Fourth Grade Keyboarding/Computer Skills Checklist

s Checklist		1. Students will demonstrate 6th grade keyboarding skills.					2. Ethical, cultural, and societal issues related to technology.				3. Use technology tools to enhan learning, increase productivity, a			
		6th Grade												
Gr 6 Outcomes	**1.1 Review** keyboarding skills learned in fifth grade (See grade 5 outcomes sheet)	1.2 Students will receive keyboarding instruction using grade level appropriate software to build **numeric** keyboarding skills (with off)	1.3 Demonstrate mastery of **alphabetic and basic punctuation** keystrokes using touch typing (from memory without looking at keys) with minimum **20 WPM and 90%+** accuracy.	1.4 Demonstrate proper posture while working at the computer	2.1 Describe how the use of **technology affects humans**	2.2 Demonstrate **legal and ethical** practices when completing projects/schoolwork and discuss **consequences of violating** others' intellectual property rights.	2.3 Follow policies presented in the district Acceptable Usage Policy **(AUP)** and discuss **consequences** of inappropriate use of technology.	2.4 Understand that installations of software require an appropriate **software license**, and that the license determines how many times the software may be installed.	2.5 Discuss **software piracy**, its **impact** on the technology industry, and possible **repercussions** to individuals and/or the school district.	3.1 Organize information by creating a **graphic organizer** using concept-mapping software	3.2 Participate in **webquest, virtual learning** activities or other technology-based research activities.	3.3 Use a **spreadsheet** to graph the results of collect data.	
Student #1														
Student #2														