

# Information Technology Literacy Standards (ITLS)

## Grade 4

### Strand 1: Critical Thinking, Creativity and Innovation

Create and evaluate content using multiple media formats (such as audio, video, charts, text).

**Learning Target:** Students will use technology tools to create and present ideas, facts, or stories.

**Skills:**

1. Identify and use audio and image file types.
2. Create a presentation that includes images and sound files for the appropriate audience and purpose.
3. Use a digital storyboard to plan a multimedia presentation.
4. Choose appropriate tool for the purpose.

### Strand 2: Collaborative Learning, Group Communication and Digital Citizenship

Develop, implement and communicate new ideas with others through various modes such as oral, written, and nonverbal with multiple groups and audiences using diverse media, formats and contexts effectively.

a. **Learning Target:** Students will work in groups to create, share and evaluate simple collaborative information products.

**Skill:** Students contribute individually to a social network in order to complete a group or class project.

b. **Learning Target:** Students will engage in learning activities about multiple cultures through electronic communication means: websites, email, audio and video.

**Skills:**

1. Use online forums, blogs, email, text messaging, chat, videoconferencing to interact with students or experts from other cultures, communities, or countries.
2. Understand how to communicate electronically with a specific audience.
3. Define and use reply and forward.
4. Define and open attachments.
5. Select a contact to engage in a video chat.
6. Talk clearly and loudly during online communication with others.

### Strand 4: Personal Information and Technology Literacy

**Demonstrate a sound understanding of grade-appropriate digital concepts, systems, and tools.**

**Learning Target:** Use technology tools with proficiency to create and present ideas through simple products in different formats.

**Skills:**

*Keyboarding*

- 15 minutes per day X3 days per week for 3 weeks following a prescribed curriculum (Typing Pals or Type to Learn 4) followed by 1-2 times per week in keyboarding games or content practice

- Practice in good ergonomic habits
- Reinforce posture and technique whenever using keyboarding skills (in all typing instances)
- Keyboarding rubric see O:\Grade Level Curriculum\4<sup>th</sup> Grade\Keyboarding

### *Vocabulary*

The following vocabulary should be reinforced: right click, left click, Ctr + click, shift, scroll bar, toolbar upload, download, install, network, spell check, caps lock, portrait versus landscape, minimize, maximize

Understand the following spreadsheet vocabulary terms: column, row, cell, sorting

### *Tasks (to be integrated)*

- Log on/off computer with own username and password
- Save or back up information to appropriate location (e.g., network and external drives or storage).
- Organize and manage files and folders between school, home and online.
- Understand different printer options and choose appropriate printer
- Use word processing spell check and thesaurus
- Insert objects, and text boxes. Resize and crop.
- Describe graphic programs, internet browser, word processing programs, spreadsheets and multimedia. Determine which is best for the purpose.