professional Practice; Support, Management and Operations; Assessment and Evaluation; Social, Legal and Ethical Issues

http://cnets.iste.org/currstands/cstands-netst.html (Teachers)

Technology Operations and Concepts; Planning and Designing Learning Environments and Experiences; Teaching, Learning and the Curriculum; Assessment and Evaluation; Productivity and Professional Practice; Social, Ethical, Legal, and Human Issues

http://cnets.iste.org/currstands/cstands-netst.html (Students)

Basic Operations and Concepts; Social, Ethical and Human Issues;Technology Productivity Tools;Technology Communication Tools;Technology Research Tools;Technology Problem Solving and Decision Making Tools

Department of Catholic Education 06/09

General Technological Awareness

Objectives	Grades								
Diocese of Buffalo-Department of Catholic Schools	**I**-Introduce **R**-Reinforce **P**-Proficient								
	K	1	2	3	4	5	6	7	8
Explain what a computer is and how we use in society	I	I	I	R	R	P	P	P	P
Identify the parts of a computer	I	I	I	R	R	P	P	P	P
Use computer related terms-vocabulary	I	I	I	I	I	R	R	P	P
Demonstrate proper care of computer	I	I	R	R	R	P	P	P	P
Start and restart a computer	I	R	R	P	P	P	P	P	P
Shut down a computer properly	I	R	P	P	P	P	P	P	P
Identify the do's and don'ts of using a computer	I	R	R	R	P	P	P	P	P
Identify different types of Hardware/Software/Operating Systems	I	I	I	I	R	R	R	P	P
Explain the basics of computer operation-Information Processing Cycle	I	I	I	I	R	R	R	P	P
Move the mouse to point, click, double click, right click, scroll and drag	I	I	R	P	P	P	P	P	P
Select (highlight) and deselect using the mouse	I	R	R	P	P	P	P	P	P
Start a program from the task bar and icons on the desktop	I	R	R	P	P	P	P	P	P
Identify and use the menu bar and tool bars	I	R	R	P	P	P	P	P	P
Open, close, move, resize and minimize a window using the mouse	I	R	R	P	P	P	P	P	P
Identify icons for files, folders, programs and disks	I	R	R	P	P	P	P	P	P
Save files to different locations	I	I	R	R	P	P	P	P	P
Rename, move and delete files in My Computer and Windows Exploring	I	I	R	R	P	P	P	P	P
Create, name, move, and delete folders in My Computer and Windows Exploring	I	I	I	I	R	R	P	P	P
Back up files and folders to different locations		I	I	I	R	R	R	P	P
Use basic keyboard shortcuts		I	I	R	R	R	P	P	P

General Technological Awareness

Objectives	Grades								
Diocese of Buffalo-Department of Catholic Schools	**I**-Introduce **R**-Reinforce **P**-Proficient								
	K	1	2	3	4	5	6	7	8
Print files with teacher approval	I	I	I	R	R	P	P	P	P
Report onscreen error messages to teacher	I	I	R	R	R	P	P	P	P
Report disturbing communication to teacher	I	I	R	R	P	P	P	P	P
Back up files and folders to different locations		I	I	I	R	R	P	P	P
Use screen shots		I	I	I	R	R	P	P	P
Demonstrate respect for others files/folders		I	I	I	R	R	P	P	P
Demonstrate ethical use of technology ie: copyright laws (including text, music and images), plagiarism, citing sources, etc.		I	I	I	R	R	R	P	P
Identify and use peripherals ie: pocket pc, palm, dana, ipod, mp3 player		I	I	I	R	R	R	R	R
Troubleshoot minor computing problems				I	I	R	R	P	P
Use Exploring program or similar for file management				I	I	R	R	P	P
Use help and websites to gain understanding as technology evolves					I	R	R	R	P

General Technological Awareness

Diocese of Buffalo-Department of Catholic Schools	I-Introduce R-Reinforce P-Proficient							
Objectives	**Grades**							
	K	1	2	3	4	5	6	7	8

Objectives	K	1	2	3	4	5	6	7	8
Networking									
Identify benefits of Networking-resource sharing, time mgmt.	I	I	I	I	R	R	R	R	R
Use networking vocabulary	I	I	I	I	R	R	R	R	R
Demonstrate logging on/logging off to a network	I	I	I	I	R	R	P	P	P
Identify network components	I	I	I	I	R	R	R	R	R
Explain history of computer, networking	I	I	I	I	R	R	R	R	R
Identify network connectivity-How do you know?	I	I	I	R	R	R	R	P	P
Compare and contrast types of Internet connectivity ie:phone, cable, dsl, wi-fi				I	I	I	R	R	R
Explain Networking ie: the internet, LAN, WAN				I	I	I	R	R	R
Compare and contrast LAN/WAN					I	I	I	R	R
Recognize file and directory structures						I	I	I	R
Identify types of data communication-TCP/IP Protocols							I	I	R
Programming									
Explain history of computer programming							I	I	R
Identify different types of programming language ie:Pascal, Visual Basic							I	I	R
List applications of different languages ie: Java-cross platform, obj based, web apps and applets							I	I	R
Use flowcharting to visually represent a short program								I	I
Compare and contrast at least 2 types of computer language								I	I

Keyboarding

Objectives	Grades								
Diocese of Buffalo-Department of Catholic Schools	**I**-Introduce **R**-Reinforce **P**-Proficient								
	K	1	2	3	4	5	6	7	8
Demonstrate proper technique and good posture-sit up straight, feet flat on the floor, wrists flat, fingers curved, eyes straight ahead on monitor	I	I	I	I	R	R	R	P	P
Demonstrate familiarity with the keyboard layout (ie: function keys, special keys, letters, number pad, space bar)	I	I	I	I	R	R	P	P	P
Identify and use letter keys	I	I	I	I	R	R	P	P	P
Use the space bar, the enter key, the shift key and the delete key	I	I	I	I	R	P	P	P	P
Identify and use number keys	I	I	I	I	I	R	R	P	P
Identify and use punctuation keys	I	I	I	I	I	R	R	P	P
Identify and use symbol keys	I	I	I	I	I	I	R	R	P
Use the keyboard to type simple words	I	I	I	R	P	P	P	P	P
Use the keyboard to type simple phrases	I	I	I	I	R	R	P	P	P
Use the shift and caps lock appropriately	I	I	I	I	I	R	P	P	P
Identify and use special keys (ie: insert, delete, control, alt, home, end)	I	I	I	I	R	P	P	P	P
Use the keyboard to type a paragraph				I	I	R	R	P	P

Career Awareness/Exploration

Objectives	Grades								
Diocese of Buffalo-Department of Catholic Schools — **I**-Introduce **R**-Reinforce **P**-Proficient	K	1	2	3	4	5	6	7	8
Explain the influence of technology on jobs and business	I	I	I	I	R	R	R	R	R
Explore types of careers and jobs available	I	I	I	I	R	R	R	R	R
Explore the preference of working with people, information, and/or things	I	I	I	I	R	R	R	R	R
Begin a career plan/education track	I	I	I	I	R	R	R	R	R

Word Processing

Objectives	Grades								
Diocese of Buffalo-Department of Catholic Schools — **I**-Introduce **R**-Reinforce **P**-Proficient	K	1	2	3	4	5	6	7	8
Identify and open a wp program	I	I	I	R	R	P	P	P	P
Identify and use tool bars and menus	I	I	I	R	R	R	P	P	P
Enter text into a wp document	I	I	I	R	R	R	P	P	P
Print a wp document	I	I	I	R	R	P	P	P	P
Determine and explain why and how to use print options	I	I	I	R	R	R	P	P	P
Determine and explain why and how to use print preview	I	I	I	R	R	R	P	P	P
Format font size, type, style, and color of text	I	I	I	I	R	R	R	P	P
Use the backspace and delete key	I	I	I	R	R	P	P	P	P
Differentiate between the cursor and insertion point	I	I	I	R	R	P	P	P	P
Define and use word processing vocabulary	I	I	I	R	R	P	P	P	P
Use all keys and special keys		I	I	R	R	R	P	P	P
Differentiate between save and save as		I	I	R	R	R	P	P	P
Save a wp file		I	I	R	P	P	P	P	P
Open an existing wp file		I	I	R	R	R	P	P	P
Select text			I	R	R	R	R	P	P
Print selected parts of a document			I	R	R	R	R	P	P
Adjust the line spacing			I	R	R	R	R	P	P
Identify and use a hyperlink in a wp document			I	R	R	R	P	P	P
Explain word wrap				I	R	R	R	R	P
Use cut, copy, and paste				I	R	R	R	P	P

Word Processing

Objectives	Grades								
	K	1	2	3	4	5	6	7	8
Use spell check				I	I	R	R	P	P
Use Help				I	I	R	R	R	R
Recognize onscreen indicators				I	I	R	R	R	R
Insert graphics into a wp document				I	I	I	R	R	P
Address formatting and spacing considerations in a document (dates, numbers, addresses, rules of punctuation, etc)				I	I	I	R	R	P
Keyboard shortcuts					I	R	R	R	R
Explain and demonstrate use of right mouse button					I	R	R	R	R
Identify the different forms of justification (left, right, center, justified)					I	R	R	P	P
Adjust margins					I	R	R	R	P
Insert and delete page breaks					I	R	R	R	P
Use indents and overhanging indents					I	R	R	R	P
Cut, copy and paste text between 2 wp documents						I	R	R	R
Manipulate graphics in a wp document						I	R	R	P
Create backup copies of existing files						I	R	R	P
Use the thesaurus						I	R	R	P
Insert, reposition, and remove tabs						I	R	R	R
Use the Find/Replace command						I	R	R	R
Use columns in a wp document							I	R	R
Use headers and footers in a wp document							I	R	R

Word Processing

I-Introduce **R**-Reinforce **P**-Proficient

Objectives	Grades								
	K	1	2	3	4	5	6	7	8
Use bullets in wp document							I	R	R
Create a hyperlink in a wp document							I	R	R
Add and modify page numbers							I	R	R
Include a spreadsheet in a wp document							I	R	R
Create tables in a wp document							I	R	R
Insert borders, show/hide, sort a list, drawing tools/shapes etc, illustrations, convert to pdf, footnotes, how to properly type a bibliography							I	R	R

Spreadsheets

Diocese of Buffalo-Department of Catholic Schools   **I**-Introduce **R**-Reinforce **P**-Proficient

Objectives   Grades

Objectives	K	1	2	3	4	5	6	7	8
Spreadsheet Awareness									
Identify and discuss spreadsheet terms/concepts				I	R	R	P	P	P
Recognize the purpose of a spreadsheet or identify intended uses				I	R	R	P	P	P
Open a spreadsheet program				I	R	R	P	P	P
Recognize menus in spreadsheet program and relate similarities and differences between other applications				I	R	R	P	P	P
Save and retrieve spreadsheet files				I	R	R	P	P	P
Move to a specific cell on a spreadsheet				I	R	R	P	P	P
Enter and edit text or numbers into a spreadsheet				I	R	R	P	P	P
Select a cell or block of cells				I	R	R	P	P	P
Print a basic spreadsheet				I	R	R	P	P	P
Use help menu to answer questions and solve problems				I	R	R	P	P	P
Spreadsheet Formatting									
Change the order of information within a column by sorting					I	R	R	P	P
Insert and delete columns and rows					I	R	R	P	P
Use fill command					I	R	R	P	P
Format a cell or block of cells					I	R	R	P	P
Display or remove gridlines, column and row headings					I	R	R	P	P
Change column widths and row heights					I	R	R	P	P
Spreadsheet Printing									
Use print preview, spell check and proofread prior to printing					I	R	R	P	P
Print a spreadsheet using various print options					I	R	R	P	P

Spreadsheets

Diocese of Buffalo-Department of Catholic Schools   **I**-Introduce **R**-Reinforce **P**-Proficient

Objectives   Grades

	K	1	2	3	4	5	6	7	8
Spreadsheet Calculations									
Build or create simple formulas into a cell and observe the changes that occur							I	R	P
Enter/edit data and use spreadsheet features and functions to project outcomes and test simple "what if" statements							I	R	P
Cut, copy and paste values, labels, functions, and formulas to selected cells							I	R	P
Protect cells from changing							I	R	P
Read and interpret information in a spreadsheet					I	R	R	P	P
Analyze the effects of changes made to the spreadsheet							I	R	P
Charts and Graphing									
Use data within a spreadsheet to create charts, graphs, make predictions, and solve problems in content areas							I	R	P
Change chart options							I	R	P
Incorporate graphs into another application							I	R	P
Spreadsheet Design and Management									
Create a spreadsheet independently							I	R	P
Determine what data items to use when designing a spreadsheet							I	R	P
Test the data items in the spreadsheet							I	R	P
Manage workbooks by adding and naming worksheets					I	R	R	P	P

Database

Objectives	K	1	2	3	4	5	6	7	8
Diocese of Buffalo-Department of Catholic Schools					**I**-Introduce **R**-Reinforce **P**-Proficient				
Identify and discuss print and electronic databases ie: phone book, automated circulation system, CD-Rom encyclopedias as a way to collect, organize, and display data				I	R	P	P	P	P
Identify and discuss terms/concepts sort, search/filter, keyword using electronic databases				I	R	P	P	P	P
Use prepared electronic database as a class/group activity to conduct keyword search/filters to meet information needed				I	R	P	P	P	P
Identify, discuss, and visually represent uses of databases in the community (e.g., school, grocery, pharmacy, business) to collect, organize, and display information				I	R	P	P	P	P
Identify, discuss, and use database terms (data entry, field, record, list, sort, search/filter, keyword)					I	R	R	P	P
Use prepared databases to search and sort alphabetically/ numerically in ascending/descending order					I	R	R	P	P
Modify prepared databases to enter/edit additional information and cite source						I	R	P	P
Plan, discuss, and use keyword search/filter using one criterion in prepared databases								I	R	P
Use knowledge of database terms/concepts and functions to find information in prepared content area databases and describe startegies used								I	R	P
Cite sources of information from content area databases								I	R	P
Create/modify simple content area databases to enter/edit, collect, organize, and display content data for class project								I	R	R
Select and use search strategies with two or more criteria in prepared databases to locate, organize, and present info.								I	R	R
Use content ares databases to analyze, evaluate, organize, and compare information								I	R	P

Database

Objectives	Grades								
Diocese of Buffalo-Department of Catholic Schools	**I**-Introduce **R**-Reinforce **P**-Proficient								
	K	1	2	3	4	5	6	7	8
Plan and develop database reports to organize, explain, and display findings								I	R
Use database sort and serach/filter stategies to organize, analyze, interpret, and evaluate findings								I	R
Modify/edit database to organize, analyze, interpret data, and create reports (documents, multimedia projects, webpages)								I	R
Evaluate and use database data and reports to solve problems and make decisions								I	R
Modify/create and use databases to organize, report, and display data								I	R

Multimedia

Diocese of Buffalo-Department of Catholic Schools		**I**-Introduce **R**-Reinforce **P**-Proficient							
Objectives		**Grades**							
	K	1	2	3	4	5	6	7	8
Define and use multimedia vocabulary			I	R	R	R	R	P	P
Recognize and define the basic elements of multimedia (eg. Text, audio, images, video)			I	R	P	P	P	P	P
Open a new slide show presentation			I	R	P	P	P	P	P
Plan and storyboard a multimedia project			I	R	P	P	P	P	P
Add text/textbox to a screen/slide			I	R	R	R	P	P	P
Insert relevant graphics, backgrounds and clipart into a simple static screen			I	R	R	R	P	P	P
Add a new slide/screen			I	R	R	P	P	P	P
Create a series of screens/slides complete with text and graphics			I	R	R	P	P	P	P
Save a slide show presentation			I	R	R	P	P	P	P
Import and modify images from Internet, digital camera, and scanner				I	R	R	R	P	P
Add buttons with actions/links for simple navigation					I	R	R	P	P
Add Custom Animantion/Slide transitions to slide shows or stacks					I	R	R	P	P
Add sound effects to a slide show or stack					I	R	R	P	P
Add background to a slide show (design template or custom)			I	I	R	R	P	P	P
Use help topics in a slide show screen					I	R	R	P	P
Run a presentation consisting of a series of slides/screens manually			I	I	R	R	R	P	P
Incorporate a music CD track to a slide show or stack						I	R	R	P
Record and insert student made sounds into a slide show or stack						I	R	R	P
Utilize various view options (slide, outline, slide sorter, notes page, and/or slide show)						I	R	R	P
Print a slide show presentation						I	R	R	P

Multimedia

I-Introduce **R**-Reinforce **P**-Proficient

Objectives	Grades								
	K	1	2	3	4	5	6	7	8
Set a presentation to autorun					I	R	P	P	P
Add video and/or digitized movie clips to a slide or stack						I	R	P	P
Use editing software to enhance/edit photos						I	R	P	P
Identify Pixel and Resolution						I	R	P	P

Desktop Publishing

Diocese of Buffalo-Department of Catholic Schools	**I**-Introduce **R**-Reinforce **P**-Proficient								
Objectives	**Grades**								
	K	1	2	3	4	5	6	7	8
Use age appropriate software(eg.Kid Pix Deluxe, Print Shop) for Desktop Publishing	I	R	R	R	R	R	R	R	P
Describe Desktop Publishing by identifying its common uses and the differences between a typewriter and a computer	I	R	R	R	P	P	P	P	P
Use drawing tools	I	R	R	P	P	P	P	P	P
Format Font style and point size	I	R	R	R	P	P	P	P	P
Draw a picture using a graphic program. (The complexity of the picture increases as level increases.)	I	R	R	R	P	P	P	P	P
Use appropriate fonts and style in headlines (more latitude, fancier but readable.)		I	R	R	R	R	P	P	P
Choose justification – left,right, or center		I	R	R	R	R	P	P	P
Use appropriate fonts, style, and size			I	R	R	R	R	R	P
Use principles of design (proportion, balance, contrast, rhythm, emphasis, and unity)			I	R	R	R	R	R	P
Balance the size, color, and style of the headline relative to the body			I	R	R	R	R	R	P
Balance the artwork in relation to text			I	R	R	R	R	R	P
Define and use vocab for desktop publishing: ie: graphic, pixel, clipart, resize, crop, design, headline, text, icons, and import			I	R	R	R	P	P	P
Format: Bold, Italic, and Underline				I	R	R	P	P	P
Use the functions Cut, Copy, and Paste				I	R	R	R	R	P
Use digital camera/scanner to gather photos				I	R	R	P	P	P
Demonstrate/Use of digital camera/scanner and hardware components to gather photos				I	R	R	P	P	P
Use headlines, graphics and body text effectively				I	R	R	P	P	P

Desktop Publishing

Objectives	Grades								
Diocese of Buffalo-Department of Catholic Schools	**I**-Introduce **R**-Reinforce **P**-Proficient								
	K	1	2	3	4	5	6	7	8
Identify the difference between Portrait and Landscape				I	R	R	P	P	P
Plan, design, and produce desktop publishing using all elements of DTP: Newsletter, thumbnail sketches, travel brochures, restaurant menus, etc				I	R	R	P	P	P
Explain design goal: gain and keep attention and make a lasting impression					I	R	R	P	P
Explain and use the concepts of white space and unity of graphical elements					I	R	R	P	P
Use Print Preview/Page setup options to view document					I	R	R	P	P
Use Spell Check					I	R	R	P	P
Use Help menu to solve problems					I	R	R	P	P

Draw /Paint/Graphics

Diocese of Buffalo-Department of Catholic Schools				I-Introduce R-Reinforce P-Proficient					
Objectives	**Grades**								
	K	1	2	3	4	5	6	7	8
Open paint or drawing program	I	I	R	R	P	P	P	P	P
Identify and use toolbars and menus / ribbons	I	I	R	R	R	R	R	R	R
Identify basic paint and draw tools	I	R	R	P	P	P	P	P	P
Use tools in paint programs(pencil, paintbrush, sparaycan and paint bucket)	I	R	R	P	P	P	P	P	P
Draw shapes using tools in paint and draw programs	I	R	R	P	P	P	P	P	P
Change colors, patterns and gradients	I	R	R	P	P	P	P	P	P
Fill objects with colors, patterns and gradients	I	R	R	P	P	P	P	P	P
Use the line and shape tools	I	R	R	P	P	P	P	P	P
Change line thickness/color	I	R	R	P	P	P	P	P	P
Use eraser/undo to correct errors	I	R	R	P	P	P	P	P	P
Use tools to create drawing/design	I	R	R	P	P	P	P	P	P
Use text tool to add caption/decription to drawing		I	R	R	P	P	P	P	P
Use spellcheck to edit text			I	R	R	P	P	P	P
Select within a drawing using selection/lasso tools			I	R	R	P	P	P	P
Duplicate an object			I	R	R	P	P	P	P
Cut/copy/paste an object			I	R	R	P	P	P	P
Flip/rotate objects			I	R	R	P	P	P	P
Resize objects			I	R	R	P	P	P	P
Move objects			I	R	R	P	P	P	P

Draw/Paint/Graphics

Diocese of Buffalo-Department of Catholic Schools	**I**-Introduce **R**-Reinforce **P**-Proficient								
Objectives	**Grades**								
	K	1	2	3	4	5	6	7	8
Group objects				I	R	R	P	P	P
Change order of objects				I	R	R	P	P	P
Use print options appropriately using Print Preview and Page Setup				I	R	R	P	P	P
Wrap text around object				I	R	R	P	P	P
Import/insert graphics/pictures (from file, clipart, Internet, scanner or camera) into paint/draw programs				I	R	R	P	P	P
Create and modify Word Art				I	R	R	P	P	P
Use Help topics for assistance				I	R	R	P	P	P
Insert a paint image or draw object into a word processing document					I	R	R	P	P
Edit images using various programs (paint, gimp, photoshop, etc)					I	R	R	P	P
Save graphics in appropriate formats (jpg, gif,…)					I	R	R	P	P
Identify and use different picture formats (jpg, gif, tif, etc)					I	I	I	R	R
Create animated digital images (gif, bmp)								I	R

Internet

Diocese of Buffalo-Department of Catholic Schools				I-Introduce R-Reinforce P-Proficient						
Objectives				**Grades**						
	K	1	2	3	4	5	6	7	8
INTERNET FOUNDATIONS									
Define and use Internet vocabulary	I	I	I	R	R	R	P	P	P
Recognize and comply with Acceptable Use Policy	I	I	I	R	R	R	P	P	P
Establish an Internet connection (dial up vs broadband)	I	I	I	R	R	R	P	P	P
Follow proper Intenet etiquette guidelines (Netiquette)	I	I	I	R	R	R	R	P	P
Enter a URL (web address)	I	I	I	R	R	R	R	P	P
Describe the function of a browser (Internet Explorer, Netscape, etc)	I	I	I	R	R	R	R	P	P
Use Back, Forward and other toolbar functions in a browser	I	I	I	R	R	R	P	P	P
Use scroll bars	I	I	I	R	R	P	P	P	P
Identify and use links on a web page	I	I	I	R	R	P	P	P	P
Send and receive an email			I	I	R	R	P	P	P
Recognize types of email -formal and informal (professional/instant messaging)			I	I	R	R	P	P	P
Use the Help function				I	R	R	R	P	P
Describe and show how to print only applicable information				I	R	R	R	P	P
SAFETY									
Obtain permission (at all times) from parents/teachers to use Interent	I	I	I	R	R	R	P	P	P
Analyze the importance of not sharing personal info on Interent	I	I	I	R	R	R	R	R	R
Recognize importance of password settings, protection, and etiquette	I	I	I	R	R	R	R	R	P
Recognize implications of opening and answering email (virus, worm, etc)	I	I	I	R	R	R	R	R	P
Explain electronic interactions (chatrooms, blogging, instant messaging, etc)	I	I	I	R	R	R	R	R	P
Report questionable material to teacher	I	I	I	R	R	R	R	P	P
Recognize ease and scope of conveying, sharing, and transfering information	I	I	I	R	R	R	R	P	P

Internet

Objectives	Grades								
Diocese of Buffalo-Department of Catholic Schools	**I**-Introduce **R**-Reinforce **P**-Proficient								
	K	1	2	3	4	5	6	7	8
INTERNET SEARCHING									
Identify and use various search engines			I	I	R	R	R	R	R
Determine how to select a search engine to meet your needs			I	I	I	I	R	R	R
Search using key words or phrases			I	I	R	R	R	R	P
Use advanced search techniques (Boolean operators)					I	I	R	R	R
Differentiate between a search engine and a directory							I	R	R
RESEARCH and WEB EVALUATION									
Formulate research questions before accessing the internet-Think!			I	I	I	R	R	R	R
Use and identify a search engine in gathering information			I	I	I	R	R	R	R
Demonstrate responsible use and ethical practices ie: copyright, (images, text and music) and plagiarism			I	I	I	R	R	R	R
Use bookmarks or favorite list to organize information					I	I	R	R	R
Determine authorship and authenticity of info on the web					I	I	R	R	R
Determine if the information is current					I	I	R	R	R
Determine relevancy of the info on the web					I	I	R	R	R
Evaluate information found on Interent for validity, reliabilty, and bias					I	I	R	R	R
Determine how, why, and when to cite your Internet source					I	I	R	R	R

Internet

Diocese of Buffalo-Department of Catholic Schools	**I**-Introduce **R**-Reinforce **P**-Proficient								
Objectives	**Grades**								
	K	1	2	3	4	5	6	7	8
DIGITAL CITIZENSHIP based on Ribble http://www.digitalcitizenship.net/Nine_Elements.html									
Digital Etiquette: electronic standards of conduct or procedure	I	I	R	R	R	P	P	P	P
Digital Communication: electronic exchange of information	I	I	R	R	R	P	P	P	P
Digital Literacy: process of teaching and learning about technology and the use of technology	I	I	R	R	R	P	P	P	P
Digital Access: full electronic participation in society	I	I	R	R	R	P	P	P	P
Digital Commerce: electronic buying and selling of goods	I	I	I	R	R	R	P	P	P
Digital Law: electronic responsibility for actions and deeds	I	I	I	R	R	R	P	P	P
Digital Rights & Responsibilities: those freedoms extended to everyone in a digital world	I	I	I	R	R	R	P	P	P
Digital Health & Wellness: physical and psychological well-being in	I	I	I	R	R	R	P	P	P
Digital Security (self-protection): electronic precautions to guarantee safety	I	I	R	R	R	P	P	P	P
WEB 2.0									
Utilize various applications in compliance with digital citizenship and AUP's	I	I	R	R	R	P	P	P	P

Web Page Design

Diocese of Buffalo-Department of Catholic Schools	I-Introduce R-Reinforce P-Proficient								
Objectives	**Grades**								
	K	1	2	3	4	5	6	7	8
Define and use vocabulary						I	I	I	I
Recognize and use programs to develop web pages ie: HTML, Front Page, Dream Weaver, Publisher, Word, PowerPoint, and web based programs such as goecities.com and catholicweb.com						I	I	I	I
Identify elements of evaluation of style ie: back button, scroll, navigation bars, aesthetic value, and disclaimer						I	I	I	I
Determine purpose/plan of web site:audience, content to include						I	I	I	I
Identify elements of page ie: buttons, links, dynamic html effects, etc.						I	I	I	I
Analyze and explain implications of responsibilities of authorship, confidentiality, secure vs. nonsecure sites						I	I	I	I
Determine validity, reliability and accuracy of content on pages						I	I	I	I
Describe process of updating, uploading, hosting, posting						I	I	I	I
Use help and websites to gain understanding as technology evolves						I	I	I	I
Demonstrate ethical and responsible use of web design						I	I	I	I

Video

Diocese of Buffalo-Department of Catholic Schools			**I**-Introduce **R**-Reinforce **P**-Proficient						
Objectives			**Grades**						
	K	1	2	3	4	5	6	7	8
Define and use vocabulary				I	I	R	R	R	P
Demonstrate use of basic operations ie: modifying, formatting, and editing				I	I	R	R	R	R
Demonstrate use of video software, hardware, connections				I	I	R	R	R	P
Demonstrate use of different media types ie: web cam, dvd cam, video cam, cell phone cameras				I	I	R	R	R	P
Explore transfer of digital video to and from the Internet				I	I	R	R	P	P
Demostrate use of streaming video					I	I	I	R	P
Explain use of video conferencing/view a video conference					I	I	I	R	P
Explain use of webcasts/view a webcast					I	I	I	R	R
Use help and informational websites to gain understanding as technology evolves					I	I	I	R	R
					I	I	I	R	P

Diocese of Buffalo Technology Curriculum

Curriculum Calendar

Name:

Subject:

Grade:

	September	October	November	December	January
Major Topic #1					
Major Topic #2					
Essential Question #1					
Essential Question #2					

	February	March	April	May	June
Major Topic #1					
Major Topic #2					
Essential Question #1					
Essential Question #2					
Dept. of Catholic Schools 06/09					

Diocese of Buffalo Technology Curriculum						
Technology Requisition Form						
Name						
Date						
Repairs						
Type of Computer:						
Location:						
Problem:						
Type of Printer:						
Location:						
Problem:						
Requests						
Hardware:						
Software:						
Other:						
Completed on:		By:				

COMPUTER HISTORY

	School Name					
Computer #	**Admin pass**	**Teacher pass**	**Student pass**	**IP Address**	**Subnet Mask**	**DNS**

Date	Action
dcs 06.09	