Policy for the Use of DPS Computing Facilities

The Dedham Public Schools (DPS) encourages community access to our technology resources. There is an obligation on the part of those using these facilities to respect the computing resources of the DPS. The technology equipment and facilities are the property of the DPS and shall be used for legitimate instructional, research, administrative, public service, or approved contract purposes.

Application Procedure

If technology resources are required including use of computers, projectors, laptops, computer labs, mobile laptop labs, scanners, headphones or any network or technology resources, you must submit **Application for Use of Technology Equipment** to the Administrator of Technology, DPS Administration Building, P.O. Box 246, Dedham, MA 02027, at least six (6) weeks in advance to ensure that these resources are available and can be staffed. All requests are subject to the approval of the Administrator of Technology.

DPS Network

All computer labs and computers in the classrooms are connected to the DPS Instructional Network. Use of the computers in any DPS computing lab is controlled by login and password-secured accounts managed through that network. Any non-student wishing to use the computers in any instructional area, computer lab or mobile lab will have DPS Network login accounts created for them by Instructional Technology Department.

Fees:

Note: A separate fee of $25.00 per hour will be charged to provide technology support for each day of the event. There will be a minimum fee of $50.00 per event. Under certain conditions an additional security deposit may also be required.

Guidelines for Use:

- Individuals and non-school organizations using the DPS facilities must observe the acceptable use policies of the DPS (see attachment);
- Unauthorized entry into the DPS network system and files stored on the DPS network or attempts to circumvent the protective mechanisms of any DPS system are prohibited;
- Deliberate attempts to degrade system performance or capability, or attempts to damage systems, software or intellectual property of others are prohibited;
- The DPS reserves the right to monitor and record the usage of all facilities and has the right to use information gained in this way in disciplinary or criminal proceedings;
- No food or drinks are allowed in the computer labs or in the workspace surrounding any laptop, projector or other technology equipment;
- Users may not install, download, upload or copy software to/from the DPS network without permission;
- Users may not attach any peripheral devices to DPS equipment without specific written permission;
- Personal files left on the equipment will be deleted;
- Manual feeding of personal paper supplies into DPS printers is prohibited;
- Use of DPS computing facilities for personal or commercial monetary gain must be consistent with state statutes and DPS policy.

Approved by the Dedham School Committee on 5/4/05

Application for Use of Technology Equipment

Please print or type:

Applicant Name:	
Organization Name:	
Address:	
Telephone Number:	
Email Address:	

Date(s) of Proposed Event	Start Time	End Time	Estimated # of Participants	Software applications you anticipate using:

Describe the purpose of the event:

Describe what technology equipment and software is needed and how it will be used:

Who will be responsible for supervising the event? Provide an overview of this person's experience utilizing technology.

Approval of Administrator of Technology: **Date:**

_____ _____

Approved by the Dedham School Committee on 5/4/05

Connect-ED™ Acceptable Use Policy

Mission Statement

The Connect-ED™ Acceptable Use Policy is a supplement to the existing Dedham Public Schools Instructional Network Acceptable Use Policy and Email Policy. The purpose of this policy is to ensure the proper use of the Dedham Public Schools communication system and to make all users aware of what are acceptable and unacceptable uses of the system. The Dedham Public Schools reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

General Policies and Guidelines:

The primary purpose of the Dedham Public Schools electronic contact system is to strengthen the communication between the school department and the community by providing an emergency communication, attendance notification, and community outreach system that enables the distribution of personalized voice communications in a variety of languages to student households and staff members using telephone numbers designated as home, work and/or emergency contacts as submitted on DPS Emergency Information Forms.

Using the web-based software interface, school administrators and other authorized personnel can use the system by dialing a toll-free number, recording their personalized voice message and sending it to selected recipients. Connect-ED™ is updated using information exported from the Dedham Public Schools K-12 student information system.

Authorized Users:

Each school administrator will be provided with a confidential username and password. Upon request, usernames will be created for administrative assistants who report directly to a building administrator.

Appropriate Use:

As a form of electronic communication, the use of Connect-ED™ is subject to the guidelines established in the *DPS Email Policy*. Authorized users shall utilize the Connect-ED™ system in a responsible, ethical, and legal manner in accordance with the mission of the Dedham School Department for school related purposes in the performance of job duties. All other uses are prohibited.

- Authorized users will not share their Connect-ED™ username or password with others;
- All contact information for staff and student households is considered confidential and should not be shared with non-school personnel;
- As with all school policies, any employee who violates this policy and/or rules governing use of the DPS network will be subject to disciplinary action.

In general the system will be used to communicate:

- An emergency situation including school cancellations, early dismissal, or an unforeseen emergency situation that needs to be quickly communicated the school community;
- Attendance messages including absences, tardiness, truancy, and detention;
- To communicate important school sponsored events including conferences, health issues, open house events or other activities deemed appropriate by the building principal.

Inappropriate Use:

The Dedham Public Schools' Connect-ED™ system may not be used in the following manner:

- Any use that is illegal or in violation of Dedham Public School policies, including obscenity, libel, threats, hate postings, racial or sexual harassment and copyright violations or inappropriate communications with students or minors.
- For private financial gain or commercial offerings or solicitations of any kind including products or services for sale.
- As a forum for communicating with other school users or outside parties regarding the promotion of a political candidate or ballot issue, religion, or the promotion of personal views or to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit.
- Utilize the Connect-ED™ system to distribute information or communicate and encourage actions that would in any way interfere with or disrupt the goals and mission of the Dedham Public Schools.
- Transmit confidential information about school department personnel, student information, contract negotiations or any other school department business deemed confidential in nature by the Dedham Public Schools.
- Disguise or attempt to disguise your identity when sending a message including using another person's Connect-ED™ account or deleting or concealing any information stored on a school computer that violates these rules.

I - Introduced
D - Developed
M - Mastered

Dedham Public Schools
STUDENT TECHNOLOGY SKILLS FOR THE ELEMENTARY GRADES

"Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity."

Student Skills

"Students demonstrate a sound understanding of the nature and operation of technology systems." Basic Operations		K	1	2	3	4	5
DOE Standard	Student Skills						
1.1. 2.1, 2.6	Operate technology hardware and peripherals using classroom rules: • Turn on/off computer and monitor (use teacher discretion) • Use of mouse - use Mouse Skills from Learning.com • Use of keyboard - use Keyboard lessons from Learning.com	I	D	M	M	M	M
1.1, 1.2	Communicate about technology using developmentally appropriate and accurate terminology: • Computer, monitor, keyboard, mouse, cursor, login, logout, password, desktop, program, printer, click, • Double-click, drag, highlight, browser, Internet, file	I	D	M	M	M	M
1.2. 2.1.2.5	Proper care for technology equipment: • No drinks food or magnets near the equipment • Be sure hands are clean • Avoid pulling on the mouse, keyboard and headphone wires • Keep mouse on mouse pad • Clean with damp cloth, never spray cleaner on any part of the computer	I	D	M	M	M	M
1.2, 3.1, 3.2	Launch and exit applications • Double-click on program icons • Click on the "X" to close a program	I	D	M	M	M	M
1.2, 3.1	Use Help Menus in applications					I	I
1.2, 3.1, 3.2, 3.3	Launch multiple applications				I	D	D

"Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity."							
Student Skills							
Basic Operations *"Students demonstrate a sound understanding of the nature and operation of technology systems."*		K	1	2	3	4	5
DOE Standard	Student Skills						
1.3, 2.15, 2.5, 1.16	Basic keyboard techniques: • Ergonomic issues: sit properly in chair, face the computer, two hands on keyboard Familiarity with the following keys: • Space bar, enter key, caps lock, tab, shift, numbers	I	I	D	M	M	M
Network Operations *"Students practice responsible use of technology systems, information and software."*		K	1	2	3	4	5
2.2, 2.6, 2.8, 2.11	Understands the AUP of the Dedham Public Schools including appropriate and inappropriate use, and computer viruses		I	I	D	M	M
1.1, 2.2	Log in and out of the DPS network			I	D	D	M
3.1, 1.12, 1.13	Save and retrieve from the classroom folder on the server			I	D	M	M
Communications Tools *"Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences. . . to enhance learning, increase productivity and promote creativity."*		K	1	2	3	4	5
	Word Processing:						
1.4, 3.2, 1.17	Use word processing software to compose a document		I	I	D	M	M
1.4, 3.2, 1.17	Use correct word processing formatting techniques: tabs, alignment, bold, italic, underline, paragraph spacing, copy, paste, drag and select		I	I	I	D	D
1.18	Use and modify graphics from a variety of sources: clip art, Internet, digital photos, scanned images				I	D	D

Communications Tools *"Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences … to enhance learning, increase productivity and promote creativity."*		K	1	2	3	4	5
	Word Processing:						
1.4, 3.2, 1.13	Use File Open, Close, Save, Save As and Delete		I	I	D	M	M
1.14, 1.15	Print a document		I	D	M	M	M
	Multimedia:						
1.10, 3.4,1.9 1.32, 1.34	Use a variety of authoring tools to develop products that communicate an understanding of curriculum concepts: PowerPoint, Kidspiration, Inspiration, Publisher, Video, Digital Photography		I	I	D	D	D
1.33	Demonstrate an understanding of drawing, painting tools, clip art, and digital images		I	D	D	M	M
Research Tools *"Students use technology to locate, evaluate and collect information from a variety of sources."*		K	1	2	3	4	5
1.5, 2.4,3.1, 1.21	Introduction to Winnebago automated card catalog application to locate books:			I	D	M	M
3.1	Search by Subject				I	D	M
3.1	Search by Author				I	D	M
3.1	Search by Title				I	D	M
3.1	Search by Keyword				I	D	M
2.2	What is the Internet?		I	I	D	M	M
1.7, 2.2, 2.3, 2.4, 3.1,	Using a web browser		I	I	D	M	M
1.27, 1.31	Identify the basic elements of a website using proper terminology: address bar, tool bar, URL, hyperlink, site map						
1.26	Use Bookmarks and Favorites			I	D	M	M
1.25	Use the scroll bar and toolbar arrows to move forward or back		I	I	D	M	M
1.25	Use favorites, home, stop, refresh, print, icons and links		I	I	D	M	M

Research Tools *"Students use technology to locate, evaluate and collect information from a variety of sources."*		K	1	2	3	4	5
1.25	Use Print by selection, cancel print				I	D	M
1.21	Develop skills to locate pertinent information using search engines and directories			I	I	D	D
3.7	Use effective searching techniques: keywords, quotation marks					I	I
1.25	Utilize the toolbar, scroll bar, buttons, and links to navigate Internet sites.				I	D	M
2.3, 2.12	Evaluate web sites by select criteria: authorship, accuracy, objectivity, address extensions such as .gov, .edu and date of last update				I	I	D
1.28. 2.14	Write a correct citation caption in keeping with copyright law on any pictures or text copied from Internet sources.			I	I	I	I
Research Resources *"Students evaluate and select new information resources based on the appropriateness for specific tasks."*		K	1	2	3	4	5
1.7, 2.3, 3.1, 2.12	Controlled research: web quests, documents with links, bookmarks		I	I	D	M	M
3.6	Online References:						
3.1	Dictionary			I	D	D	M
3.1	Almanac				I	D	M
3.1	Atlas		I	I	D	D	D
3.1	Encyclopedias		I	I	D	D	M
3.1, 3.6	Internet		I	I	D	D	D
3.1, 3.6	Periodicals					I	D
3.1, 3.6	Newspapers				I	D	D
1.28, 2.7, 2.14	Citing sources for text, graphics and ideas according to MLA style posted on library website			I	I	D	M
2.7. 2.11	What is plagiarism?				I	D	M

Productivity and Problem Solving Tools *Students use technology resources for solving problems and making informed decisions and develop strategies for solving problems in the real world.*		K	1	2	3	4	5
1.10,3.2, 1.24, 1.34, 3.8, 3.10	Demonstrate an understanding of and be able to use appropriate software to make and interpret simple picture, bar, circle and line graphs and tables		I	D	M	M	M
1.19, 1.20, 1.21	Explore and understand the basic functions and purpose of a database					I	I
1.22, 1.23, 1.24	Explore and understand the basic functions and purpose of a spreadsheet					I	I
1.34, 3.4, 3.9	Explore and understand the basic functions and purpose of desktop publishing			I	I	I	I

I - Introduced
D - Developed
M - Mastered
A - Applied

Dedham Public Schools
STUDENT TECHNOLOGY SKILLS FOR GRADES 6-12

"Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity."								
Student Skills								
Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.		6	7	8	9	10	11	12
1.11	Identify components of a computer system, understands their functions, and use appropriate terminology in speaking about them (e.g., operating system, hard drive, memory, window).	M	M	M	A	A	A	A
1.12	Identify and use basic features of a computer operating system (e.g., format/initialize disks, access information on size and format of a file, create folders on local hard drive).	M	M	M	A	A	A	A
1.13	Save a file to the desktop, the hard drive, and external storage spaces (e.g., floppy disk, CD-ROM, virtual electronic space).	M	M	M	A	A	A	A
1.14	Select a printer and print a document with appropriate page setup and orientation.	M	M	M	A	A	A	A
1.15	Operate peripheral equipment (e.g., scanner, digital camera, camcorder).	I	I	D	M	M	A	A
1.16	Develop efficient keyboarding technique.	D	D	D	M	M	A	A
1.17	Identify and use editing and formatting features of a word processing program (e.g., centering, line spacing, margins, cut and paste, fonts, styles, spelling, page numbers).	D	M	M	A	A	A	A
1.18	Insert images (e.g., graphics, clip art, tables) from other files into word-processed document.	D	D	M	A	A	A	A

Demonstrate proficiency (continued)		6	7	8	9	10	11	12
1.19	Describe structure and function of a database and identify components (e.g., record, field).	I	I	D	M	M	A	A
1.20	Create an original database, defining field formats and adding new records.				I	D	M	A
1.21	Perform simple operations in a database (e.g., browse, sort, search, delete, add data).			I	I	D	M	A
1.22	Describe structure and function of spreadsheet (e.g., cells, rows, columns, formulas) and apply formatting features.	D	D	M	A	A	A	A
1.23	Create an original spreadsheet, entering simple formulas.	I	D	M	A	A	A	A
1.24	Produce simple charts from spreadsheet.	I	D	M	A	A	A	A
1.25	Identify and use navigation features of browser (e.g., "go," "back," "forward").	D	D	M	A	A	A	A
1.26	Using a browser, "bookmark" a Web site for future reference.	D	D	M	A	A	A	A
1.27	Identify basic elements of a Website (e.g., URL, hyperlinks, site map, etc.)	M	M	A	A	A	A	A
1.28	Copy an image from a Web site into a file on the desktop; write a correct citation caption in keeping with copyright law.	M	M	M	A	A	A	A
1.29	Using e-mail, create and send a message. (Student use of e-mail is determined by district policy and may be a class-wide activity if students do not have individual accounts.) COMMUNICATE VIA BLACKBOARD - NOT EMAIL	I	I	D	M	M	A	A
1.31	Use correct terminology in speaking about electronic communications (e.g., browser, search engine, online).	M	M	M	A	A	A	A
1.32	Create a slide presentation using appropriate applications.	I	D	M	A	A	A	A
1.33	Identify and use drawing and painting applications as appropriate for class projects.	M	M	M	A	A	A	A
1.34	Identify appropriate applications for a classroom project.	M	M	M	A	A	A	A
Demonstrate proficiency (continued)		6	7	8	9	10	11	12

1.35	Demonstrate file management skills (e.g., install new software, compress and expand files as needed, download files as appropriate).							
1.36	Run multiple applications simultaneously, alternating among them.	I	D	M	A	A	A	A
1.37	Resolve commonly occurring error messages. Resolve simple hardware and software problems as they occur (e.g., frozen screen, disk error, printing problems).	I	I	D	M	M	A	A
1.38	Identify and use methods for transferring, downloading, and converting graphic, sound, and video files. Use different graphic file formats where appropriate (e.g., PICT, TIFF, JPEG).		I	D	M	M	A	A
1.39	Save (also retrieve, load, and import) a word-processed document in different file formats (e.g., RTF, HTML).			I	D	M	A	A
1.40	Use a variety of external peripherals (e.g., printers, Zip drives, scanner, digital camera) and understand how they connect to a computer.			I	D	M	A	A
1.41	Perform efficient keyboarding technique.	D	D	D	M	M	A	A
1.42	Import/export and link data between word-processed document and other applications.				I	D	M	A
1.43	Duplicate database structure without data.			I	D	M	A	A
1.44	Use features of a database program such as mailing labels and mail merges.			I	D	M	A	A
1.45	Import/export and link data between database and other applications.				I	D	M	A
1.46	Use advanced formatting features of a spreadsheet application (e.g., reposition		I	D	M	A	A	A
1.47	Use formulas in a spreadsheet application.	I	D	M	A	A	A	A
1.48	Import/export data between spreadsheet and other applications.				I	D	M	A
1.49	Customize formatting of charts or graphs created in spreadsheet	I	D	M	A	A	A	A
1.50	Define and use functions of a spreadsheet such as sort, filter, find.		I	D	M	M	A	A

Demonstrate proficiency (continued)		6	7	8	9	10	11	12
1.51	In a spreadsheet application, use various number formats (e.g., scientific notation, percentages, exponents) as appropriate.	I	I	D	M	M	A	A
1.52	In a browser, organize bookmarks into folders for further reference.		I	D	M	M	A	A
1.53	Know how to select and use search engines. Understand the differences between search engines.	D	D	D	M	M	A	A
1.54	Explain effective search strategies to locate and retrieve electronic information (e.g., understand and use syntax and Boolean logic operators).	I	D	D	M	M	A	A
1.55	Using e-mail, create an address book. (Use of e-mail is at district discretion and may be a class-wide activity if students do not have individual accounts.)							
1.56	Share files as attachments in an e-mail message (e.g., text, graphics, sound). (District discretion applies.) - ATTACHMENTS VIA BLACKBOARD - NOT EMAIL	I	I	D	M	M	A	A
1.57	Create a multimedia presentation, desktop-published report, or Web page that incorporates data from other files.	D	D	D	M	M	A	A
1.58	Create and manipulate illustrations using a drawing or painting program (e.g., adjust scale, size, shape).	D	D	M	A	A	A	A
1.59	Identify capabilities of technology resources and understand how they can be used for lifelong learning.	I	I	D	M	M	A	A
1.60	Select the appropriate technology tool for a task.	I	I	D	M	M	A	A
Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.		6	7	8	9	10	11	12
2.6	Explain and demonstrate understanding of classroom rules regarding responsible use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).	A	A	A	A	A	A	A

Demonstrate responsible use of technology (continued)		6	7	8	9	10	11	12
2.7	Explain and demonstrate ethical and legal behavior in copying files, applications, and media.	I	D	D	M	M	A	A
2.8	Explain potential problem of computer viruses and exercise caution in opening e-mail attachments from unknown sources. (Use of e-mail is at district discretion.)	I	I	D	M	M	A	A
2.9	Explain safe practices for sharing personal information via e-mail and the Internet. (Use of e-mail is at district discretion.)		I	D	M	A	A	A
2.10	Explain proper e-mail etiquette. (Use of e-mail is at district discretion.)							
2.11	Describe and demonstrate knowledge of the school's Acceptable Use Policy, and know the consequences of violating that policy.	A	A	A	A	A	A	A
2.12	Validate a Web site for authenticity (e.g., find site sponsor, author, and date the site was last updated).	D	D	D	M	M	A	A
2.13	Explain how media and technology can be misused to distort or exaggerate information.	I	I	D	M	M	A	A
2.14	Write correct citations for text and images gathered from electronic sources. Understand that use of materials is limited by the fair use rule of copyright law.	M	M	M	A	A	A	A
2.15	Develop an awareness of the issue of ergonomics (e.g., Repetitive Stress Injuries) and how to use equipment safely.	M	A	A	A	A	A	A
2.16	Identify ways in which technology is used in the workplace and in society.	I	I	D	M	A	A	A
2.17	Demonstrate a clear understanding of the school's Acceptable Use Policy.	D	A	A	A	A	A	A
2.18	Explain laws restricting use of copyrighted materials on the Internet.	M	M	M	A	A	A	A
2.19	Explain how to evaluate electronic sources of information. (See Integrated Learning Scenario, *Validating a Web site.*)	D	D	D	M	M	A	A
2.20	Cite electronic sources correctly.	M	M	M	A	A	A	A
2.21	Understand issues of ergonomics and practice safe use of equipment.	M	A	A	A	A	A	A

Demonstrate ability to use technology for research, problem-solving, and communication. Students locate, evaluate, collect, and process information from a variety of electronic resources. Students use telecommunications and other media to interact or collaborate with peers, experts, and other audiences.		6	7	8	9	10	11	12
3.6	In keeping with the research process outlined in Standard 24 of the *English Language Arts Curriculum Framework*, identify electronic sources of information (e.g., Internet, CD-ROM, online periodical databases, and online catalogs).	M	M	M	A	A	A	A
3.7	Use search engines effectively to find relevant, unbiased, and current information on a subject. (Standard 2 performance indicators apply—i.e., evaluate Web sites and write correct citations for sources.)	M	M	M	A	A	A	A
3.8	Organize information that is collected using a variety of tools (e.g., spreadsheet, database, saved files).		I	D	M	M	A	A
3.9	Communicate results of research and learning with others using the most appropriate tools (e.g., desktop-published or word-processed report, multimedia presentation).	D	D	M	A	A	A	A
3.10	Manipulate data using charting tools and graphic organizers (e.g., concept mapping, flow charting, and outlining software) to connect ideas and organize information.		I	D	M	M	A	A
3.11	COMMUNICATE VIA BLACKBOARD - NOT EMAIL	I	I	D	M	M	A	A
3.12	In conducting research use all appropriate electronic sources (e.g., Web sites, online periodical databases, online catalogs).		I	D	M	M	A	A
3.13	Integrate (with correct citations) electronic research results into a research project.	M	M	M	A	A	A	A
3.14	Routinely evaluate Web sites for authenticity when using them.	D	D	M	A	A	A	A
3.15	Present information, ideas, and results of work using any of a variety of communications technologies (e.g., multimedia presentations, Web pages, videotapes, desktop-published documents).	D	D	M	A	A	A	A

Demonstrate ability to use technology (continued)		6	7	8	9	10	11	12
3.16	Collect, organize, analyze, and graphically present data using the most appropriate tools (e.g., spreadsheet, database, graphing, and concept-mapping tools).		I	D	M	M	A	A
3.17	Import graphics, photos, and other media into report or presentation, citing sources appropriately.	D	M	M	A	A	A	A
3.18	Create multiple links among various pieces of information residing in different applications (e.g., a chart imported from a spreadsheet into a work-processed report can be linked to update automatically when the data is changed in the spreadsheet).				I	D	M	A
3.19	Demonstrate how specialized technology tools can be used for problem solving, decision-making, and creativity (e.g., simulation software, environmental probes, computer-aided design, geographic information systems, dynamic geometric software, graphing calculators, art and music composition software).	I	I	D	M	M	A	A
3.20	Demonstrate the function of electronic conferencing tools such as Internet bulletin boards, listserv, electronic classrooms, and interactive video.	I	D	M	A	A	A	A
3.21	At discretion of district, exchange e-mail independently.							

Summary of Technology Skills by Grade

Grade P-K

- Basic Operations and vocabulary
- AUP: using the computers with supervision
- Introduction to keyboard and word processing via Wiggleworks, Lexia ER, Clicker4
- Internet - controlled exposure through web quests, bookmarks, favorites, embedded links
- Introduce the Graph Club
- Other curriculum related applications (Away We Go!, Edmark)

Grade 1

- Basic Operations and vocabulary
- AUP
- Introduction to keyboard and word processing via Wiggleworks and Clicker4
- Internet - controlled exposure through web quests, bookmarks, favorites, embedded links
- Introduce the Graph Club
- Other curriculum related applications (Away We Go!, Edmark)

Grade 2

- AUP, Basic Operations and vocabulary
- Keyboarding Concepts - Type to Learn
- Word processing basics via Word, Wiggleworks, Clicker 4
- Save and retrieve documents
- Introduce Kidspiration and continue using Graph Club
- Internet - controlled exposure through web quests, bookmarks, favorites, embedded links
- Multimedia - Introduction to PowerPoint and Publisher
- Other curriculum related applications - Cornerstone, Tom Snyder, Edmark

Grade 3

- AUP, Basic Operations, Network Operations and vocabulary
- Keyboarding Skills
- Word processing: editing techniques via Word
- Save and retrieve documents
- Kidspiration, Graph Club, PowerPoint, Publisher
- Grade level project in PowerPoint
- Internet - controlled exposure through web quests, bookmarks, favorites, embedded links
- Digital Photography
- Introduce Microsoft Drawing tools
- Internet - research skills
- Other curriculum related applications - Cornerstone, Tom Snyder, Sunburst

Grade 4

- Mastery of: AUP, Basic and Network Operations, Internet Research and vocabulary
- Keyboarding Skills
- Word processing: continued practice in editing techniques via Word
- Kidspiration, Graph Club, PowerPoint, Publisher, Microsoft Draw
- Grade level project in Publisher
- Introduce Graph Master, Hyperstudio
- Database concepts
- Internet - research skills
- Digital Photography and graphics
- Other curriculum related applications - Cornerstone, Tom Snyder, Sunburst

Grade 5

- Mastery of: AUP, Basic and Network Operations, Internet Research, Word Processing, and vocabulary
- Keyboarding Skills
- Word processing: advanced editing techniques via Word
- Kidspiration, Graph Club, PowerPoint, Publisher, Microsoft Draw, Hyperstudio, Graph Master
- Grade level project in Publisher
- Database concepts
- Internet - research skills
- Digital Photography
- Other curriculum related applications - Cornerstone, Tom Snyder, Sunburst

Grade 6

- Technology Awareness (use of Kurzweil software)
- Keyboarding (Microsoft Word and MicroPace Pro software)
- Blackboard - Digital drop box and group discussion board
- Word processing (Microsoft Word)
- Internet proficiency
- Desktop publishing (Microsoft Publisher)
- Webquest - Internet Safety
- Spreadsheet software (Microsoft Excel)

Grade 7

- Technology Awareness (use of Kurzweil software)
- Keyboarding (Microsoft Word and MicroPace Pro software)
- Blackboard - Digital drop box and group discussion board
- Presentation software (Microsoft PowerPoint)
- Internet proficiency
- Spreadsheet software (Microsoft Excel)
- Presentation software (Hyperstudio)

Grade 8

- Diagramming software (Inspiration)
- Create charts and tables (Excel, Word)
- Create original graphics (Draw, PPT)
- External peripherals (scanner, digital camera)
- File management skills (network, Blackboard)
- Programming software (Qbasic, Visual Basic)
- Copyright law/Computer Ethics
- Anti-virus software (Norton)
- Communicate via Blackboard (Blackboard)
- Basic Web page design (Word)
- Internet proficiency (search engines, site authenticity, citations, etc.)
- Technology vocabulary

Grades 9-12 (students are only required to take one computer course in grades 9-12)

- Technology Awareness and Application
- Keyboarding (Microsoft Word, MicroPro software)
- Blackboard-Class assignments, digital drop box, and group discussion board
- Presentation Software (Microsoft PowerPoint)
- Graphic Authoring Software (Hyper Studio)
- Spreadsheet software (Microsoft Excel)
- Word Processing software (Microsoft Word)
- Desktop Publishing software (Microsoft Publisher)
- Database software (Apple Works Database or Microsoft Access)
- Graphic Organizer software (Inspiration)
- Copyright law/Computer Ethics
- Use of a variety on online resources
- Computer Programming Languages, C++, Java.
- Authentic Projects; choose and implement with appropriate programs.
- Search, evaluate and utilize information effectively from electronic sources (e.g. Internet, Electronic libraries, specialized databases).
- Students will be able to analyze and solve authentic/real-world problems using software applications and electronic information.
- Define, develop, implement, test and effectively communicate solutions to a computer problem.