

The Eighth 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.

	Goals/Standards	Instructional Tools	Assessment Tools
Basic Operations & Concepts			
Standard A: Students demonstrate a sound understanding of the nature and operation of technology systems.	<p>Students Can:</p> <ul style="list-style-type: none"> • Keyboard straight copy paragraphs for one minute with a minimum of 20 words per minute with 90% accuracy. • Inserts appropriate graphics into texts. • Formats columns and rows in a word processing document. • Formats document using alignment command, tab and margin spacing commands. • Create and format Tables in a word processing document. • Create and format Text Boxes in a word processing document. • Manipulate Clip Art and Pictures in a word processing document. • Operate peripheral equipment • Formatting of photos 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Digital Camera • Scanner • Fax Machine • Video Camera 	<ul style="list-style-type: none"> • Oral Discussions • Self Assessment • Skills Tests • Class Projects • Portfolio • Rubrics
Standard B: Students are proficient in the use of technology.			

Goals/Standards

Instructional Tools**Assessment Tools**

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:

- Create a spreadsheet to display and compare pieces of information (Excel & Word).
- Create a database to organize, sort and display information.
- Independently create a multi-media presentation aligned with curriculum standards.
- Identify and master shortcuts on the computer (Ctrl-Alt & "F" keys)
- Formats tables in a word processing document and uses them to organize information
- Explore an original database, defining field formats and adding new records
- Explore simple operations in a database
- Create an original spreadsheet, using simple formulas
- Identify appropriate applications for class projects

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Teacher-selected websites

- Oral Discussions
- Self Assessment
- Skills Tests
- Portfolio
- Rubrics

Goals/Standards

Instructional Tools**Assessment Tools**

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:

- Demonstrate use of technology tools for individual and collaborative writing.
- Independently create a multi-media presentation aligned with curriculum standards.
- Video Production
- Create and maintain a personal webpage (teacher guided)
- Create a personalized class movie to share with family
- Send an email (teacher-guided)
- Explore set up and operation procedures for standard email applications

- Microsoft Word
- Windows Movie Maker
- Microsoft PowerPoint
- Teacher-selected websites
- Outlook Express

- Oral Discussions
- Self Assessment
- Skills Tests
- Portfolio
- Rubrics

Goals/Standards

Instructional Tools**Assessment Tools**

Ethical, Cultural & Societal Issues

Standard A: Students understand the ethical, cultural and societal issues related to technology.

Standard B: Students practice responsible use technology systems, information and software.

Standard C: Students develop positive attitudes toward technology use that support lifelong learning, collaboration, personal pursuits and productivity.

Students Can:

- Evaluate the accuracy, relevance and appropriateness of electronic information sources.
 - Identify ways in which concepts of personal property apply to technology.
 - Discuss common uses of technology in daily life and the advantages/disadvantages these provide.
 - Identify copyright issues related to electronic media.
 - Create a bibliography in standard format giving credit to others' ideas, images and information found in various resources.
 - Separate fact, opinion and point of view.
 - Determine accuracy and relevance of materials found on the internet.
 - Online safety issues
- Cybersmart
 - Teacher-selected websites and CD-ROMs
 - Handouts/Worksheets
 - Group projects/skits
- Oral Discussions
 - Self Assessment
 - Portfolio
 - Leadership Projects

Goals/Standards

Instructional Tools**Assessment Tools**

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:

- Use electronic tools to access remote information and collaborate with others to solve problems, research and share information with others.
- Evaluate the accuracy, relevance and appropriateness of electronic information sources.
- Document bibliographic resources properly.
- Communicate results of research with others using appropriate tools
- Use search engines effectively to find relevant, unbiased and current information on a subject

- Grolier Online
- Teacher-selected websites and CD-ROMs
- “Kid-Friendly” search engines such as Yahoooligans

- Oral Discussions
- Self Assessment
- Skills Tests
- Rubrics
- Portfolio