



**Barrington Schools
Student Technology Competencies
Grades 4-5**

Introductory *Mastery*

Competency

_____	_____	I am comfortable using the computer without help from my teacher.
_____	_____	I know what to do when the computer isn't working like checking to make sure all cables are connected, restarting the computer when it freezes and knowing how things are connected to the network.
_____	_____	I know what the following terms mean: folder, my computer, server.
_____	_____	I understand and follow the district Computer and Internet Acceptable Use Policy.
_____	_____	I know that I should never disclose any personal information on a website.
_____	_____	I can use a word processor to help me learn. I can edit and format text, use spell-check, insert graphics.
_____	_____	I can use a spreadsheet as an organizational tool to help me learn. I can enter data and graph results.
_____	_____	I can use Powerpoint to communicate about what I have learned. I can format slides, insert text and graphics, copy and paste text and images from other applications.
_____	_____	I can use Publisher to communicate about what I have learned. I can enter and format text, add borders and insert graphics.
_____	_____	I am comfortable using the OPAC catalog and online resources to assist me in learning.