

4th Grade Information and Technology Literacy Standards

A: Media and Technology	
Students in Wisconsin will select and use media and technology to access, organize, create, and communicate information for solving problems and constructing new knowledge, products, and systems.	
A.4.1	Use common media and technology terminology and equipment
	a. Identify and define basic computer terminology (e.g., software, hardware, cursor, startup/shutdown, storage medium, file, memory)
	b. Identify and explain the functions of the components of a computer system (e.g., monitor, central processing unit, storage devices, keyboard, mouse, printer)
	c. Demonstrate proper care and correct use of media and equipment
	d. Demonstrate the correct use of input devices (e.g. mouse, keyboard) and the output devices (e.g., monitor, printer, speakers)
	e. Develop touch keyboarding techniques using both hands
	f. Save and backup files on a computer hard drive, storage medium, or server
	g. Demonstrate the use of still and video cameras, video cameras and scanners.
	h. Solve problems using the basic four arithmetic functions
	i. Operate basic audio and video equipment to listen to and view media programs
A.4.2	Identify and use common media formats
	a. Identify the variety of current media formats (e.g., video programs, magazines, computer software, audio cassettes, CD-ROM and DVD, newspapers, books, the Internet)
	b. Recognize the common organizational characteristics of print media (e.g., title page, table of contents, copyright statement, index)
	c. Differentiate among the common types of computer software (e.g., drawing programs, utilities, word processing, simulations.)
	d. Listen to and view common audio and video media
	e. Access information using common electronic reference sources (e.g., indexes, almanacs, on-line catalogs, encyclopedias)
	f. Describe the purpose and use of a virus detection
	g. Demonstrate how to open & run a software program from a local storage device or network server
	h. Create, save, move, copy, retrieve and delete electronic files
	i. Incorporate graphics, pictures, and sound into another document
A.4.3	Use a computer and productivity software to organize and create information

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	a. Identify and define basic word processing terminology (cursor, open, save, file, I-beam, window, document, cut, copy, paste)
	b. Produce a document using a word processing program
	c. Edit a word-processed document using a spell checker
	d. Demonstrate the text editing features of a word processing program (boldface, italics, underline, double spacing, different size and style fonts) to produce a finished product
	e. Explore special formatting features (e.g., borders, shading, centering, justification) of a word processing program
	f. Identify a database and define basic database terms (e.g., file, record, field)
	g. Use a prepared database template to enter and edit data, and to locate records
	h. Identify a spreadsheet and explain basic spreadsheet terms (column, row, active cell)
	i. Use a prepared spreadsheet template to enter data, and to produce and interpret a simple graph and chart
A.4.4	<i>Use a computer and communications software to access and transmit information</i>
	a. Describe and explain an on-line information network
	b. Generate, send, retrieve, save, and organize electronic messages
	c. Log on and view information from preselected sites on the Internet
	d. Use the functions of a web browser to navigate and save World Wide Web sites
	e. Identify and use simple search engines and directories
A.4.5	<i>Use media and technology to create and present information</i>
	a. Use draw, paint, or graphics software to create simple signs, posters, banners, charts, visuals, etc.
	b. Plan a multimedia production using an outline or storyboard
	c. Create and present a short video or hypermedia program
A.4.6	<i>Evaluate the use of media and technology in a production or presentation</i>
	a. Identify the media and technology used the presentation
	b. Explain how the media and technology contributed to the impact of the presentation
	c. Identify simple criteria for judging the quality of a production or presentation
	d. Judge how well the presentation meets the identified criteria
	e. Suggest ways to improve future productions or presentations

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B: Information and Inquiry	
Students in Wisconsin will access, evaluate, and apply information efficiently and effectively from a variety of sources in print, nonprint, and electronic formats to meet personal and academic needs.	
B.4.1	Determine the need for information
	a. Identify the information problem or question to be resolved
	b. Determine what is already known about the information problem or question
	c. Formulate initial questions to define what additional information is needed
	d. Determine a specific focus for the information search questions
B.4.2	Develop information seeking strategies
	a. Identify possible sources of information including print, non-print, electronic, and human resources
	b. Evaluate possible sources based on currency, genre, and relevance to topic
	c. Select more than one resource when appropriate
	d. Identify keywords for information source
	e. Recognize different ways to organize ideas, concepts, and phrases
	f. List steps to follow in carrying out the information search
B.4.3	Locate and access information sources
	a. Recognize that materials in the school library media center are organized in a systematic manner
	b. Locate materials using the classification system of the school library
	c. Identify and use printed or electronic catalogs to access materials in the school library media center
	d. Search for information by keyword, author, title, and topic or subject
	e. Use an encyclopedia, almanac, and atlas in print or electronic formats (Grolier)
	f. Locate information from pre-selected Internet sites and web pages
	g. Use the index or table of contents of a book or reference set to locate specific information
B.4.4	Evaluate and select information from a variety of print, non-print, and electronic formats
	a. Preview selected resources using table of contents, index, and other simple scanning strategies
	b. Differentiate between fiction and non-fiction resources
	c. Distinguish between fact and opinion
	d. Determine timeliness and validity of information sources
	e. Recognize that graphics and images can be used to convey a message
	f. Identify the sponsoring organization or author for resources
	g. Choose resources appropriate to their interests, abilities, and information need
B.4.5	Record and organize information
	a. Take notes or record information in their own words
	b. Record the sources of information as notes are taken
	c. Recognize the need to identify the author of any information copied verbatim

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	d. Arrange notes to help answer the information problem or question
	e. Organize information using simple outlining techniques
	f. List basic bibliographic sources for information used
B.4.6	<i>Interpret and use information to solve a problem or answer a question</i>
	a. Identify new information and integrate it with prior knowledge
	b. Determine if information is relevant to the information question
	c. Select information applicable to the information question
	d. Seek additional information if needed
	e. Apply the information gathered to solve the information problem or question
B.4.7	<i>Communicate the results of research and inquiry in an appropriate format</i>
	a. Identify the audience for the product or presentation
	b. Identify whether the purpose of the product or presentation is to inform, entertain, or persuade
	c. Recognize the three common types of communication or presentation modes (written, oral, visual)
	d. Choose a presentation format (e.g., speech, paper, web page, video, hypermedia)
	e. Develop a product or presentation to communicate the results of the research
B.4.8	<i>Evaluate the information product and process</i>
	a. Review the criteria to be used in judging both the product (or presentation) and the process
	b. Determine how well the product or presentation meets the original information need based on the criteria
	c. Review the process based on criteria
	d. Suggest ways in which the process and product can be improved

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C: Independent Learning	
Students in Wisconsin will apply technological and information skills to issues of personal and academic interest by actively and independently seeking information; demonstrating critical and discriminating reading, listening, and viewing habits; and, striving for personal excellence in learning and career pursuits.	
C.4.1	Pursue information related to various dimensions of personal well-being and academic success
	a. Identify topics of interest and seek relevant information about them
	b. Recognize that information can be used to make decisions or satisfy personal interest
	c. Recognize that accurate information is basic to sound decisions
C.4.2	<i>Appreciate and derive meaning from literature and other creative expressions of information</i>
	a. Choose fiction and other literature of personal interest
	b. Recognize that award winning books reflect literary and artistic excellence
	c. Relate literature and other creative expressions of information to personal experiences
	d. Compare their own interpretations of literature and other creative expressions of information with those of others
C.4.3	<i>Develop competence and selectivity in reading, listening, and viewing</i>
	a. Choose materials at appropriate developmental levels
	b. Identify materials that reflect diverse perspectives
	c. Differentiate among written, oral, and visual forms of literature
	d. Recognize that media can be constructed to convey specific messages, viewpoints, and values
C.4.4	<i>Demonstrate self-motivation and increasing responsibility for their learning</i>
	a. Contribute to group or classroom decisions about learning objectives
	b. Identify topics suitable for independent learning or in-depth exploration
	c. Apply prescribed criteria for judging success of learning projects
	d. Establish goals and determine steps for completing a project
	e. Assess progress and quality of work

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D: The Learning Community

Students in Wisconsin will demonstrate the ability to work collaboratively in teams or groups, use information and technology in a responsible manner, respect intellectual property rights, and recognize the importance of intellectual freedom and access to information in a democratic society.

D.4.1 Participate productively in workgroups or other collaborative learning environments

- a. Share information and ideas with others
- b. Respect the ideas of others
- c. Articulate workgroup goals and individual responsibilities within the group
- d. Participate in the development of individual and workgroup tasks and priorities
- e. Recognize that individual achievement is linked to the successful completion of workgroup projects
- f. Complete workgroup projects to meet an established timeline
- g. Review workgroup projects and suggest improvements

D.4.2 Use information, media, and technology in a responsible manner

- a. Return all borrowed materials on time
- b. Identify the school's rules on student use of the internet and other resources
- c. Demonstrate use of the internet and other on-line sources consistent with the school's acceptable use policy
- d. Employ proper etiquette in all forms of communication
- e. Recognize that altering or destroying another person's program or file constitutes unacceptable behavior
- f. Differentiate between copying and summarizing
- g. Recognize that using media and technology to defame another person or group constitutes unacceptable behavior
- h. Recognize the need for privacy of personal information

D.4.3 Respect intellectual property rights

- a. Explain the concept of intellectual property rights
- b. Describe how copyright protects the right of an author or producer to control the distribution, performance, display, or copying of original works
- c. Recognize that the copying of commercial or licensed media is a violation of the copyright law
- d. Identify violations of the copyright law as a crime for which there are serious consequences
- e. Explain why the use of all or parts of another person's work requires prior permission or citation

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	f. Recognize that a quoted work must be stated in the author's exact words
	g. List sources quoted verbatim and visuals used in a presentation
	h. Recognize that reports or articles they write must be put in their own words
D.4.4	<i>Recognize the importance of intellectual freedom and access to information in a democratic society</i>
	a. Define the concept of intellectual freedom
	b. Identify examples of censorship
	c. Recognize the importance of free and open access to information for all citizens
	d. Acknowledge the right of classmates to express opinions different from their own
	e. Describe situations or conditions where information is repressed or restricted