X = Introduced   R = Reinforced M = Mastered

Technology Standards

Revised June 2025

1	1.BASIC USE	K	1	2	3	4	5	6	7	8
1.1	Identify and name parts of a computer	X	R	R	R	M				
1.2	Turn on/off computer	X	R	R	M					
1.3	Point & left-click	X	R	R	M					
1.4	Insert, remove, and care for media	X	R	R	R	R	R	R	R	M
1.5	Open, use and exit a variety of software programs (not just close file)	X	R	R	R	R	R	R	R	M
1.6	Know that software runs computers		X	R	R	R	R	R	R	M
1.7	Use terminology related to software being used		X	R	R	R	R	R	R	M
1.8	Left-click & drag to move		X	R	R	M				
1.9	Left-click & drag to highlight		X	R	R	M				
1.10	Double click		X	R	R	M				
1.11	Print documents (file menu, right-click, shortcut keys)		X	R	R	M				
1.12	Log on/off network		X	R	R	R	R	R	R	M
1.13	Create, name, save, retrieve files (from icons) in various locations (file menu, button, shortcut keys)			X	R	R	R	R	R	M
1.14	Discuss and use networks effectively			X	R	R	R	R	M	
1.15	Choose appropriate printer			X	R	R	R	R	M	

						K	1	2	3	4	5	6	7	8
1.16	Use multiple programs simultaneously									X	R	R	R	M
1.17	Copy, cut, paste, undo (edit menu, right-click, shortcut keys)								X	R	R	R	R	M
1.18	Choose page set-up features								X	R	R	R	R	M
1.19	Choose print properties/options								X	R	R	R	R	M
1.20	Save a document with a different name (file menu > save as)								X	R	R	R	R	M
1.21	Select appropriate tool for a task								X	R	R	R	R	M
1.22	Create, name, save, retrieve folders in various locations (file menu, shortcut keys)								X	R	R	R	R	M
1.23	Use good naming conventions for files and folders								X	R	R	R	R	M
1.24	Rename files and folders (right-click, file menu)								X	R	R	R	R	M
1.25	Copy and transfer files and folders to other locations (edit menu, right-click, shortcut keys)								X	R	R	R	R	M
1.26	Identify possible sources of problem when encountering technical difficulty													X	R
1.27	Uses fundamental computer/networking vocabulary								X	R	R	R	R	M
1.28	Knows what a computer can and cannot do regarding: speed, formats, operating systems, memory									X	R	R	R	M
1.29	Manipulate file windows (minimize, maximize, restore, resize multiple windows)								X	R	R	R	R	M
1.30	Choose and manipulate/edit toolbars and menus								X	R	R	R	R	M
2	**2.NAVIGATION SKILLS**					**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
2.1	Scroll, click on links, use back/forward/home buttons								X	R	M			
2.2	Choose site from Favorites menu								X	R	M			
2.3	Close pop-ups								X	R	M			
2.4	Identify and use key words for searching								X	R	R	M		
2.5	Use teacher-selected and online subscription resources						X	R	R	R	M			
2.6	Navigate to a Web address						X	R	R	M				
2.7	Add, name (appropriately) and organize Web pages to the favorites list									X	R	R	R	M
2.8	Identify information about the author of a Web page and potential bias										X	R	R	M
2.9	Identify information about publisher of a Web page									X	R	R	R	M

		K	1	2	3	4	5	6	7	8
2.10	Identify information about the date of publication of a Web page						X	R	R	M
2.11	Identify spelling, grammar errors and accuracy of information on a Web page					X	R	R	R	M
2.12	Use advanced search options							X	R	M
3	**3.KEYBOARDING**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
3.1	Posture (sit up straight, feet on floor, wrists up, eyes on screen)	X	R	R	R	M				
3.2	Left - right hand placement	X	R	R	R	M				
3.3	Space bar, Enter, Backspace keys	X	R	R	M					
3.4	Arrow keys, Esc key, Delete key, Shift key		X	R	R	R	M			
3.5	Tab key, Shift key, Caps Lock key			X	R	R	R	M		
3.6	Homerow	X	R	R	R	M				
3.7	Keyboarding software package: 90% Accuracy, 5 WPM		X	R	M					
3.8	Keyboarding software package: 90% Accuracy, 10 WPM			X	R	M				
3.9	Keyboarding software package: 90% Accuracy, 15 WPM				X	R	M			
3.10	Keyboarding software package: 90% Accuracy, 20 WPM					X	R	M		
3.11	Keyboarding software package: 90% Accuracy, 25 WPM						X	R	M	
3.12	Keyboarding software package: 90% Accuracy, 30 WPM							X	R	M
3.13	Transition to a word processing environment					X	R	R	R	M
4	**4.RESPONSIBLE USE**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
4.1	Care for and leave equipment ready for the next user	X	R	R	R	R	R	R	R	M
4.2	Respect the work and network accounts of others		X	R	R	R	R	R	R	M
4.3	Use equipment for positive and productive functions	X	R	R	R	R	R	R	R	M
4.4	Make efficient use of resources (don't waste)	X	R	R	R	R	R	R	R	M
4.5	Recognize & respect the ownership for others' work (copyright)				X	R	R	R	R	M

		K	1	2	3	4	5	6	7	8
4.6	Giving Credit to authors					X	R	R	R	M
5	**5.ONLINE SAFETY & SECURITY**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
5.1	List & follow online safety guidelines:			X	R	R	R	R	R	M
5.2	Do not share personal information online				X	R	R	R	R	M
5.3	Never arrange a meeting with an online user				X	R	R	R	R	M
5.4	Report inappropriate and discomforting online content to an adult			X	R	R	R	R	R	M
5.5	Do not use innappropriate or disrespectful language online					X	R	R	R	M
5.6	Recognize that school Internet content is filtered					X	R	R	R	M
5.7	List & follow online security guidelines:					X	R	R	R	M
5.8	Recognize the harm/cost of viruses					X	R	R	R	M
5.9	Recognize common red flags of email virus					X	R	R	R	M
5.10	Do not share network login information			X	R	R	R	R	R	M
5.11	Recognize the harm/cost of downloading programs from Internet (spyware/adware/cookies)					X	R	R	R	M
6	**6.INTELLECTUAL PROPERTY**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
6.1	Discuss plagiarism and its ramifications					X	R	R	R	M
6.2	Discuss how to respect intellectual property rights: patents, copyrights, trade names, trademarks					X	R	R	R	M
6.3	Discuss how intellectual property extends to all text, images, audio, video regardless of source/format					X	R	R	R	M
6.4	Discuss software licensure					X	R	R	R	M
6.5	Discuss software terms: freeware, shareware, commercial programs					X	R	R	R	M
6.6	Software requires software licenses which determines how many times software may be installed					X	R	R	R	M
7	**7.WORD PROCESSING / DESKTOP PUBLISHING**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
7.1	Enter text*		X	R	R	M				

7.2	Edit text*			X	R	M			
7.3	Select text and delete* (backspace, delete key)			X	R	M			
7.4	Add and Remove highlighting of text*			X	R	R	M		
7.5	Select font size, style and color appropriate to a topic*			X	R	R	R	M	
7.6	Use Tab key to indent the first line of a paragraph				X	R	R	R	M
7.7	Use spell check				X	R	R	R	M
7.8	Import graphics (i.e., clip art, online, camera, scanner)				X	R	R	R	M
7.9	Copy, cut, paste text (edit menu, right-click, shortcut keys)					X	R	R	M
7.10	Align text (left, center, right, justify)					X	R	R	M
7.11	Change line spacing					X	R	R	M
7.12	Change page orientation from portrait to landscape					X	R	R	M
7.13	Use Print Preview					X	R	R	R	M
7.14	Insert a page break					X	R	R	R	M
7.15	Remove blank pages					X	R	R	R	M
7.16	Adjust margins					X	R	R	R	M
7.17	Use the grammar tool to find grammar errors					X	R	R	R	M
7.18	Distinguish and select appropriate electronic file types/extensions (i.e., txt, .rtf, .doc, .pdf)					X	R	R	R	M
7.19	Format and set up tabs							X	R	M
7.20	Create bulleted or numbered lists					X	R	R	R	M
7.21	Indent a list or text					X	R	R	R	M
7.22	Center text horizontally and vertically on a page					X	R	R	R	M
7.23	Convert a table to text.								X	M
7.24	Apply header and footer options					X	R	R	R	M
7.25	Create and format text boxes					X	R	R	R	M
7.26	Format images, backgrounds, text wrap					X	R	R	R	M
7.27	Adjust order and group text, images, etc.							X	R	M

		K	1	2	3	4	5	6	7	8
7.28	Uses the thesaurus								X	M
7.29	Adds columns to a document							X	R	M
7.30	Uses word count							X	R	M
7.31	Create and manipulate tables							X	R	M
7.32	Uses the Find and Replace commands						X	R	R	M
7.33	Creates or imports spreadsheets/charts into word processing documents								X	M
8	**8.SPREADSHEET**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
8.1	Answer questions using data in tables, graphs, charts, spreadsheets (show)		X	R	R	R	R	R	R	M
8.2	Use data to create charts & graphs (show)		X	R	R	R	R	R	R	M
8.3	Enter data					X	R	R	R	M
8.4	Select data/range of cells					X	R	R	R	M
8.5	Change the font style of text					X	R	R	R	M
8.6	Adjust column width					X	R	R	R	M
8.7	Sort data						X	R	R	M
8.8	Calculate data						X	R	R	M
8.9	Copy information and paste it into another document						X	R	R	M
8.10	Choose appropriate print properties (select area, grid lines, headings)							X	R	M
8.11	Copy, cut, paste a range of cells						X	R	R	M
8.12	Insert and delete cells, columns, rows							X	R	M
8.13	Change column widths and row heights (individual & multiple)							X	R	M
8.14	Recognize spreadsheet terms and purposes								X	M
8.15	Enter data into a template to perform calculations and recognize changes that occur								X	M
8.16	Determine what data items to use when designing a spreadsheet								X	M
8.17	Include appropriate elements and formatting in graphs								X	M
8.18	Build a simple formula (+-*/) and use functions (sum and average)								X	M

		K	1	2	3	4	5	6	7	8
8.19	Copy labels, values and functions from one cell(s) to another(others)								X	M
8.20	Use order of operations in spreadsheet formulas								X	M
8.21	Test the data items in the spreadsheet								X	M
8.22	Protect cells from changes								X	M
8.23	Insert and customize footers and headers								X	M
8.24	Format cells, rows, columns using fill or shading								X	M
8.25	Sort multiple columns using different criteria								X	M
9	**9.PRESENTATION**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
9.1	Combine text & graphics to create a presentation					X	R	R	R	M
9.2	Enter text appropriate to product					X	R	R	R	M
9.3	Create a introduction/title slide/card					X	R	R	R	M
9.4	Create a credits slide/card						X	R	R	M
9.5	Apply color or background appropriate to topic; apply it to one or all slides					X	R	R	R	M
9.6	Apply transitions or actions appropriate to topic					X	R	R	R	M
9.7	Deliver presentation					X	R	R	R	M
9.8	Create and format a title and subtitle					X	R	R	R	M
9.9	Create bulleted text					X	R	R	R	M
9.10	Create and format an action button					X	R	R	R	M
9.11	Use different layout types					X	R	R	R	M
9.12	Organize slides using slide sorter view						X	R	R	M
9.13	Use handout/notes print options							X	R	M
9.14	Use sounds, animation, graphs, table, video appropriate to presentation						X	R	R	M
9.15	Discuss environmental considerations of presentation (lighting, space, devices,…)							X	R	M
9.16	Explore timer feature							X	R	M
9.17	Explore notes feature							X	R	M

10	10.GRAPHICS	K	1	2	3	4	5	6	7	8
10.1	Create graphics using graphics/drawing tools			X	R	R	R	R	R	M
10.2	Import graphics (i.e., clip art, Internet, camera, scanner)				X	R	R	R	R	M
10.3	Select and deselect graphics					X	R	R	R	M
10.4	Edit & resize graphics to fit into print layout and multimedia products					X	R	R	R	M
10.5	Copy, cut, paste graphics (edit menu, right-click, shortcut keys)					X	R	R	R	M
10.6	Use peripherals (i.e., camera, scanner)				X	R	R	R	R	M
10.7	Save graphics in appropriate formats (jpg, gif,…)					X	R	R	R	M
10.8	Group and ungroup objects						X	R	R	M
10.9	Transform digital images by using editing software to:							X	R	M
10.10	Crop					X	R	R	R	M
10.11	Rotate, flip, invert					X	R	R	R	M
10.12	Add text, borders, decorative elements						X	R	R	M
10.13	Layer or merge images							X	R	M
11	11.DESIGN	K	1	2	3	4	5	6	7	8
11.1	Select font size, style and color appropriate to a topic				X	R	R	R	R	M
11.2	Discuss principles of design used to communicate in various mediums						X	R	R	M
11.3	Self-evaluate whether their product communicated the intended message to the target audience								X	M
12	12.COMMUNICATION TOOLS	K	1	2	3	4	5	6	7	8
12.1	Engage in online learning activities as appropriate (i.e., blogs, field trips, conferencing, Webquests)	X	R	R	R	R	R	R	R	M
12.2	Log on and log off email system				X	R	R	R	R	M

		K	1	2	3	4	5	6	7	8
12.3	Use proper netiquette				X	R	R	R	R	M
12.4	Compose email using the following functions:									
12.5	Sending					X	R	R	R	M
12.6	Receiving					X	R	R	R	M
12.7	Replying					X	R	R	R	M
12.8	Adding a hyperlinked address in message						X	R	R	M
12.9	Organizing mail folders						X	R	R	M
12.10	Adding attachments to message						X	R	R	M
12.11	Disseminate research findings to a larger audience (i.e., post to Web page, e-mail, Wiki)						X	R	R	M
12.12	Critique e-mail for communication clarity, appropriate operations and etiquette							X	R	M
13	**13.Using Internet as a Ministry tool and Christian use of the computer**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
13.1	What to do when inappropriate content is found		X	R	R	R	R	R	R	M
13.2	Appropriate Christian use of the internet					X	R	R	R	M
13.3	Outreach throught the internet (how it can be used)							X	R	M
13.4	Modeling of appropriate Christian use of the computer (Teacher)	X	R	R	R	R	R	R	R	M
14	**14.Social Media Use and Ethics**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
14.1	Create and manage a positive reputation online.					X	R	R	R	M
14.2	Respect the privacy boundaries of others.					X	R	R	R	M
14.3	Understand the potential impact of a mismanaged digital footprint.					X	R	R	R	M
14.4	Ask for adult help dealing with sticky situations.					X	R	R	R	M
14.5	Understand that just because something is online doesn't mean it's true.					X	R	R	R	M
14.6	Learn how phishing works, and why it's a threat.					X	R	R	R	M
14.7	Recognize fake offers, prizes, and other online scams.					X	R	R	R	M

		K	1	2	3	4	5	6	7	8
14.8	Learn why privacy matters, and how it relates to online security.					X	R	R	R	M
14.9	Practice how to create strong passwords.					X	R	R	R	M
14.10	Review the tools and settings that protect against hackers and other threats.					X	R	R	R	M
14.11	Define what being positive online looks like.					X	R	R	R	M
14.12	Define what being positive means, online and off.					X	R	R	R	M
14.13	Lead with positivity in online communications.					X	R	R	R	M
14.14	If you come across something questionable, talk to a trusted adult about it.					X	R	R	R	M

15	15.Coding	K	1	2	3	4	5	6	7	8
15.1	Basic programming concepts such as loops and events.	X	R	M						
15.2	Collaborate with others meaningfully, investigate different problem-solving techniques, persist in the face of difficult tasks, and learn about internet safety.	X	R	M						
15.3	Create their very own custom game or story they can share.	X	R	M						
15.4	Create programs with loops and events.			X	R	M				
15.5	Translate their initials into binary, investigate different problem-solving techniques, and discuss how to respond to cyberbullying.			X	R	M				
15.6	Create interactive games that they can share.			X	R	M				
15.7	Develop their understanding of algorithms, nested loops, while loops, conditionals, and events.				X	R	M			
15.8	Practice coding with algorithms, loops, conditionals, and events before they are introduced to functions.				X	R	M			
15.9	Design and create a capstone project they can share.				X	R	M			
15.10	Create programs with different kinds of loops, events, functions, and conditionals.				X	R	M			
15.11	Investigate different problem-solving techniques and discuss societal impacts of computing and the internet.							X	R	M
15.12	Learn the problem-solving process							X	R	M
15.13	The input-output-store-process model of a computer,							X	R	M
15.14	How computers help humans solve problems.							X	R	M
15.15	Proposing their own app to solve a problem.							X	R	M
15.16	Students consider questions of privacy, and ownership on the Internet.							X	R	M
15.17	Develop a personal website.							X	R	M
15.18	Learn many fundamental programming constructs and practices in the JavaScript programming language while developing animations and games in Code.org's Game Lab environment.							X	R	M
15.19	Designing their own animations and games.							X	R	M
15.20	Apply the problem-solving process to the problems of others,							X	R	M
15.21	Learning to empathize with the needs of a user and design solutions to address those needs.							X	R	M
15.22	Form teams to prototype an app of their own design, first on paper and eventually in Code.org's App Lab environment.							X	R	M

									X	R	M
15.23	Explore different systems used to represent information in a computer and the challenges and tradeoffs posed by using them.								X	R	M
15.24	Learn how collections of data are used to solve problems and how computers help to automate the steps of this process.								X	R	M
15.25	To explore the relationship between hardware and software.								X	R	M
15.26	Develop prototypes that mirror existing innovative computing platforms, before ultimately designing and prototype one of their own.								X	R	M

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ISTE Standards(if applicable)-https://www.iste.org/standards/for-students

1d,
ISTE Standards(if applicable)-https://www.iste.org/standards/for-students
2b,2c,3a,3b,3c,3d
2b,2c,3a,3b,3c,3d

2b,2c,3a,3b,3c,3d
ISTE Standards(if applicable)-https://www.iste.org/standards/for-students
2a,2b,
2b,2c,3a,3b,3c,3d
2b,2c,3a,3b,3c,3d
2b,2c,3a,3b,3c,3d

2b,2c,3a,3b,3c,3d
1b,1d,
1b,1d,2a,2b,2c,2d
2b
1d, 2a, 2b, 2d
1d, 2a, 2b, 2d
1c,1d,3c,4a,4b
1d,2b,4b,
1d,2b,4b,
1d,2b,
2a,2b
2a,2b
ISTE Standards(if applicable)-https://www.iste.org/standards/for-students
2b,2c,3b,3c,6b
2b,2c,3b,3c,6b
2b,2c,3b,3c,6b
2b,2c,3b,3c,6b
2b,2c,3b,3c,6b
2b,2c,3b,3c,6b
ISTE Standards(if applicable)-https://www.iste.org/standards/for-students
6a,6b

5b
ISTE Standards(if applicable)-https://www.iste.org/standards/for-students
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,

Schleis Technology Standards by Grade Level

3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,
3a,3b,3c,4a,4b,4c,5a,

ISTE Standards(if applicable)-https://www.iste.org/standards/for-students
2b,2c,3b,3c,6b
2b,2c,3b,3c,6b,6c,6d,7a, 7b,7c,7d
2b,2c,3b,3c,6b,6c,6d,7a, 7b,7c,7d
2b,2c,3b,3c,6b,6c,6d,7a, 7b,7c,7d

2b,2c,3b,3c,6b,6c,6d,7a, 7b,7c,7d
2b,2c,3b,3c,6b
2b,2c,3b,3c,6b
2b,2c,3b,3c,6b,6c,6d,7a, 7b,7c,7d
2b,2c,3b,3c,6b,6c,6d,7a, 7b,7c,7d
2b,2c,3b,3c,6b,6c,6d,7a, 7b,7c,7d
ISTE Standards(if applicable)-https://www. iste.org/standards/for- students
1d, 2a, 2b, 2d
1d, 2a, 2b, 2d
1d, 2a, 2b, 2d
1d, 2a, 2b, 2d
1d, 2a, 2b, 2c, 2d, 3a, 3b
1d, 2a, 2b, 2c, 2d, 3a, 3b
1d, 2a, 2b, 2c, 2d, 3a, 3b

Schleis Technology Standards by Grade Level

1d, 2a, 2d
1d, 2a, 2d
1d, 2a, 2d
2a, 2b
2a, 2b
2a, 2b
1d, 2a, 2b, 2d

ISTE Standards(if applicable)-https://www. iste.org/standards/for-students

Schleis Technology Standards by Grade Level