



# TECHNOLOGY ASSESSMENT FOR PROFICIENCY AND INTEGRATION

## A RECOMMENDATION TO ASSESS THE TECHNOLOGICAL LITERACY STANDARDS: 8.1 COMPUTER AND INFORMATION LITERACY

New Jersey Department of Education  
Office of Educational Technology and the  
Office of Academic Standards  
100 River View Plaza, P.O. Box 500  
Trenton, NJ 08625 -0500  
Fax: 609-341-3884  
Email: linda.carmona-bell@doe.state.nj.us

### 8.1 COMPUTER AND INFORMATION PROCESSING STANDARDS

#### BY THE END OF 4TH GRADE: 4. A. BASIC COMPUTER SKILLS

##### (COMPUTER TOOLS & KEYBOARDING)

- 4.A.1. Use vocabulary
- 4.A.2. Use operating system tools, select programs and printers
- 4.A.3. Input and access text using appropriate keyboarding techniques
- 4.A.7. Create files and folders
- 4.A.9. Use icons

##### (APPLICATIONS)

- 4.A.4. Produce simple word processing documents & discuss advantages and disadvantages
- 4.A.5. Produce and interpret a simple graph, chart and spread sheet on a prepared template
- 4.A.6. Create a multimedia presentation
- 4.A.8. Use a graphic organizer

#### 4. B. APPLICATION AND PRODUCTIVITY TOOLS

##### (SOCIAL ASPECTS)

- 4.B.1. Discuss common uses of computer applications and identify their advantages and disadvantages
- 4.B.2. Recognize and practice responsible social and ethical behaviors and understand the consequences of inappropriate use: Internet, copyrighted, materials, on-line library resources, personal security, and safety issues
- 4.B.3. Practice appropriate Internet etiquette
- 4.B.4. Recognize the ethical and legal implications of plagiarism of copyrighted materials

##### (INFORMATION ACCESS & RESEARCH)

- 4.B.5. Recognize the need for accessing and using information
- 4.B.6. Identify web browsers, search engines, and directories to obtain information and solve real world problems
- 4.B.7. Locate specific information by searching a database
- 4.B.8. Recognize accuracy and/or bias of information

##### (PROBLEM SOLVING/ DECISION MAKING)

- 4.B.9. Solve problems individually and/or collaboratively using computer applications
- 4.B.10. Identify basic hardware problems and solve simple problems

#### BY THE END OF GRADE 8

#### 8. A. BASIC COMPUTER SKILLS

##### (COMPUTER TOOLS & KEYBOARDING)

- 8.A.1. Use appropriate technology vocabulary
- 8.A.2. Use operating system tools, creating and organizing files and folders
- 8.A.3. Demonstrate effective input of text/data using proper key boarding skills
- 8.A.4. Input/access data efficiently through proficient use of other input devices such as a mouse, etc.
- 8.A.5. Organization of files and folders, create shortcuts
- 8.A.10. Using network resources for storing and retrieving data
- 8.A.12. Create, organize and manipulate shortcuts

##### (APPLICATIONS)

- 8.A.6. Create a file containing customized information by merging documents
- 8.A.7. Construct a simple spreadsheet, enter data, and interpret the information
- 8.A.8. Design and produce a basic multimedia project
- 8.A.9. Plan and create a simple database, define fields, input data, and produce a report using sort and query
- 8.A.11. Choose appropriate electronic graphic organizers to create, construct or design a document

#### 8. B. APPLICATION AND PRODUCTIVITY TOOLS

##### (SOCIAL ASPECTS)

- 8.B.1. Demonstrate an understanding of how changes in technology impact the workplace and society
- 8.B.2. Exhibit legal and ethical behaviors when using information and discuss consequences for misuse
- 8.B.3. Explain the purpose of an Acceptable Use Policy and consequences for misuse
- 8.B.4. Describe and practice safe Internet usage
- 8.B.5. Describe and practice "etiquette" when using the Internet and email

##### (INFORMATION ACCESS & RESEARCH)

- 8.B.6. Choose appropriate tools and information resources to support research and solve real world problems, including but not limited to: -On-line resources and databases; - Search engines and subject directories
- 8.B.7. Evaluate the accuracy, relevance and appropriateness of print and non-print electronic information sources

##### (PROBLEM SOLVING/ DECISION MAKING)

- 8.B.8. Use computer applications to modify information independently and/or collaboratively to solve problems
- 8.B.9. Identify basic hardware problems and demonstrate the ability to solve common problems
- 8.B.10. Determine when technology tools are appropriate to solve a problem and make a decision

## WHAT IS NJTAP-IN?

NJ Department of Education's (NJDOE) Office of Educational Technology and Office of Academic Programs collaboratively provide school districts with ongoing assistance on integrating technology into the curriculum. The Office of Educational Technology provides assistance to address the needs of NJ school districts through: offering discretionary grant programs; enabling statewide delivery systems and resources; assisting school districts with obtaining access to technology; maintaining and developing partnerships to further the districts' vision; facilitating compliance of Title II-D: Enhancing Education through Technology (E2T2) of the No Child Left Behind (NCLB) Act; and offering professional development for teachers and administrators on effectively infusing technology into curriculum and instruction.

E2T2 requires that all students are technologically literate by the end of grade eight. Complimenting the federal law, the NJDOE's Technological Literacy Standards, specifically, the 8.1 Computer and Information Literacy Standard provides standardized criteria for technological literacy across the state.

Educational technology is the seamless and effective integration of 21<sup>st</sup> century

technologies within an instructional setting to support students and teachers in the learning process **with administrative support and evaluation.** Each district is encouraged to address the standard in relationship to the Local District's Technology Plan. Effective technology integration contributes to raising student academic achievement.

The Educational Technology Curriculum Committee facilitated by the NJDOE, developed an implementation plan, resources and strategies that supports each school district with implementing the standard, and with meeting the E2T2 requirement that every student will be technologically literate by the end of grade eight. This implementation plan is called NJTAP-IN (NJ Technology Assessment for Proficiency and Integration). **It is a recommendation—ONLY!**

The NJTAP-IN recommendation consists of three assessment tools. The first tool is a checklist of skills to be used in grades Kindergarten through fourth. This *Fourth Grade Checklist* requires a "yes" or "no" mark next to each skill with verification information when a student accomplishes the skill. The checklist may be used at anytime during the year, for any grade Kindergarten through fourth grades.

The second tool is used in grades five

through eight. The *NJTAP-IN General Rubric* provides four options for meeting the cumulative progress indicators. The assessment is designed for one student per NJTAP-IN rubric. As with the checklist, each student may be evaluated with the rubric at ANYTIME from fifth grade through eighth grade.

The third tool is used for those students whose technological skills are exceptionally low and cannot score a "one" on the NJTAP-IN General Rubric. The *Student Readiness Rubric* may be used when a student obtains a zero score on the NJTAP-IN General Rubric. It will document the progress for those students that are working to be assessed with the NJTAP-IN General Rubric.

All three tools may be used as part of the ongoing, classroom and instructional assessments. Each student's rubric can be scored over time.

*Although a district may choose any tool to assess students meeting the cumulative progress indicators, each district must use the NJTAP-IN Rubric to determine and report to the NJDOE the number of students at the end of eight grade that are technologically proficient.*

There are numerous resources to support the implementation of NJTAP-IN on the NJDOE website— <http://www.nj.gov/education/techno/techlit/>

## Educational Technology Curriculum Committee Members

Ellen Nachem	Formerly with Bradley Beach
Frankie Nicholson	Asbury Park
Marilyn Cohen	Atlantic City
Carole Cupo	Bayonne
Michele Colobraro	Bayonne
Mark Willis	Bridgeton
Joan Cargill	Camden City
Brenda Brown	Formerly with Camden City
Linda Brancato	Camden City
Diane Stelacio	Cape May County ETTC
Hank Stankiewicz	East Brunswick
Henry Kiedrowski	East Orange
Kevin Akey	East Windsor Regional
Agnes Zaorski	Eatontown
Richard Esperon	Elizabeth
Diane Paszkowski	Formerly with Essex Co. ETTC
Jennifer Hunsinger	FEA
Kathryn Fedina	Henry Hudson Regional
April Triplett	Henry Hudson Regional
Eileen Carvalho	Hoboken
James Casalino	Irvington
Terry Pilitzer	Keyport
Karen Warner	Middlesex County ETTC
Denise Milam	Monroe Township
Maria Narciso	Montclair
Willa Spicer	Formerly with NJPAA
Benae Lambright	Orange Township
Kathy Bernacki	Pemberton Township
Rosemary Rinker	Phillipsburg
Anita Schwerner	Plainfield
Joe Fiorella	Plainfield
Jayne Frankenfield	Red Bank Borough
Anu Vedantham	Formerly with StocktonCollege
Kathleen Foster	Formerly with Tabernacle
Eileen Hermans	Formerly with Tabernacle
Cheryl Heath	Trenton
Lisa Calligy	Union City
Lisa Tauscher	Union County ETTC
Veronica Dull	Upper Township
Connie Lisa	Vineland
Pat Ensslen	Vineland
Willia White	West New York