



**WORCESTER COUNTY PUBLIC SCHOOLS
TECHNOLOGY PROFICIENCY CHECKLIST
Grades Pre-K to 3: Exploring**

STUDENT NAME _____ **SCHOOL** _____

Technology Skills	PK	K	1	2	3	Possible Applications
BASIC OPERATIONS & CONCEPTS						<ul style="list-style-type: none"> • CCC/Math Lab • Success Maker • Fast Forward Lab
Ethical Use						
a) Worcester County Acceptable Use Policy is signed, in student tech folder and on file						<ul style="list-style-type: none"> • MaxWrite • MS Works • MS Word • Word Perfect
Computer Parts						
b) Names keyboard, mouse, monitor, printer, storage devices and drive						<ul style="list-style-type: none"> • Storybook Weaver • Type to Learn • Read, Write & Type
Proper Care						
c) Demonstrates proper care of keyboard, mouse, monitor, printer, drive and software						<ul style="list-style-type: none"> • Kid Pix • MS Publisher • Print Shop • Print Master
d) Demonstrates proper procedure for start-up and shut-down						<ul style="list-style-type: none"> • Kidspiration • Inspiration
Keyboarding						
e) Distinguishes left and right hand side of the keyboard						<ul style="list-style-type: none"> • MS PowerPoint • Corel Presentations • MaxShow
f) Demonstrates effective use of keyboard						
g) Uses special keyboard keys (Esc, Shift, arrow keys, spacebar, Backspace, Delete)						<ul style="list-style-type: none"> • MS Excel • MaxCount
h) Uses Mouse/Touchpad (navigates, double clicks, clicks and drags, left/right clicks)						<ul style="list-style-type: none"> • Content CD-ROMs
Software Use						<ul style="list-style-type: none"> • Internet Explorer • Netscape Navigator
i) Begins, navigates and exits programs						<ul style="list-style-type: none"> • Electronic reference materials • On-line services (i.e. SIRS) • Search engines (i.e. Google) • Online media catalog
j) Produces, edits and prints a document						
k) Saves and retrieves a document						
Collaboration						
l) Works cooperatively and collaboratively with others when using technology						
PRODUCTIVITY TOOLS						
Word Processing						
a) Composes, edits and revises written work						
Graphics						
b) Uses a graphics program to draw a picture						
c) Creates a document using a graphic organizer						
Multimedia Presentations						
d) Creates a basic multimedia presentation that includes text, graphics, and sound						
RESEARCH						
Access Electronic Information						
a) Understands and demonstrates Internet safety						
b) Navigates and locates information on the Internet with adult supervision						
TOTAL SCORE						

Assessment Scale
(place appropriate number in column)

2 = Accomplished Independently
1 = Accomplished with Assistance
0 = Did not accomplish

Benchmarks of Proficiency

Minimum Point Requirements by Grade Level	
Pre-K	6
K	12
1 st	18
2 nd	25
3 rd	32