



Student Technology Standards

Scope and Sequence

- I** Introduce- Skill is demonstrated, discussed, and practiced
D Develop-Skill is practiced, reinforced, and enhanced
P Proficient -Efficiently apply skills in predictable and unpredictable situations

1. General Computer Knowledge		K	1	2	3	4	5	6	7	8	9	10	11	12
1.1	Demonstrates basic operation (example: start up, log on, log off, shut down)	I	I	D	P	P	P	P	P	P	P	P	P	P
1.2	Identify and use taskbar and desktop icons	I	I	D	D	D	P	P	P	P	P	P	P	P
1.3	Use mouse, windows key, task bar	I	D	P	P	P	P	P	P	P	P	P	P	P
1.4	Use a mouse (right click, left click, scroll)	I	D	D	P	P	P	P	P	P	P	P	P	P
1.5	Identify the parts of a computer		I	D	P	P	P	P	P	P	P	P	P	P
1.6	Insert, access and eject CD ROMs		I	D	P	P	P	P	P	P	P	P	P	P
1.7	Use simple <u>peripheral</u> devices (printer, mouse, keyboard, cd drive)		I	D	D	P	P	P	P	P	P	P	P	P
1.8	<u>Launch applications</u> and <u>toggle between applications</u>			I	I	D	D	P	P	P	P	P	P	P
1.9	Name and save documents to a specified folder			I	D	D	P	P	P	P	P	P	P	P
1.10	Understands and demonstrates when to use technology tools to publish for audiences in and out of the classroom (i.e. <u>scanner</u> , <u>digital camera</u> , <u>web tools</u> , <u>digital microscopes</u> ...)			I	I	D	D	D	D	D	D	P	P	P
1.11	Identify and <u>troubleshoot</u> routine <u>hardware</u> and <u>software</u> problems (checking connections, ctrl+alt+delete to close <u>program</u> or access task manager, check printer queue)					I	I	D	D	D	P	P	P	P
1.12	Set up and utilize basic <u>peripheral</u> devices needed for a presentation (<u>LCD projector</u> , <u>digital camera</u> , <u>ELMO/document camera</u> , etc...)						I	I	D	D	D	P	P	P
1.13	Identify and understand the basic components and terminology of <u>hardware</u> , <u>software</u> , and <u>networks</u>							I	I	D	D	D	D	D
1.14	Integrate digital hardware (Example: <u>scanners</u> , <u>digital camera</u> , <u>LCD projector</u> , <u>ELMO/document camera</u>)							I	I	I	D	D	P	P



Student Technology Standards

Scope and Sequence

- I** Introduce- Skill is demonstrated, discussed, and practiced
D Develop-Skill is practiced, reinforced, and enhanced
P Proficient -Efficiently apply skills in predictable and unpredictable situations

2. General Applications		K	1	2	3	4	5	6	7	8	9	10	11	12
2.1	Print and publish completed work (i.e. slide show, printed document, drawing for class book or bulletin board, etc...)	I	I	D	D	P	P	P	P	P	P	P	P	P
2.2	Use Web sites and other <u>software</u> where students are encouraged to use the problem-solving process	I	I	D	D	D	D	D	D	D	P	P	P	P
2.3	Communicate thoughts, ideas, and stories using technology <u>applications</u> (such as word processing, <u>multimedia</u> , <u>spreadsheet</u> , etc...)	I	I	D	D	D	D	P	P	P	P	P	P	P
2.4	Use teacher-created templates for entering and displaying data	I	I	I	D	D	D	P	P	P	P	P	P	P
2.5	Observe various <u>software</u> and <u>hardware</u> resources as modeled by teacher	I	I	I	D	D	D	P	P	P	P	P	P	P
2.6	Construct personal <u>e-portfolios</u>	I	I	I	D	D	D	P	P	P	P	P	P	P
2.7	Use appropriate <u>software</u> for specific task.		I	I	I	D	D	D	D	D	P	P	P	P
2.8	Print, post, publish, and/or distribute technology products individually or in groups.		I	I	I	D	D	D	D	D	P	P	P	P
2.9	Present one or more curriculum related <u>multimedia</u> project		I	I	D	D	P	P	P	P	P	P	P	P
2.10	Create <u>multimedia</u> and/or online projects		I	I	D	D	D	D	D	D	D	P	P	P
2.11	Present <u>multimedia</u> and/or online projects to audiences inside and outside the classroom		I	I	D	D	D	D	D	D	D	D	D	D
2.12	Utilize technology tools for presentations and <u>student-led conferences</u>						I	D	D	D	P	P	P	P
2.13	Examine, apply and integrate technology skills for specific career related purposes										I	D	D	D
2.14	Develop and print a personal resume										I	I	I	D

3. Keyboarding		K	1	2	3	4	5	6	7	8	9	10	11	12
3.1	Use correct posture and positioning		I	D	P	P	P	P	P	P	P	P	P	P
3.2	Apply basic keyboarding skills			I	D	D	D	P	P	P	P	P	P	P
3.3	Type 10-15 words per minute 3rd-4th grade				I	D	P	P	P	P	P	P	P	P
3.4	Type 15-20 words per minute 5th-7th grade				I	I	D	D	P	P	P	P	P	P
3.5	Type 20-40 words per minute 8th-12th grade				I	I	I	I	I	D	D	D	D	P



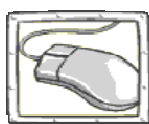
Student Technology Standards

Scope and Sequence

- I** Introduce- Skill is demonstrated, discussed, and practiced
- D** Develop-Skill is practiced, reinforced, and enhanced
- P** Proficient -Efficiently apply skills in predictable and unpredictable situations

4. Word Processing		K	1	2	3	4	5	6	7	8	9	10	11	12
4.1	Demonstrate keyboard knowledge (example: spacebar, letter and number keys, symbol keys)	I	I	D	D	P	P	P	P	P	P	P	P	P
4.2	Insert, <u>format</u> , drag, align, and duplicate <u>graphics</u>	I	I	D	D	P	P	P	P	P	P	P	P	P
4.3	Open, enter, edit and delete text in basic word processing	I	I	D	P	P	P	P	P	P	P	P	P	P
4.4	Use menus and toolbars	I	I	D	D	D	P	P	P	P	P	P	P	P
4.5	<u>Format</u> text (example: font, size, style, color, etc...)		I	I	D	D	P	P	P	P	P	P	P	P
4.6	Utilize print preview and print		I	I	I	D	P	P	P	P	P	P	P	P
4.7	Utilize cut, copy and paste		I	I	D	D	P	P	P	P	P	P	P	P
4.8	Use spelling and editing tools (spell check, grammar check, thesaurus)			I	D	D	P	P	P	P	P	P	P	P
4.9	Understand and use <u>layout</u> (example: columns, margins, tabs, line-spacing, page set up, alignment)				I	I	D	P	P	P	P	P	P	P

5. Paint, Draw, Graphics, and Multimedia		K	1	2	3	4	5	6	7	8	9	10	11	12
5.1	Utilize basic <u>paint</u> toolbars (example: color, pencil, eraser, brush, text, etc...)	I	D	P	P	P	P	P	P	P	P	P	P	P
5.2	Use <u>paint</u> tools to create a project	I	I	D	P	P	P	P	P	P	P	P	P	P
5.3	Use images from a variety of sources (example: draw, clipart, internet, CD, server)			I	I	D	D	D	P	P	P	P	P	P
5.4	Insert a <u>graphic</u> into a document			I	I	D	P	P	P	P	P	P	P	P
5.5	Manipulate a <u>graphic</u> (stretch, shrink, move, layer)			I	I	D	P	P	P	P	P	P	P	P
5.6	Group and ungroup objects in a document						I	D	D	D	P	P	P	P
5.7	Save a document in a standard <u>graphic</u> image format (<u>PICT</u> , <u>JPEG</u> , <u>TIFF</u> , etc...)							I	I	I	D	D	P	P
5.8	Create a video presentation using sound, music, and/or video							I	I	I	D	D	P	P
5.9	Create and edit <u>graphics</u> with <u>pixel</u> manipulation						I	I	I	I	I	I	I	I



Student Technology Standards

Scope and Sequence

- I** Introduce- Skill is demonstrated, discussed, and practiced
D Develop-Skill is practiced, reinforced, and enhanced
P Proficient -Efficiently apply skills in predictable and unpredictable situations

6. Spreadsheet		K	1	2	3	4	5	6	7	8	9	10	11	12
6.1	Create basic <u>cell formulas</u> (+,-,x,/)					I	I	I	I	I	D	D	P	P
6.2	Define and use basic terms (<u>cell</u> , row, column, formula, etc...)					I	I	I	I	I	D	D	P	P
6.3	Create and <u>format</u> charts from <u>spreadsheet</u> data					I	I	I	D	D	D	D	P	P
6.4	Set <u>print range</u>							I	D	P	P	P	P	P
6.5	Insert a <u>spreadsheet</u> into a word processing <u>program</u>							I	I	I	D	D	D	D
6.6	Identify when a <u>spreadsheet</u> is useful and/or appropriate								I	D	D	P	P	P
6.7	Customize chart for viewing or printing (size, color, pattern, etc.)								I	I	I	D	D	D
6.8	Understand how to title charts and include a <u>legend</u>							I	I	D	D	D	P	P
6.9	Evaluate and choose appropriate chart type to represent data							I	I	I	I	D	D	P

7. Social, Ethical, and Human Issues		K	1	2	3	4	5	6	7	8	9	10	11	12
7.1	Demonstrate appropriate use and respect for technology equipment	I	I	D	D	P	P	P	P	P	P	P	P	P
7.2	Respect others' privacy of data and workspace.	I	I	I	D	D	D	D	D	D	P	P	P	P
7.3	Understand consequences and abide by the <u>EVSD Network Use Agreement (IUP)</u>	I	D	D	D	P	P	P	P	P	P	P	P	P
7.4	Demonstrate acceptable behavior at the computer	I	I	D	P	P	P	P	P	P	P	P	P	P
7.5	Understand the consequences of misuse of technology	I	I	D	D	P	P	P	P	P	P	P	P	P
7.6	Understand technology in everyday life and how often technology is used on a daily basis.	I	I	D	D	P	P	P	P	P	P	P	P	P
7.7	Respect <u>copyright</u> and <u>plagiarism</u> issues				I	I	D	D	P	P	P	P	P	P
7.8	Examine advantages and disadvantages of technology (i.e. Advantages: quantity of <u>global information</u> , variety of publishing options, ease of access, <u>communication</u> /collaboration; Disadvantages: false information, safety, <u>plagiarism</u> , cost, availability...)				I	I	D	D	P	P	P	P	P	P
7.9	Develop an understanding of <u>copyright</u> laws in regard to publishing					I	I	D	D	D	D	D	D	D
7.10	Apply time management skills					I	I	D	D	D	D	P	P	P
7.11	<u>Communicate</u> awareness of technology uses and risks				I	I	I	D	D	D	D	P	P	P
7.12	Make informed technology choices (i.e. <u>scanner</u> , <u>digital camera</u> , printer, <u>LCD projector</u> , etc...)						I	D	D	D	P	P	P	P
7.13	Recognize and understand technology requirements in the work world							I	I	D	D	P	P	P
7.14	Identify examples and analyze the societal impact of advanced and emerging technologies								I	I	D	D	D	D



Student Technology Standards

Scope and Sequence

- I** Introduce- Skill is demonstrated, discussed, and practiced
D Develop-Skill is practiced, reinforced, and enhanced
P Proficient -Efficiently apply skills in predictable and unpredictable situations

8. Internet and Telecommunication		K	1	2	3	4	5	6	7	8	9	10	11	12
8.1	Use <u>telecommunications</u> to <u>communicate</u> , collaborate, and work effectively (example: instant messaging, email, <u>electronic resources</u>)		I	I	I	D	D	D	D	D	P	P	P	P
8.2	Use <u>telecommunications</u> with students via teacher (i.e. student to student, classroom to classroom, student to professional, etc...)		I	I	I	D	D	D	D	D	P	P	P	P
8.3	Use <u>telecommunications</u> in the classroom to <u>communicate</u> with others inside/outside of the district for problem solving (i.e. email chamber of commerce to gather information about a city, email another classroom in the district to collect data).		I	I	I	D	D	D	D	D	D	D	D	D
8.4	Use <u>bookmarks/hyperlinks/URL</u> 's to access the Internet		I	I	D	P	P	P	P	P	P	P	P	P
8.5	Use search strategies (i.e. <u>directories</u> , <u>meta-search engines</u> , <u>search engines</u> , etc...)		I	I	I	D	D	D	P	P	P	P	P	P
8.6	Access and navigate teacher selected <u>websites</u> to collect information.		I	I	I	D	D	P	P	P	P	P	P	P
8.7	Access and navigate the Internet for research and <u>digital media</u> retrieval.		I	I	I	D	D	D	P	P	P	P	P	P
8.8	Retrieve, save, and store <u>electronic data</u> from Internet and other <u>multimedia</u> sources.			I	I	D	D	D	P	P	P	P	P	P
8.9	Use a variety of media to gather information (i.e. newspapers, magazines, books, encyclopedias, dictionaries, TV, computers, internet, etc...)				I	I	D	D	D	P	P	P	P	P
8.10	Use <u>telecommunications</u> efficiently to <u>communicate</u> , collaborate, and work effectively to support learning and/or problem-solving				I	I	D	D	D	D	D	P	P	P
8.11	Identify and cite internet sources in a bibliography					I	I	I	D	D	D	D	P	P
8.12	Identify <u>URL</u> differences to evaluate the validity of different sites.							I	I	D	D	P	P	P
8.13	Evaluate relevance, appropriateness, validity, <u>currency</u> , bias and accuracy of <u>web pages</u> and <u>Web sites</u> .						I	I	D	D	D	D	P	P