

*The Fourth Grade student at St. Patrick's will become acquainted with technology in a fun, yet challenging learning environment. In the computer lab, each child will learn to locate the parts of the computer, perform basic computer operations and properly care for a computer in their own, individual workstation. He/She will learn to operate several programs and applications through a variety of electronic resources designed to allow students to explore at their own pace. The students will be introduced to online safety and computer ethics through CyberSmart, a lesson plan that uses an interactive website, worksheets and oral discussions.*

	<b>Goals/Standards</b>	<b>Instructional Tools</b>	<b>Assessment Tools</b>
<b>Basic Operations &amp; Concepts</b>	Students Can:		
Standard A: Students demonstrate a sound understanding of the nature and operation of technology systems.	<ul style="list-style-type: none"> <li>Utilize and understand appropriate storage devices</li> <li>Use peripheral technology tools such as scanners and cameras</li> <li>Explore efficient keyboarding techniques</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Word</li> <li>Digital Camera</li> <li>Scanner</li> <li>Pre-Keys</li> </ul>	<ul style="list-style-type: none"> <li>Oral Discussions</li> <li>Self Assessment</li> <li>Skills Tests</li> <li>Rubrics</li> </ul>
Standard B: Students are proficient in the use of technology.	<ul style="list-style-type: none"> <li>Identify and use basic features of a computer operating system</li> <li>Save a file to the desktop, hard drive and network</li> <li>Explore peripheral equipment (scanner, digital camera)</li> <li>Identify and use editing and formatting features of a word processing program</li> <li>Use correct terminology in speaking about electronic communications</li> </ul>		

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**Goals/Standards**

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**Instructional Tools****Assessment Tools**

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**Productivity Tools**

Standard A: Students use technology tools to enhance learning, increase productivity and promote creativity.

Standard B: Students use technology tools to collaborate in constructing technology-enhanced models, preparing publications and producing other creative work.

Students Can:

- Use a writing program to write, edit and print an original document
- Use a spreadsheet program to create a basic graph
- Use technology resources for self-directed learning and extended learning
- Insert images from files into a word processing document
- Identify appropriate applications for a classroom project
- Install and select a printer
- Create an icon/shortcut

- Microsoft Word
- Pixel
- Clip Art

- Oral Discussions
- Self Assessment
- Skills Tests
- Rubrics

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**Goals/Standards**

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**Instructional Tools****Assessment Tools**

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**Technology****Communication Tools**

Standard A: Students use telecommunications to collaborate, publish and interact with peers, experts and other audiences.

Standard B: Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

Students Can:

- Use a writing program to write, edit and print original paragraphs
- Work independently to create a slide presentation with an existing template
- Send an email (teacher guided)
- Manipulate data using charting tools and graphic organizers

- Microsoft Word
- Microsoft Powerpoint
- Microsoft Outlook

- Oral Discussions
- Self Assessment

	Goals/Standards	Instructional Tools	Assessment Tools
<p><b>Ethical, Cultural &amp; Societal Issues</b></p> <p>Standard A: Students understand the ethical, cultural and societal issues related to technology.</p> <p>Standard B: Students practice responsible use technology systems, information and software.</p> <p>Standard C: Students develop positive attitudes toward technology use that support lifelong learning, collaboration, personal pursuits and productivity.</p>	<p>Students Can:</p> <ul style="list-style-type: none"> <li>• Demonstrate St. Patrick's behavior guidelines for computers, networks and internet safety</li> <li>• Identify appropriate use of technology for self-directed learning and extended learning activities</li> <li>• Give reasons for exercising appropriate caution when using the internet</li> <li>• Cite resources giving credit to others' ideas, images and information found in various resources</li> <li>• Quote or paraphrase information avoiding plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>• Cybersmart</li> <li>• Teacher-selected websites &amp; CD-ROMs</li> <li>• Handouts/Worksheets</li> <li>• Transparencies</li> <li>• Group projects/skits</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Discussions</li> <li>• Self Assessment</li> <li>• Skills Tests</li> </ul>

	<b>Goals/Standards</b>	<b>Instructional Tools</b>	<b>Assessment Tools</b>
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**Technology Research Tools**

Standard A: Students use technology to locate, review and collect information from a variety of sources.

Standard B: Students use technology tools to process data and report results.

Standard C: Students evaluate and select new information resources and technological innovations based on the appropriateness of specific tasks.

Students Can:

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| <ul style="list-style-type: none"> <li>• Demonstrate how to complete a basic internet search</li> <li>• Locate information in periodicals by using an online database</li> <li>• Use technology resources for self directed learning and extended learning activities</li> <li>• Communicate the results of research to others using the most appropriate tools</li> </ul> | <ul style="list-style-type: none"> <li>• Grolier Online</li> <li>• “Kid-Friendly” search engines such as Yahoooligans</li> </ul> | <ul style="list-style-type: none"> <li>• Oral Discussions</li> <li>• Self Assessment</li> <li>• Skills Tests</li> <li>• Rubrics</li> </ul> |
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