**K-5 ISD Elementary Student Readiness Technology Skills**

This *guiding document* is intended to provide teachers with a list of foundational skills for students to reach the ISTE standards (International Society for Technology in Education) which include being an empowered learner, digital citizen, knowledge constructor, innovative designer, computational thinker, and global collaborator. ***These end of the year skills*** will also help our students be successful with online testing, such as the SBA and ELPA.

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| **Essential Skills** | **Building on previous exposure and reinforcement, students can use these skills consistently and accurately on their own.**  |
| **Previewed Skills** | **Teacher demonstrates and talks though skills as they use them in class.** |

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| **Basic Tech Skill** | **K** | **1** | **2** | **3** | **4** | **5** |
| Unplug/plug computer into charger | x | x | x | x | x | x |
| Turn on computer  | x | x | x | x | x | x |
| Log on to a computer | x | x | x | x | x | x |
| Plug/unplug headphones | x | x | x | x | x | x |
| Use a username and password | x | x | x | x | x | x |
| Properly shutting down a computer | x | x | x | x | x | x |
| Navigate with mouse and/or touchpad | x  | x | x | x | x | x |
| Left mouse click | x | x | x | x | x | x |
| Right mouse click  |  |  | x | x | x | x |
| Click, drag and drop with track pad  | x | x | x | x | x | x |
| Type using all 10 fingers |  |  | x | x | x | x |
| Use shift key for capitals |  | x | x | x | x | x |
| Use backspace key | x | x | x | x | x | x |
| Use enter key | x | x | x | x | x | x |
| Use punctuation keys | x | x | x | x | x | x |
| Use the following symbols for math: + - / x or \* |  |  |  | x | x | x |
| Scroll up and down | x | x | x | x | x | x |
| Scroll side to side |  | x | x | x | x | x |
| Highlight text |  |  | x | x | x | x |
| Copy text (Ctrl+C) or right mouse click  |  |  | x | x | x | x |
| Paste text (Ctrl+V) or right mouse click |  |  | x | x | x | x |
| Undo feature (Ctrl+Z) |  |  | x | x | x | x |
| Play and pause media, adjusting volume | x | x | x | x | x | x |
| Double click to open an application or browser | x | x | x | x | x | x |
| Close an application or browser | x | x | x | x | x | x |

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| **Internet Skill** | **K** | **1** | **2** | **3** | **4** | **5** |
| Log in to Clever | x | x | x | x | x | x |
| Navigate to Clever teacher page  | x | x | x | x | x | x |
| Log out of Clever | x | x | x | x | x | x |
| Open an internet browser | x | x | x | x | x | x |
| Locate the address bar (URL)  |  | x | x | x | x | x |
| Click back in your browser | x | x | x | x | x | x |
| Open a new tab |  |  | x | x | x | x |
| Navigate between multiple tabs |  | x | x | x | x | x |
| Refresh a page |  |  | x | x | x |  |

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| **Digital Citizenship Skill** | **K** | **1** | **2** | **3** | **4** | **5** |
| Be kind and respectful online (makes informed decision on what to post online | x | x | x | x |  |  |
| Understand and has strategies for dealing with cyberbullying  |  |  |  | x | x | x |
| Understand what info should be kept private online (name, address, school, and password) | x | x | x | x | x | x |
| Understand digital footprints (the permanence of what you post online) |  |  |  | x | x | x |
| Learn how to avoid spam, scams, viruses |  |  |  | x | x | x |
| **Research:** Consider coordinating with your librarian on when and how these are taught. |  |
| Explain where you found your information  |  |  |  | x | x | x |
| Understand the idea of copyright and plagiarism  |  |  |  | x | x | x |
| State (Cite) sources for any ideas not your own (students understand the difference between a source and a search engine) |  |  |  | x | x | x |
| Find and use credible sources/reliable websites  |  |  |  | x | x |  |

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| **Programs and Applications Skills****Teachers should preview applications prior to teaching a program or application to determine which skills are applicable for the program and their students.** |
| **Skills** | **When and how I will have students learn these skills:** |
| Style Font and Text* Change font and size
* Center text (justification)
* Bold text (button or Ctrl B)
* Underline text (button or Ctrl U)
* Italicize text (button or Ctrl I)
 |  |
| Layout  |  |
| Insert a table |  |
| Paragraph (i.e., the tab button) |  |
| Insert graphics |  |
| Use grammar check |  |
| Create a bulleted list (button) |  |