

Williamson County Board of Education Procedures and Guidelines

Adopted Date:

4.6051p

CREDIT REQUIREMENTS FOR GRADUATION

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Keyboarding Expectations

Rationale

The National Educational Technology Standards for Students (NET-S) outlines essential elements of technology education that allow students to live, learn, and work successfully in an increasingly complex and information-rich global society. Achieving keyboarding proficiency at an earlier age is necessary for the successful integration of technology across the curriculum, thus allowing Williamson County School students to meet these national standards and the mandates of No Child Left Behind.

Standards for Keyboarding Proficiency K – 12

Grades K – 2 Standards:

Students will:

Recognize letters on a keyboard

Demonstrate appropriate use of:

Mouse

Shift key

Space bar

Enter or return key

Grades 2 – 5 Standards:

Students will:

Use proper hand placement

Use proper posture

Keep eyes on screen

Type 15 words per minute at the end of 5th grade as measured by the elementary keyboarding software package (*Type to Learn*)

Minimum Lesson Targets:

2nd grade – beginning mid-year one ten-minute lesson completed every 2 weeks

3rd grade – one ten-minute lesson completed every week

4th grade – one ten-minute lesson completed every week

5th grade – one ten-minute lesson completed every week

Grades 6 – 8 Standards:

Minimum standard:

Three 3-minute timed writings showing a minimum of 30 words per minute with 95% accuracy

Score of 240/300 points on the Knowledge and Application Test (beginning 2004 – 2005)

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Keyboarding Proficiency/Timed Writing Procedures for Middle and High School

One goal for technology literacy in grades K – 8 is keyboarding proficiency. By eighth grade, middle school technology teachers will give all students a keyboarding assessment to determine keyboarding proficiency. High schools will provide additional opportunities for student exemption testing. Keyboarding proficient students will be exempt from Keyboarding I at the high school level. High school students exempt from Keyboarding I continue to be accountable for a 0.5 technology credit in grades 9 – 12.

Measure of Proficiency

Students must demonstrate proficiency in both requirements:

- Three 3-minute timed writings showing a minimum of 30 words per minute with 95% accuracy
- A minimum score of 240 points on the Knowledge and Application Test (beginning Fall, 2004)

Procedures for Timed Writings

- Middle school students will take both the timed writing test and the Knowledge and Application Test beginning in 2003. The Knowledge and Application Test will be used as a measure of proficiency beginning with the 2004 – 2005 school year.
- Testing dates for high school students will be scheduled prior to the beginning of high school registration.
 - Testing times will be scheduled per administrative decision.
 - High school keyboarding is a non-budgeted item and should be planned accordingly.
- High school students will be expected to demonstrate proficiency in both the timed writings and the Knowledge and Application Test beginning in the 2003 – 2004 school year.
- Teachers will conduct three 3-minute timed writings using the middle/high school keyboarding software package (*Microtype*) diagnostic writings. Students should not have had an opportunity to practice the writings.
- Students will be allowed to use the backspace key during the timed writings.
- Keyboards will be covered during all test administrations. Teachers should plan instructional opportunities with covers prior to testing.
- Test results will be entered in the student management software at the individual school.
- Middle school students may be retested in the timed writing test following the provided procedures.