

DIOCESE OF LANSING
Catholic Schools

TECHNOLOGY
GUIDELINES

Aligned with Michigan Content Standards and Benchmarks

Diocesan Curriculum Institute
June, 2006

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Technology Vision Statement

With Jesus, the Great Communicator, and the spirit of our Christian tradition, we recognize that we live in a new media age.

The use of technology in our schools must provide learners and teachers with access to information, ideas, learning and teaching tools. Students must develop expertise in locating, evaluating and using these resources so that they will become strong Christian adults and productive citizens.

SKILLS NEEDED FOR THE 21ST CENTURY

1. Students need strong grounding in basic skills, including oral and written communication, practical math, estimation and computational skills.
2. Students must have the ability to use technology as a tool for learning.
3. Students must have the ability to work cooperatively in a high-performance team environment.
4. Students must have the ability to take responsibility for learning.
5. Students must have the ability to solve new and complicated problems.
6. Students must be able to evaluate the quality and validity of information and its resources.

TECHNOLOGY CONTENT STANDARDS, BENCHMARKS AND OBJECTIVES

Diocese of Lansing and Michigan Department of Education

Revised June, 2006

Using and Transferring

Content Standard 1: All students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner).

Code	Diocesan Objective: The student will	K	1	2	3	4	5	6	7	8
1.1	Identify the computer as a machine that helps people work and is used as a form of entertainment.	I	M							
1.2	Identify common uses of technology found in daily life including, but not limited to, cell phones, digital cameras, scanners and printers.	I	D	D	D	D	D	D	D	D
1.3	Identify places in the community where one can access technology.	I	D	D	D	D	D	D	D	D
1.4	Identify the parts of a computer system and operational terminology (e.g., cursor, icon, menu).	I	D	D	M					
1.5	Identify broader uses of technology found in daily life (e.g., bar code scanners, ATMs, medical equipment, security alarms, GPS).		I	D	D	D	D	D	D	D
1.6	Identify computer related careers.			I	D	D	D	D	D	D
1.7	Demonstrate the proper use of a computer system.	I	D	M						
1.8	Describe the effects of having technology in the home.		I	D	M					
1.9	Compare/contrast the impact of messages from different technological sources (e.g., television, cellular phones, electronic mail).				I	D	D	D	D	D
Code	Diocesan Objective: The student will	K	1	2	3	4	5	6	7	8
1.10	Understand and use multiple devices and systems for storage (file servers, flash drives, compact disks,				I	D	M			

	DVDs)																			
1.11	Understands the uses, limitations and attributes of technology in choosing appropriate tools in a variety of situations.									I		D		D		D		D		
1.12	Access and use various types of educational software on an individual basis.									I		D		D		D		D		
1.13	Identify job opportunities and ways technology is related to these opportunities.									I		D		D		D		D		
1.14	Identify ways technology affects financial transactions inside and outside the home. (e.g., online purchasing, banking, stock trading, etc.)									I		D		D		D		D		
1.15	Recognize and use network terminology. (e.g., stand alone, network, file server, LANS, etc.)									I		D		M						
1.16	Discuss how various technologies can assist and benefit individuals with disabilities.									I		D		D		D		D		
1.17	Recognize and use terms related to the protection of computers (e.g., virus protection, password, network security, firewall)											I		D		M				
1.18	Use telecommunication terms and concepts. (e.g., browser, URL, hypertext, www)								I		D		M							
1.19	Use basic telecommunication tools. (e.g., e-mail and web quests).									I		D		D		M				
Code	Diocesan Objective: The student will	K	1	2	3	4	5	6	7	8										
1.20	Discuss possible uses of technology (present and future) to support personal pursuits and lifelong learning.													I		D		D		
1.21	Use a variety of technological resources to explore career paths and identify areas of interest.															I		D		
1.22	Identify technology resources that assist with various consumer related activities (e.g., budgets, purchases, banking transactions and product descriptions.																	I		

TECHNOLOGY CONTENT STANDARDS, BENCHMARKS AND OBJECTIVES

Diocese of Lansing and Michigan Department of Education

Revised June, 2006

Using Information and Technologies

Content Standard 2: All students will use technologies to input, retrieve, organize, manipulate, evaluate and communicate information.

Code	Diocesan Objective: The student will	K	1	2	3	4	5	6	7	8
2.1	Understand proper procedure for turning the computer on, logging in and shutting down the computer	I	D	M						
2.2	Recognize the functions of basic file menu commands (e.g., new, open, close, save, print).	I	D	D	M					
2.3	Recognize letters, numbers, punctuation and specific function of keys.	I	M							
2.4	Use word processing as a tool to enter letters, numbers and words.	I								
2.5	Recognize proper hand positioning on the keyboard.		I	M						
2.6	Use word processing as a tool to enter numbers, words, short sentences.		I							
2.7	Understand the difference between informal and formal styles of communication (I.M., e-mail, research paper).			I	D	D	M			
2.8	Understand how to use the file management system.			I	D	D	M			
2.9	Use word processing with more advanced tools. (e.g., spell check, undo, tab, margins and thesaurus).				I	D	M			
Code	The Diocesan Objective: The student will	K	1	2	3	4	5	6	7	8
2.10	Demonstrate proper keyboarding skills while improving speed and accuracy.				I	D	D	D	D	D

TECHNOLOGY CONTENT STANDARDS, BENCHMARKS AND OBJECTIVES

Diocese of Lansing and Michigan Department of Education

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Content Standard 3: All students will apply appropriate technologies to critical thinking, creative expression and decision making.

Code	Diocesan Objective: The student will	K	1	2	3	4	5	6	7	8
3.1	Use appropriate software to combine text and graphics.		I	D	D	D	D	M		
3.2	Use a variety of technologies to express ideas (voice, data, graphics, etc.).			I	D	D	D	D	D	D
3.3	Imports graphics from a variety of sources using legal and ethical standards. (e.g., files, digital cameras, online sites, software).				I	D	D	D	M	
3.4	Create and/or import sound using legal and ethical standards.				I	D	D	D	M	
3.5	Use multimedia to present information and ideas.				I	D	M			
3.6	Organize and arrange information for a multimedia presentation.					I	D	M		
3.7	Create, modify and import graphics to use in presentations and/or projects.					I	D	D	D	D
3.8	Identify how different forms of media and formats may be used to share similar information depending on the intended audience. (e.g., presentations for classmates, newsletters for parents, etc.).					I	D	D	D	D
3.9	Compare / contrast the functions and capabilities of the word processor, database and spreadsheet.						I	D	D	M
3.10	Perform simple queries on databases and report results.						I	D	D	D
Code	Diocesan Objective: The student will	K	1	2	3	4	5	6	7	8
3.11	Demonstrate knowledge of word processing tools to develop documents that include data imported from a spreadsheet or database.							I	D	M

Code	Diocesan Objective: The student will	K	1	2	3	4	5	6	7	8	
6.11	Identify and describe the effects technological changes have contributed to a global society.									I	D
6.12	Describe the information and communication technology tools to use for collecting information from different sources, analyze findings and draw conclusions for addressing real world problems.										I

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