

Grade 5

- Students should know and understand terms such as bibliography, header, footer and search engine.
- Students should be able to resize windows from multiple applications to view simultaneously.
- Students should be able to use simple video editing software such as iMovie or Moviemaker.
- Students should be able to modify a simple web page by changing its theme, colors or hyperlinks.

Grade 6

- Students should know and understand terms such as transfer, copyright, fair use and filter.
- Students should be able to check their grades online.
- Students should be able to edit a simple website using a template.
- Students should be able to type 20 words per minute without looking at the keyboard.

Grade 7

- Students should know and understand terms such as domain, banner and lasso.
- Students should be able to independently use video editing software.
- Students should be able to type 25 words per minute.
- Students should be able to create multiple sheet spreadsheets and use conditional formulas.

Grade 8

- Students should know and understand terms such as field, layout, table and personal portfolio.
- Students should be able to create and present an online student portfolio, with guidance.
- Students should be able to type 30 words per minute.
- Students should be able to introduce online surveys to collect data.

Grades 9-10

- Students should know and understand terms such as pixel, hue, filter and resolution.
- Students should understand the ethical and legal ramifications of piracy and plagiarism.
- Students should be able to practice independent researching skills using a variety of sources.
- Students should be able to evaluate websites to determine validity, credibility and purpose.
- Students should be able to use photo editing software such as Photoshop, Illustrator or Picasa.
- Students should be able to type 40 words per minute.

Grade 11-12

- Students should understand terms such as protocol, domain name, server path and digital manipulation.
- Students should be able to present an online presentation or portfolio that demonstrates learning.
- Students should be able to use specialized technical or research libraries.
- Students should be able to merge documents from data sources into a word processing document.
- Students should be able to type 50 words per minute, two-handed.

