

Technology Skills by Grade

Grade 7

I. Basic Operations and Concepts

26 Keyboard with a speed of 25 words per minute with 75% accuracy.

II. Social, Ethical, Human Issues, Safety

13 Recognize the social and legal implications of propagating viruses, hacking, sending or posting offensive materials and vandalism.

***Sign and discuss the Acceptable Use Policy.

***Participate in an Internet Safety program (iSafe).

III. Technology Productivity Tools

A. Word Processing/Desktop Publishing

B. Database

C. Spreadsheet

14 Create header rows for multi-page reports.

15 Use Print Preview for optimal orientation and paper size.

D. Use content appropriate software.

E. Use grade appropriate drawing tools.

F. Use alternate technologies to reinforce content curriculum.

IV. Technology Communication Tools

10 Participate in videoconferencing, web enabled software, online courseware, podcasting, and blogging (in a controlled environment.)

V. Technology Research Tools

A. Internet use/information retrieval

B. Research Skills

***Use grade appropriate reference software.

VI. Technology Problem-Solving and Decision Making Tools

***Use grade appropriate problem-solving software.

*** Use grade appropriate videos for decision-making.

*** Use content appropriate electronic tools.

***Use productivity tools for problem-solving.