

**Bannockburn School
District 106
Student Technology
Competency Standards**

Bannockburn School will provide a technology-rich environment to broaden each student's learning through technology competencies that are introduced, practiced, and mastered within the context of the curriculum. Guided by the belief that technology is an effective tool when used to empower students and teachers, we follow the Six Essential Learnings in a Technological Society.

Six Essential Learnings in a Technological Society:

1. The student as information seeker, navigator, and evaluator
2. The student as critical thinker, analyzer, and selector of information and technologies appropriate to the task
3. The student as creator of knowledge using information resources and technology
4. The student as effective communicator using a variety of appropriate technologies/media
5. The student as a technologist
6. The student as a responsible citizen in a technological age

Source: Illinois State Board of Education K-12, Information Technology Plan



**Technology Committee
Members**

Ginni Glass
Technology Director

Gen Bentley

Theresa Brue

Lauren Beversdorf

Liz Ciko

Pam De Vos

Betty Duffy

Kelly Goldberg

Joanie Lampert

Steve Panella

Jessica Pollack

BANNOCKBURN

TECHNOLOGY

STUDENT TECHNOLOGY COMPETENCIES KINDERGARTEN – 8TH

**THE MISSION OF BANNOCKBURN
SCHOOL IS TO MEET THE COGNITIVE,
SOCIAL, AND EMOTIONAL NEEDS OF
STUDENTS LIVING IN A GLOBAL
SOCIETY.**



**BANNOCKBURN SCHOOL
DISTRICT 106**

BANNOCKBURN TECHNOLOGY

Bannockburn School continues to be committed to incorporating technology in daily learning. Students and teachers in all disciplines have access to computers, SMART Board interactive whiteboards, TVs, VCRs, DVD players, scanners, digital cameras, video cameras, document cameras, and a variety of application programs such as Microsoft Office 2008[®], Apple iLife 09[®], Apple iWorks[®], Kid Pix[®], Adobe Photoshop Elements[®], SMART Notebook[®], and more.

Students in grades 5 - 8 utilize technology with the benefit of our one-to-one laptop program. Students in grades 3 & 4 share a laptop cart. This program allows students to work on Microsoft Office[®]/Apple iWorks[®] presentations and Internet research throughout the academic day. Photoshop Elements provides our students an additional means to encourage creativity in art class as well as other curricular areas. Bannockburn's progressive technology program allows students an opportunity to improve their critical thinking skills while participating in project-based learning.



Teachers incorporate technology in the delivery of their instruction by demonstrating concepts, illustrating ideas, and enabling collaboration through SMART Board[®] interactive whiteboards. Seventeen classrooms are now equipped with interactive whiteboards along with ceiling mounted projectors allowing for full immersion of interaction between student and teacher.

Bannockburn School has a permanent computer lab housing twenty-eight iMacs, and lower school classrooms have a minimum of four computers each. Additionally, our grades 5 - 8 laptop program is in constant use. Furthermore, all computers now have Internet connectivity through AT&T Opteman Fiber. The building's wireless system and our servers allow for individual accounts for all teachers, staff, and students. Data can be accessed throughout the building from any computer and/or location.



As Bannockburn School students build global connected learning skills, they will:

1. Exercise proper online etiquette
2. Participate in online global communication using electronic tools
3. Engage in meaningful and reflective dialogue
4. Cultivate an awareness of other communities and cultures
5. Realize their impact as interactive citizens of the world

Bannockburn School technology remains focused on preparing our students for the new millennium.



TECHNOLOGY SCOPE AND SEQUENCE

KEY

NA=Not Applicable, D=Demonstrate
I=Introduce, P=Practice, M=Master

GRAPHICS

K 1 2 3 4 5 6 7 8

GR1 Select and use drawing tools	I P P P P P M M
GR2 Select and use colors	I I I P M M M M
GR4 Make a multimedia presentation	NA NA I P P P M M
GR5 Insert, delete, move, and resize graphic	NA NA I P P M M M
GR6 Use scanner to add a graphic to presentation	NA NA I P P P P P
GR7 Use digital camera to add photos	NA NA D D I P P M M

PRESENTATION TOOLS

K 1 2 3 4 5 6 7 8

PR1 Determine target audience, goal, and purpose of presentation	NA NA D I P P P P
PR2 Add outline and storyboard to brainstorm and plan presentation	NA NA I P P P P P
PR3 Add transitions and sound to presentation	NA NA I P P P P P
PR4 Import animation and video	NA NA NA I P P P P
PR5 Apply good design principles	NA NA I P P P P P
PR6 Include graphs and charts in presentation	NA NA NA I P P P P

EMAIL

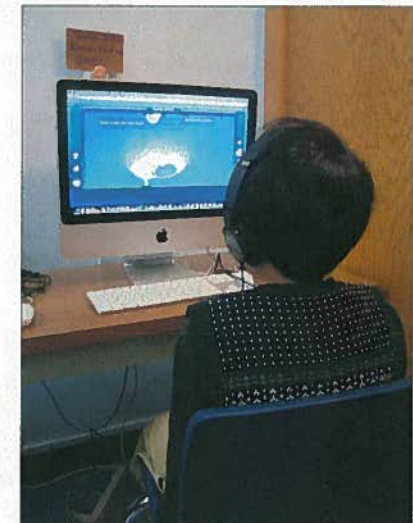
K 1 2 3 4 5 6 7 8

EM1 Explain the parts of an email address	NA NA NA NA I/P I/P M M
EM2 Receive and reply to messages	NA NA NA NA I/P I/P P M M
EM3 Compose, edit, and send messages	NA NA NA NA I/P I/P P M M
EM4 Follow proper email etiquette	NA NA NA NA I/P I/P P M M
EM5 Use Cc/Bcc and subject fields appropriately	NA NA NA NA NA I P M M
EM6 Forward email with leading message	NA NA NA NA N I/P M M M
EM7 Create/edit address book	NA NA NA NA NA I P M M
EM8 Attach, receive, and open attachments using appropriate format and extension	NA NA NA NA NA I/P P M M

SMART BOARD SKILLS

K 1 2 3 4 5 6 7 8

SM1 Orient SMART Board	I D D P P M M M M
SM2 Locate and open Notebook	NA D D I P M M M M
SM3 Insert pages	NA D D I P M M M M
SM4 Rename and clone pages	NA D D I P M M M M
SM5 Convert writing to text	NA D D D I P P M M
SM6 Insert graphic	NA D D D I P M M M
SM7 Draw and format shapes	I D D D P P M M M
SM8 Customize pen option	I D D D P P M M M
SM9 Change the page background color	I D D D P P M M M
SM10 Layer objects	NA D D D I P P P P
SM11 Align objects	NA D D D I P P P P
SM12 Infinite clone an object	I D D P P P P P P
SM13 Group/ungroup objects	NA D I P P P P P P
SM14 Identify the three types of files in the Gallery	NA NA D I P P P P P
SM15 Hyperlink to another page	NA NA D I P P P P P
SM16 Hyperlink to a website	NA NA D D I P P P P
SM17 Insert a sound object	NA NA D D I P P P P
SM18 Display dual pages	NA NA D D I P P P P
SM19 Create a Hide and Reveal activity	NA NA D D D P P P P
SM20 Create interactive activity	NA D D D D P P P P
SM21 Notebook print-capture existing document image	NA D D I I P P P P
SM22 Insert attachment	NA NA NA D I P P P P
SM23 Insert flash file	NA D D D D P P P P
SM24 Use SMART Tools (i.e., Spotlight, Magnifier, and Screen Shade)	NA D D D I P P P P



TECHNOLOGY SCOPE AND SEQUENCE

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I=Introduce, P=Practice, M=Master

GENERAL KNOWLEDGE and ETHICAL USE

K 1 2 3 4 5 6 7 8

GK1 Understand computer use rules and AUP (Acceptable Use Policy)	I P P M M M M M
GK2 Start and shut down computer	I P P M M M M M
GK3 Use appropriate terminology	I P P M M M M M
GK4 Use a mouse	I P P M M M M M
GK5 Launch and quit a program	I P P M M M M M
GK6 Manage open application	NA I P M M M M M
GK7 Adjust volume	I P M M M M M M
GK8 Locate headphone port to use headphones	I P M M M M M M
GK9 Select desired printer	I P M M M M M M
GK10 Check on print job	I I I P M M M M
GK11 Use computer calculator	NA NA I P P M M M
GK12 Handle, insert, navigate, eject CD/DVD properly	I P P P M M M M
GK13 Use menu bar	I P P P P P P P
GK14 Use shortcut commands	NA NA NA I P P P M M
GK15 Use Spotlight	NA NA I P M M M M
GK16 Locate and manage wireless airport	NA NA NA I P M M M M
GK17 Start and shut down laptop	NA NA NA I/P M M M M
GK18 Use appropriate handling and storing of laptops	NA NA NA I/P P P M M M
GK19 Follow rules and procedures for technology use	I P P M M M M M
GK20 Work cooperatively and collaboratively with others when using technology	I P P M M M M M
GK21 Understand and apply the concepts of plagiarism, copyright law infringement, and other consequences	NA NA I P P P P P

KEYBOARDING

K 1 2 3 4 5 6 7 8

K1 Use two hands on keyboard	NA P P P M M M M M
K2 Know home row	NA P P P M M M M M
K3 Know correct finger placement on keys including space bar, return/enter key, and shift keys (both left and right)	NA P P P M M M M M
K4 Keyboard with 80% accuracy at 30 wpm	NA NA I P P P M M M

WORD PROCESSING

K 1 2 3 4 5 6 7 8

WP1 Use one space between words and sentences	I I P M M M M M
WP2 Use shift key	I P M M M M M M
WP3 Use cap lock	I P M M M M M M
WP4 Use return key	I P P M M M M M
WP5 Use delete key	I P M M M M M M
WP6 Align text (center, left, or right justify)	NA NA I/P M M M M M
WP7 Print a document	I P M M M M M M
WP8 Select font	NA NA I P M M M M
WP9 Change font size and style	NA NA I P M M M M
WP10 Use Cut, Copy, and Paste	NA NA NA I M M M M
WP11 Use Undo	NA NA D I/P M M M M
WP12 Use spell, spacing, and grammar check	NA NA I P M M M M
WP13 Use diacritical marks as needed (special foreign language markings)	NA NA D I P P M M M
WP14 Use Formatting Palette	NA NA NA I P P M M M
WP15 Choose page orientation	NA NA NA I P P M M M
WP16 Use text wrap around graphics	NA NA NA D I P M M M
WP17 Insert headers and footers	NA NA NA NA NA D I P P
WP18 Use Find and Replace	NA NA NA NA D I P P P
WP19 Use columns	NA NA NA NA D I P P P
WP20 Insert date, time, page numbers	NA NA NA D I P P P P
WP21 Use thesaurus	NA NA D I P P P P P
WP22 Change document margins	NA NA NA D D P P P P
WP23 Set tabs	NA NA NA D D I P P P

SPREADSHEETS

K 1 2 3 4 5 6 7 8

SP1 Identify rows, columns, cells	NA NA NA NA NA I P P P
SP2 Enter data in cells	NA NA NA NA NA I P P P
SP3 Select a cell or a range of cells	NA NA NA NA NA I P P P
SP4 Adjust size of rows, columns	NA NA NA NA NA I P P P
SP5 Insert and/or delete rows and/or columns	NA NA NA NA NA I P P P
SP6 Change size, style of text	NA NA NA NA NA I P P P
SP7 Make and edit a graph and/or chart	NA NA NA NA NA I P P P
SP8 Create simple formulas for calculation	NA NA NA NA NA I P P P
SP9 Cut and Paste data to new location	NA NA NA NA NA I/P P P

INTERNET/INTERNET SAFETY/LIBRARY RESOURCES

K 1 2 3 4 5 6 7 8

IL1 Launch browser and use tool bar	I P P M M M M M
IL2 Access preselected website	I P P M M M M M
IL3 Return to site using back button and/or bookmark/favorite	NA I P P M M M M M
IL4 Navigate webpage(s) by clicking links	NA P P M M M M M M
IL5 Add bookmarks/favorites	NA D I P P P M M M
IL6 Copy and Paste text and/or images and correctly cite sources	NA D D I P P M M M
IL7 Know difference between search engines and subject directories	NA NA NA I P M M M M
IL8 Know the URL parts	NA NA D I P P M M M
IL9 Evaluate site and information for validity and accuracy	NA NA D I P P P P P
IL10 Use the Bannockburn School Library Catalog (author, title, subject, and Lexile searches)	NA D I P P M M M M
IL11 Utilize library research resources	NA D I P P P M M M
IL12 Use keyword searching	NA NA D I P P M M M
IL13 Use Boolean searching	NA NA NA NA NA NA P P P
IL14 Navigate online library subscription sites	I P P P P P P P
IL15 Cite research sources	NA NA I P P P P P P
IL16 Cite research sources electronically in MLA/APA style	NA NA NA NA NA NA P P P
IL17 Understand and apply safe use of Internet	I I P P M M M M M
IL18 Know & practice ethical behavior online	I I P P M M M M M

NETWORK

K 1 2 3 4 5 6 7 8

N1 Log on and off the network	I P M M M M M M
N2 Name and save a file to student folder	I I P M M M M M M
N3 Create a new file	I I P M M M M M M
N4 Open an existing file	D I P M M M M M M
N5 Create and name a new folder in student folder	NA D I P M M M M M
N6 Use Save As and Replace files	NA D I P M M M M M
N7 Describe hardware and software problems	I I P P P M M M M