

Fourth Grade Checklist

8.1 COMPUTER AND INFORMATION LITERACY

STUDENT ID _____ STUDENT NAME _____
 DISTRICT WEST NEW YORK SCHOOL NAME _____

Standard / Indicator	Item	Yes or No
A.1 Use basic technology vocabulary	Properly names parts of the computer such as memory or storage, output devices such as printer, input devices such as monitor, mouse, keyboard and central processing unit or microprocessor.	
	Uses proper vocabulary for on-screen items such as icons, software, shortcuts, scroll bar, task bar Uses proper vocabulary for software being used in the school Uses current terms related to Internet use and applications	
	A.2 Use basic features of an operating system (e.g., accessing programs, identifying and selecting a printer, finding help).	Starts programs from Start Menu or from desktop icon
Prints from an application such as word processing		
Identifies printers available on computer		
Demonstrates ability to save and retrieve work		
Closes down programs and shuts down computer		
Demonstrates appropriate use and care of computer hardware and peripheral devices including data storage devices		

Standard / Indicator	Item	Yes or No
A.3 Input and access text and data, using appropriate keyboarding techniques or other input devices.	Inputs at least five numbers into a spreadsheet	
	Identifies keys to be used with the right and left hands Uses capital and lower case letters properly by English language standards	
	Uses correct posture	
	Uses thumb on the space bar Keys simple sentences with hands on home row	
A.4 Produce a simple finished document using word processing software.	Uses bold, italics, underline and other simple Formatting	
	Uses save and save as when naming files	
	Uses print preview, print document, and select printer depending on need	
	Edits text for font style, color, size, spell check, and electronic thesaurus	
	Uses cut, paste, copy, delete as appropriate to the editing process	

Standard / Indicator	Item	Yes or No
A.5 Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.	<p>Reads a simple bar graph for minimum and maximum values</p> <p>Creates chart(s) using data entered from a set of numbers</p> <p>Enters and edits data into spreadsheet accurately</p> <p>Prints entered information</p>	
A.6 Create and present a multimedia presentation using appropriate software.	Creates a simple presentation with at least three slides	
	Adds titles, text and graphics to a multimedia presentation using font, size, color and spell check	
	Create and edit slides/screens/cards	

Standard / Indicator	Item	Yes or No
	Customize the background, add transitions, choose a slide layout and arrange in a logical and appropriate order	
A.7 Create and maintain files and folders.	Insert moving graphics, clip art, and/or digital images Creates, deletes and moves folders Renames, deletes and moves documents	
A.8 Use a graphic organizer.	Creates a concept map with at least three components	
A.9 Use basic computer icons.	Uses a graphic organizer to categorize objects Starts programs from the desktop icons Recognizes common icons such as print, save, copy/paste Uses pull down menus and scroll bars	
B.1 Discuss the common uses of computer applications and identify their advantages and disadvantages.	Describes everyday uses for word processing, spreadsheet and presentation software. When given a specific task, chooses the correct tool to use	
B.2 Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use including: *Internet access *Copyrighted materials	Identifies uses of technology in home and school Demonstrates understanding of the Acceptable Use Policy Demonstrates understanding of copyright materials on Internet Identifies author and copyright information on a given web page Understands guidelines regarding disclosure of personal information on the web	

Standard / Indicator	Item	Yes or No
*On-line library resources *Personal security and safety issues	Uses passwords	
B.3 Practice appropriate Internet etiquette	Uses electronic mail in the appropriate manner for audience	
B.4 Recognize the ethical and legal implications of plagiarism of copyrighted materials.	<p>Follows the district technology Acceptable Use Policy [http://www.wnyschools.net/district/acceptableuse.asp]</p> <p>Provides attribution when using copyrighted materials/Identifies resources</p> <p>Follows intellectual freedom and intellectual property rights</p>	
B.5 Recognize the need for accessing and using information.	<p>Explains the advantages and disadvantages of Internet resources versus print materials.</p> <p>Selects appropriate Internet resources for specific information needs such as resources, web browsers, search engines, directories and online databases.</p> <p>Recognizes accuracy among fact, point of view and opinion.</p>	
B.6 Identify and use web browsers, search engines, and directories to obtain information to solve real world problems.	<p>Uses child-safe search engines to research new topics</p> <p>Demonstrates understanding of risks when using general search engines in terms of inaccuracy and age-inappropriate information</p>	

Standard / Indicator	Item	Yes or No
B.7 Locate specific information by searching a database.	Searches a child-safe web database to find relevant information	
B.8 Recognize accuracy and/or bias of information.	Can identify author of a webpage and discuss possible issues on bias and accuracy	
B.9 Solve problems individually and/or collaboratively using computer applications.	Identifies, discusses, and visually presents ways technology has changed the lives of people in NJ	
	Works in a group setting on collaborative projects such as a presentation or Internet research	
	Uses software programs to integrate learning across curricular areas in projects and presentations.	
B.10 Identify basic hardware problems and solve simple problems.	Reboots computer to handle minor problems Handles software and webpage errors correctly	