Grade	Strand	Standard	Software	Introduced
	Grade Four			
	1.0 Information Technology Basics			
	1.1	Copy and paste text or pictures between 2 different progams, (e.g., Word and PowerPoint, etc.).	Word	Lab
	1.2	Accurately touch type at least 15 words per minute accurately As measured by a school-approved keyboarding program.	Type To Learn	Lab
	1.3	Demonstrate file management skills of copy, move, rename, reopen personal files, back up files to a network server and Removeable storage device	Windows OS	Lab
	1.4	Provide credit for the use of pictures and information from copyrighted sources where appropriate.	Various	Lab
	1.5	Create a graph of Science or Social Science data		
	2.0 Application and Integration of Technology			
	2.1	Use information technology as a tool and as a resource for learning and skill-building throughout the curriculum (e.g., language arts, mathematics, science, social science).	Various	Classroom
	2.2	Use the school library on-line catalogs to find resources.	Various	Library
	2.3	Demonstrate basic search strategies using Internet search engines.	Internet Explorer	Lab/Library
	2.4	Use e-mail to communicate with other students and experts on classroom projects under a teacher's supervision.	Groupwise	Lab
	2.5	Demonstrate intermediate word processing skills in the context of writing stories and essays for classroom assignments using proper elements of style for electronic docs	Word	Lab
	2.6	Practice evaluating the validity of information resources found on the Web.	Internet Explorer	Lab/Classroom
	2.7	Practice using the correct way to a search engine properly	Internet Explorer	Lab/Classroom
	3.0 Use of Creativity Tools			
	3.1	Create at least one classroom report or project using multimedia (e.g., text and graphics in a Word doc, et.c)	MSWord/MS Paint KidPix Deluxe/Inspiration	Lab
	3.2	Create at least one classroom report or project using hypermedia (e.g., text, graphics and links with HyperStudio, etc.).	HyperStudio Powerpoint	Lab
	3.3	Work cooperatively with two or more students on group projects utilizing technology.	Various	Classroom
	3.4	Demonstrate advanced features of Powerpoint in classroom Presentation to include graphics, animation, transitions, and sound	Powerpoint	Classroom
	4.0 Information Technology in Life and Society			
	4.1	Understand and follow the K-4 Internet Use Guidelines.	None	Lab/Library
	4.2	Discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.	None	Lab