

**OMAHA PUBLIC SCHOOLS**  
**Elementary Technology Literacy Standards**

**Kindergarten**

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**K-T01. Use basic technology related terms to identify the components of a computer system.**

- a. Monitor
- b. Keyboard
- c. Mouse (drag, click)
- d. Printer
- e. CD-ROM
- f. Internet

**K-T02. Show appropriate care and use of technology**

- a. Demonstrate appropriate use of computers
- b. Demonstrate appropriate computer etiquette

**K-T03. Use grade appropriate software with assistance**

- a. Open and close a software application
- b. Open, view and print documents

**Grade 1**

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**1-T01. Use basic technology related terms.**

- a. Internet
- b. Save
- c. Hard drive
- d. File / Document
- e. Folder
- f. Icon
- g. Cursor
- h. Parts of the computer (i.e., monitor, keyboard, mouse, printer, CD-ROM)

**1-T02. Know the location of the keys on the keyboard.**

- a. Letter keys
- b. Number keys
- c. Special keys (arrow keys, enter key, return key, spacebar, shift key, tab key, delete, command)
- d. Punctuation keys

**1-T03. Use the computer responsibly to create developmentally appropriate multimedia projects.**

- a. Demonstrate proper use of technology and the Internet
- b. Demonstrate proper computer etiquette.
- c. Create and save a new document.
- d. Open, view, save and print a document.

**OMAHA PUBLIC SCHOOLS**  
**Grades K-9 Technology Literacy Standards**

**Grade 2**

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**2-T01. Operate a computer system using input and output devices.**

- a. Demonstrate how to send information to the computer using the keyboard
- b. Demonstrate how to operate a mouse to give commands to the computer.
- c. Demonstrate how to use a printer to get a copy of your work from the computer.
- d. Know the location and function of the keys on the keyboard. (Special keys, letter keys, number keys, punctuation keys).

**2-T02. Show understanding of appropriate and responsible use of technology.**

- a. Work cooperatively with others when using technology in the classroom.
- b. Collaborate with others using technology in the classroom.
- c. Practice safe and ethical use of online resources
- d. Obey copyright laws.

**2-T03. Use technology resources for communication and illustration of thoughts, ideas, and stories.**

- a. Launch, interact with and exit a software package.
- b. Create, save, open, view, and print a document.
- c. Select font style and size.
- d. Insert clip art or a picture in a document.
- e. Use writing or drawing tools.

**Grade 3**

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**3-T01. Use technology resources for solving problems and communicating with others.**

- a. Locate information from appropriate sources (i.e., electronic reference materials, Internet resources, etc.)
- b. Use technology resources to communicate thoughts, ideas, and stories.

**3-T02. Describe and practice positive social and ethical behaviors when using technology.**

- a. Apply copyright to materials created for personal or school using technology.
- b. Demonstrate knowledge of privacy issues related to technology.
- c. Practice appropriate care and use of equipment, resources, and facilities.

**3-T03. Use technology resources to gather, process and report information.**

- a. Demonstrate proper use of teacher-selected websites and online databases.
- b. Demonstrate proper use of appropriate resources on CD-ROM
- c. Demonstrate proper use of graphic organizers and word processing software for writing reports.

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**Grades K-9 Technology Literacy Standards**

**Grade 4**

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- 4-T01. Show understanding of the touch-typing method.**
- a. Demonstrate knowledge and use the keys that make up the home row.
  - b. Demonstrate and use the correct finger placement for all letter keys.
  - c. Demonstrate and use correct posture and placement of hands on keys.
- 4-T02. Use a variety of media formats to locate and communicate information or ideas effectively.**
- a. Use a writing program to write, edit, and print original paragraphs.
  - b. Use a spreadsheet program to create a basic graph.
  - c. Demonstrate how to complete a basic Internet search.
  - d. Utilize and understand appropriate storage devices.
  - e. Use technology resources for self-directed learning and extended learning activities.
- 4-T03. Describe and practice positive social and ethical behaviors when using technology.**
- a. Follow OPS behavior guidelines for computers and networks.
  - b. Identify appropriate use of technology for self-directed learning and extended-learning activities.
  - c. Give reasons for exercising appropriate caution when using the Internet.

**Grade 5**

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- 5-T01. Demonstrate an understanding of the touch-typing method, emphasizing accuracy and technique.**
- a. Demonstrate word processing using touch typing method (correct keyboarding techniques)
  - b. Type 10-15 words per minute on a 1-minute timing while demonstrating proper technique.
- 5-T02. Use technology resources both individually and collaboratively to create a multimedia presentation for a specific audience purpose.**
- a. Create an electronic presentation that contains text and graphics.
  - b. Correctly cite sources.
  - c. Use an existing database to locate information.
  - d. Use peripheral technology tools such as scanners and cameras.
- 5-T03. Demonstrate positive social and ethical behavior when using technology.**
- a. Discuss basic issues related to responsible use of technology.
  - b. Describe personal consequences of inappropriate use.
  - c. Demonstrate understanding of advantages and disadvantages of technology in daily life.

**OMAHA PUBLIC SCHOOLS**  
**Grades K-9 Technology Literacy Standards**

**Grade 6**

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**6-T01. Increase speed and accuracy when using the touch-typing method.**

- a. Keyboard straight copy paragraphs for one minute with a minimum of 15 words per minute and no more than 6 errors.
- b. Develop input technology skills for acceptable speed and accuracy levels that adhere to principles of repetitive strain avoidance.
- c. Use appropriate ergonomic techniques.

**6-T02. Determine when technology is useful and select the appropriate tool(s) and resources to address a variety of tasks and problems.**

- a. Demonstrate use of technology tools for individual and collaborative writing.
- b. Create a spreadsheet to display and compare pieces of information.
- c. Create a database to organize, sort, and display information.
- d. Use electronic tools to access remote information, and collaborate with others to solve problems, research and share information.
- e. Independently create a multimedia presentation aligned with curriculum standards.

**6-T03. Demonstrate positive social and ethical behavior when using technology.**

- a. Evaluate the accuracy, relevance and appropriateness of electronic information sources.
- b. Identify ways in which concepts of personal property apply to technology.
- c. Discuss common uses of technology in daily life and the advantages and disadvantages those provide.

**OMAHA PUBLIC SCHOOLS**  
**Grades K-9 Technology Literacy Standards**

**Grade 7**

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**7-T01 Demonstrate proficiency in the use of input technologies to enter and manipulate text and data.**

- a. Demonstrate proficiency in the touch method of keyboarding.
- b. Develop input technology skills for acceptable speed and accuracy levels that adhere to principles of repetitive strain avoidance.
- c. Keyboard straight copy paragraphs for one minute with a minimum of 20 words per minute and a maximum of 2 errors allowed if not correcting or 0 errors allowed if correcting.
- d. Apply ergonomic techniques to information technology tasks.
- e. Demonstrate proper care of hardware and software.

**7-T02 Demonstrate understanding of the ethical, cultural, and societal issues related to technology.**

- a. Exhibit legal and ethical behaviors when using information and technology.
- b. Demonstrate ethical behavior relating to security, privacy, passwords, and personal information.
- c. Discuss the consequences of misuse of information and technology.
- d. Credit sources of copyrighted materials in papers, projects, and multimedia presentations.

**7-T03 Use technology tools to enhance learning, increase productivity, and promote creativity.**

- a. Produce personal and business letters, outlines, reports, and tables from arranged and unarranged copy.
- b. Proofread and edit documents
- c. Demonstrate use of formatting functions such as line spacing, tab and margin setting, sorting, and page numbering.
- d. Enter and edit data into a prepared spreadsheet.
- e. Select appropriate spreadsheet functions to solve problems.
- f. Apply productivity / multimedia tools and peripherals to support personal productivity, group collaboration, and learning.

**7-T04 Use technology tools to process data and report results.**

- a. Identify the types of application software and explain the purpose or use of each.
- b. Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems.
- c. Demonstrate an understanding on how to use an Internet browser to locate information.

**OMAHA PUBLIC SCHOOLS**  
**Grades K-9 Technology Literacy Standards**

**Grade 8**

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**8-T01 Demonstrate understanding of the nature and operation of technology.**

- a. Apply ergonomic techniques to information technology tasks.
- b. Keyboard straight copy paragraphs for two minutes with a minimum of 30 words and a maximum of 4 errors allowed if not correcting or 0 errors allowed if correcting.
- c. Demonstrate the proper techniques necessary for effective and efficient operation of the keyboard.
- d. Demonstrate an understanding of concepts underlying hardware, software, and connectivity.
- e. Apply strategies for identifying and solving routine hardware and software problems.
- f. Demonstrate proper care of the hardware and software.

**8-T02 Demonstrate responsible use of technology systems, information, and software.**

- a. Demonstrate ethical behavior relating to security, privacy, passwords, and personal information.
- b. Credit sources of copyrighted materials in papers, projects, and multimedia presentations.
- c. Evaluate the information from electronic sources as to validity, appropriateness, content, and usefulness.
- d. Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.
- e. Collaborate to propose options for solving ethical, global awareness, and cultural diversity issues in business.

**8-T03 Use technology resources for communicating, problem solving, and making informed decisions.**

- a. Create, modify and use word processing software for assignments and projects.
- b. Demonstrate the use of formatting functions such as line spacing, tab and margin setting.
- c. Create, modify, and use spreadsheets to solve problems related to content areas.
- d. Choose charts, tables, or graphs to best represent data and justify the reason for the selection.
- e. Create, modify, and use a database relevant to a classroom assignment.
- f. Search and sort information using more than one criterion and explain strategies used to find information.
- g. Design, develop, publish, and present products using technology resources that demonstrate and communicate curriculum concepts.

**OMAHA PUBLIC SCHOOLS**  
**Grades K-9 Technology Literacy Standards**

**8-T04 Use technologies to locate, review, and collect information from a variety of sources.**

- a. Access, navigate and use the Internet.
- b. Demonstrate appropriate use of an Internet browser to locate information.
- c. Demonstrate an understanding of appropriate ethical behavior relating to security, privacy, and personal information as it relates to the Internet.
- d. Evaluate electronic information concerning real world problems.
- e. Evaluate the information from electronic sources as to validity, appropriateness, content and usefulness.

**Grade 9**

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**9-T01 Use various computer applications to create, access, manage, integrate and evaluate data.**

- a. Demonstrate proficient use of input technologies to enter and manipulate text and data.
  - Demonstrate proficiency in the touch method of keyboarding.
  - Demonstrate proper care of hardware and software.
  - Demonstrate keyboard usage using the touch method.
    - Keyboard straight copy paragraphs for three minutes with a minimum of 45 words per minute and a maximum of 6 errors allowed if not correcting or 0 errors allowed if correcting.
- b. Demonstrate basic knowledge of word processing
  - Retrieve existing documents
  - Create tables
  - Create columns
  - Format text using basic formatting features (e.g., bold, italics, indents, etc)
  - Insert headers/footers
  - Print preview
  - Utilize tools, e.g., spell checker, grammar checker, thesaurus
  - Proofread and edit documents
  - Use mail merge to create a document and mailing labels.
  - Use help screens
- c. Demonstrate basic knowledge of spreadsheets
  - Create spreadsheets, charts and graphs
  - Retrieve existing spreadsheets
  - Design a spreadsheet in accordance with written and/or oral specifications
  - Check spreadsheets using print preview functions
  - Perform calculations using simple formulas
  - Edit spreadsheets
  - Delete within spreadsheets
  - Move/copy within spreadsheets
  - Save spreadsheets
  - Print spreadsheets
- d. Demonstrate proficiency with email
  - Demonstrate knowledge of the basic purposes of email systems

**OMAHA PUBLIC SCHOOLS**  
**Grades K-9 Technology Literacy Standards**

- Basic email features and options
- Security issues and guidelines for legal usage of email
- Email etiquette
- Access email using login and password functions
- Create email messages in accordance with established standards
- Send email messages
- Reply to email messages
- Forward email messages
- Attach documents to messages
- Delete email messages
- Print email messages and attachments
- e. Demonstrate basic knowledge of databases
  - Design a simple database to meet the needs of an actual situation or business problem
  - Create graphs
  - Add, delete, and modify database records
  - Sort data in a single field and using multiple-field sorts
  - Enter data using a form
  - Create/modify a form
  - Print a database
  - Verify accuracy of output
- f. Demonstrate basic knowledge in how to create presentations using presentation software
  - Create computer presentation and handouts in accordance with basic principles of graphics design and visual communications
  - Edit presentations
  - Print a single slide, an entire presentation, an outline and notes
  - Insert clip art in a slide
  - Create/modify a graph on a slide
  - Add a template to a presentation
  - Add transitions to slide shows
  - Run slide shows manually and automatically
  - Save slide show presentations

**9-T02 Demonstrate basic knowledge of information technology hardware, software, and operating systems, and the ergonomics issues associated with technology. (IT Basics)**

- a. Demonstrate knowledge of hardware components associated with information systems by identifying:
  - The three main classifications of computers (micro, mid-range, mainframes)
  - The elements of the information processing cycle (input, process, output & storage - short & long term)
  - Major hardware components and their functions
  - Types of computer storage devices

**OMAHA PUBLIC SCHOOLS**  
**Grades K-9 Technology Literacy Standards**

- Types of processing (e.g., batch, interactive, event-driven, object-oriented)
- The role of the binary system in information systems
- The hardware associated with telecommunications functions
- b. Demonstrate knowledge of operating systems by identifying the major operating system fundamentals and components
- c. Demonstrate knowledge of the classes software associated with information systems by identifying:
  - The key functions of systems software
  - Widely used software applications (e.g., word processing, database management, spreadsheet)
  - The range of languages used in software development
  - New and emerging classes of software
- d. Demonstrate knowledge of the relationship between health, safety, and productivity
- e. Ensure compliance with government and/or school rules and regulations related to health and safety

**9-T03 Demonstrate basic knowledge of the Internet & Web**

- a. Demonstrate knowledge of how to conduct searches
- b. Evaluate the quality (accuracy) and usability of electronic information
- c. Access information using electronic sources
- d. Download information
- e. Create a simple web page
- f. Identify the key characteristics of the Internet
- g. Demonstrate knowledge of the ownership/administration of the Internet
- h. Identify current issues related to the Internet
- i. Demonstrate knowledge of accepted Internet etiquette
- j. Identify current uses and applications of the Internet
- k. Demonstrate use of the Internet
  - Connect to the Internet
  - Demonstrate knowledge of browser software
  - Select appropriate search procedures and approaches
  - Locate information using search engine(s) and Boolean logic
  - Navigate web sites using software functions (e.g., forward back, go to)