

Technology Rubric
Approved 8-July-2005

Technology Definition: Students will understand the limits, problems, and possibilities associated with the use of technology and will have the tools necessary to evaluate and learn new technologies as they become available. This includes the ability to use computer-based technology to communicate, solve problems, and acquire information.

Area of Learning	Academic Achievement LEVEL 1	Academic Achievement LEVEL 2	Academic Achievement LEVEL 3 –ready for graduation	Academic Achievement LEVEL 4
Word Processing	Student cannot produce work using a word processor.	Student produces simple documents with a word processor.	Student produces formatted documents with a word processor.	Student produces documents with complex formatting.
Email	Student cannot use e-mail.	Student sends and receives e-mail.	Student sends and receives e-mail with attachments.	Student sends and receives e-mail attachments and demonstrates appropriate e-mail etiquette.
Spreadsheet	Student cannot create and navigate a basic spreadsheet.	Student can create and navigate a basic spreadsheet and use it to add numbers.	Student can use spreadsheets in applications that require labels, formulas and cell references.	Student can use spreadsheets in applications that require formatting a spreadsheet, using formulas, and converting the data to charts and/or graphs.
Internet	Student cannot perform a basic Internet search.	Student can perform a limited Internet search.	Student can perform an Internet search and is able to download files.	Student can search the Internet and acquire and download information that is relevant and valid.