

**DIOCESE OF DES MOINES  
INFORMATION LITERACY  
Grade-Level Expectations  
Grades K-1-2**

**STANDARD 1: The student will understand human, cultural, and social issues related to the access of information and practice legal and ethical behavior.**

**The student will/can....**

**Benchmark**

**K-2.Info.S1.B1: Practice responsible use of equipment, software, and print materials.**

- Grade K: Find a book and follow check-out/return procedure(s), with assistance.  
Demonstrate proper and safe use of computer equipment.
- Grade 1: Find a book and follow check-out/return procedure(s), with some assistance.  
Demonstrate proper and safe use of computer equipment.
- Grade 2: Find a book and follow check-out/return procedure(s), independently  
Demonstrate proper and safe use of computer equipment.

**Benchmark**

**K-2.Info.S1.B2: Exhibit respect for authorship and copyright.**

- Grade K: Identify that each book/program has an author and no one can copy this work.
- Grade 1: Students will acknowledge ownership of print and electronic material.
- Grade 2: Students will acknowledge ownership of print and electronic material.

**DIOCESE OF DES MOINES  
INFORMATION LITERACY  
Grade-Level Expectations  
Grades K-1-2**

**STANDARD 2: The student will employ the appropriate tools to gather, evaluate, and use information.**

**The student will/can....**

<b>Benchmark</b>	<b>Identify major areas of the media center and demonstrate understanding of their purpose.</b>
<b>K-2. Info.S2.B1:</b>	
Grade K:	Identify fiction and non-fiction books.
Grade 1:	Identify picture book, non-fiction and fiction sections of the library.
Grade 2:	Identify major areas of media center and understand how they are organized.

<b>Benchmark</b>	
<b>K-2. Info.S2.B2:</b>	<b>Identify ways technology can be used as an aid in gathering information.</b>
Grade K:	Gather information from electronic sources, with teacher assistance.
Grade 1:	Gather information from electronic sources, with teacher assistance.
Grade 2:	Gather information from electronic sources.

**DIOCESE OF DES MOINES  
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Grades K-1-2**

**STANDARD 3: The student will demonstrate a sound understanding of technology concepts, systems, and operations.**

**The student will/can....**

**Benchmark**

**K-2. Info.S3.B1: Create and format product using word processing skills within specific parameters.**

Grade K: Open program, type first name, and close program

Grade 1: Open program, type first and last name, and close program

Grade 2: Type information, illustrate, and print, with assistance.

**Benchmark**

**K-2. Info.S3.B2: Utilize various technological tools to gather and interpret data.**

Grade K: Not appropriate for this grade level (n/a).

Grade 1: Not appropriate for this grade level (n/a).

Grade 2: Not appropriate for this grade level (n/a).

**Benchmark**

**K-2. Info.S3.B3: Demonstrate basic operations and concepts.**

Grade K: Identify the parts of the computer.

Grade 1: Locate, open, and close programs independently.

Grade 2: Know basic keyboard and mouse functions.

**DIOCESE OF DES MOINES  
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Grades K-1-2**

**STANDARD 4: The student will demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.**

**The student will/can....**

**Benchmark**

**K-2. Info.S4.B1: Use information accurately in an end product.**

- Grade K: Create original works as a means of personal or group expression using technology.
- Grade 1: Create original works as a means of personal or group expression using technology.
- Grade 2: Create original works as a means of personal or group expression using technology.

**DIOCESE OF DES MOINES  
INFORMATION LITERACY  
Grade-Level Expectations  
Grades 3-4-5**

**STANDARD 1: The student will understand human, cultural, and social issues related to the access of information and practice legal and ethical behavior.**

**The student will/can....**

**Benchmark**

**3-5. Info.S1.B1: Practice responsible use of equipment, software, and print materials.**

- Grade 3: Demonstrate responsible use of community property.
- Grade 4: Demonstrate responsible use of community property.
- Grade 5: Demonstrate responsible use of community property.

**Benchmark**

**3-5. Info.S1.B2: Exhibit respect for authorship and copyright.**

- Grade 3: List print/electronic information sources.
- Grade 4: List print/electronic information sources.
- Grade 5: Cite print/electronic information sources.

**DIOCESE OF DES MOINES  
INFORMATION LITERACY  
Grade-Level Expectations  
Grades 3-4-5**

**STANDARD 2: The student will employ the appropriate tools to gather, evaluate, and use information.**

**The student will/can....**

<b>Benchmark 3-5. Info.S2.B1:</b>	<b>Identify major areas of the media center and demonstrate understanding of their purpose.</b>
Grade 3:	Locate fiction and non-fiction books by title and author using the print/electronic card catalog, with assistance.
Grade 4:	Locate fiction and non-fiction books by title and author using the print/electronic card catalog, independently.
Grade 5:	Locate fiction and non-fiction books with advanced search methods using print/electronic card catalog, with assistance.

<b>Benchmark 3-5. Info.S2.B2:</b>	<b>Identify ways technology can be used as an aid in gathering information.</b>
Grade 3:	Effectively use Internet as a resource, with assistance.
Grade 4:	Effectively use Internet as a resource, independently.
Grade 5:	Navigate multiple site searches for information, with teacher assistance.

**DIOCESE OF DES MOINES  
INFORMATION LITERACY  
Grade-Level Expectations  
Grades 3-4-5**

<b>STANDARD 3: The student will demonstrate a sound understanding of technology concepts, systems, and operations.</b>
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**The student will/can....**

**Benchmark**

**3-5. Info.S3.B1: Create and format product using word processing skills within specific parameters.**

- Grade 3: Develop a document using a word processing program with the ability to edit, format, save, and print, with assistance.
- Grade 4: Develop a document using a word processing program with the ability to edit, format, save, and print, with limited assistance.
- Grade 5: Develop a document using a word processing program independently.

**Benchmark**

**3-5. Info.S3.B2: Utilize various technological tools to gather and interpret data.**

- Grade 3: Participates in an electronic graphing activity.
- Grade 4: Create a graph electronically
- Grade 5: Enter data using a spreadsheet program, with teacher assistance.

**Benchmark**

**3-5. Info.S3.B3: Demonstrate basic operations and concepts.**

- Grade 3: Demonstrate proper keyboarding techniques: finger placement and posture.
- Grade 4: Begin to key the alphabet using correct finger(s) of the correct hand(s).
- Grade 5: Develop keyboard capabilities to use touch typing techniques at a level of 15 WPM and 80% accuracy on three minute timing.

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Grade-Level Expectations  
Grades 3-4-5**

**STANDARD 4: The student will demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.**

**The student will/can....**

**Benchmark**

**3-5. Info.S4.B1: Use information accurately in an end product.**

- Grade 3: Create original works as a means of personal or group expression using technology.
- Grade 4: Apply existing knowledge or research to generate a product using technology, with assistance.
- Grade 5: Apply existing knowledge or research to generate a product using technology, with limited assistance.



**DIOCESE OF DES MOINES  
INFORMATION LITERACY  
Grade-Level Expectations  
Grades 6-7-8**

**STANDARD 1: The student will understand human, cultural, and social issues related to the access of information and practice legal and ethical behavior.**

**The student will/can....**

**Benchmark**

**6-8. Info.S1.B1: Practice responsible use of equipment, software, and print materials.**

- Grade 6: Demonstrate responsible use of community property.
- Grade 7: Demonstrate responsible use of community property.
- Grade 8: Demonstrate responsible use of community property.

**Benchmark**

**6-8. Info.S1.B2: Exhibit respect for authorship and copyright.**

- Grade 6: Cite print/electronic information sources.
- Grade 7: Cite print/electronic information sources.
- Grade 8: Cite print/electronic information sources.

**DIOCESE OF DES MOINES  
INFORMATION LITERACY  
Grade-Level Expectations  
Grades 6-7-8**

**STANDARD 2: The student will employ the appropriate tools to gather, evaluate, and use information.**

**The student will/can....**

**Benchmark  
6-8. Info.S2.B1: Identify major areas of the media center and demonstrate understanding of their purpose.**

Grade 6: Locate library materials with advance search methods.

Grade 7: Locate library materials with advance search methods.

Grade 8: Locate library materials with advance search methods.

**Benchmark  
6-8. Info.S2.B2: Identify ways technology can be used as an aid in gathering information.**

Grade 6: Navigate multiple site searches for information, independently.

Grade 7: Use advanced search techniques to navigate multiple site searches, with teacher assistance.

Grade 8: Use advanced search techniques to navigate multiple site searches, independently.

**DIOCESE OF DES MOINES**  
**INFORMATION LITERACY**  
**Grade-Level Expectations**  
**Grades 6-7-8**

<b>STANDARD 3: The student will demonstrate a sound understanding of technology concepts, systems, and operations.</b>
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**The student will/can....**

**Benchmark**

**6-8. Info.S3.B1: Create and format product using word processing skills within specific parameters.**

- Grade 6: Develop a document using a word processing program including headers/footers and adjusting margins, with assistance.
- Grade 7: Develop a document using a word processing program including headers/footers and adjusting margins, with limited assistance.
- Grade 8: Develop a document using a word processing program including headers/footers and adjusting margins, independently.

**Benchmark**

**6-8. Info.S3.B2: Utilize various technological tools to gather and interpret data.**

- Grade 6: Enter data using a spreadsheet program, independently.
- Grade 7: Gather, enter, and analyze data using a spreadsheet, with teacher assistance.
- Grade 8: Gather, enter, and analyze data using a spreadsheet, independently.

**Benchmark**

**6-8. Info.S3.B3: Demonstrate basic operations and concepts.**

- Grade 6: Develop keyboard capabilities to use touch typing techniques at a level of 20 WPM and 85% accuracy on three minute timing.
- Grade 7: Develop keyboard capabilities to use touch typing techniques at a level of 25 WPM and 85% accuracy on three minute timing.
- Grade 8: Develop keyboard capabilities to use touch typing techniques at a level of 25 WPM and 90% accuracy on three minute timing.

**DIOCESE OF DES MOINES  
INFORMATION LITERACY  
Grade-Level Expectations  
Grades 6-7-8**

**STANDARD 4: The student will demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.**

**The student will/can....**

**Benchmark**

**6-8. Info.S4.B1: Use information accurately in an end product.**

- Grade 6: Apply existing knowledge or research to generate a product using technology, independently.
- Grade 7: Apply existing knowledge or research to generate a product using technology, independently.
- Grade 8: Apply existing knowledge or research to generate a product using technology, independently.