5th Grade Computers

1. I can discuss and follow the rules for responsible use of technology tools.

2. I understand the signed Acceptable Use Policy and expectations for using Google Apps.

3. I can describe ways that technology is used at home and work.

4. I understand there are appropriate times, places, and limits for technology use.

5. I can open, edit, and save a document on the Student server and in my Google Drive.

6. I can connect, load, and use peripheral devices (cameras, iPads, flash drives).

7. I can use and maintain home row keyboarding skills.

8. I can type one page in a Word document in one sitting.

9. I can format the following in Word: font tools, line spacing, margins, and alignments.

10. I can use spell check to proofread.

11. I can print using Print Preview to change my final product (layout, # of slides, printer).

12. I can use Excel to create tables, graphs, and perform basic calculations.

13. I can use Powerpoint to create a multimedia presentation with more than one slide.

14. I can navigate multiple tabs within an internet browser.

15. I know the difference between search engines and databases and when to use each one.

16. I can use the search engines and databases to collect information about a topic.

17. I can cite my sources for research work.

18. I understand the Fair Use Guidelines for copyrighted work.

19. I understand potential risks and dangers of using the internet.

20. I understand the purpose for a secure password and I can create one.

21. I understand cyberbullying and how to help prevent it or respond to it when necessary.

22. I can use problem solving skills to do coding activities online.

23. I can collaborate online to accomplish a task.