Instructional Technology Standards
K-12 Scope and Sequence

		Grade-Level
		K	1	2	3	4	5	6	7	8	HS
**I. Basic Technology Operations and Concepts**
a.	Start and shut down a device successfully	M	M	M	M	M	M	M	M	M	M
b.	Be able to click, drag, and drop	M	M	M	M	M	M	M	M	M	M
c.	Identify the cursor	M	M	M	M	M	M	M	M	M	M
d.	Identify and use keyboard letter and number keys, spacebar, caps lock, shift key, period, and backspace key	I	M	M	M	M	M	M	M	M	M
e.	Open and exit out of a computer program or app	I	M	M	M	M	M	M	M	M	M
f.	Use correct terminology for parts of a computer and other technology devices (e.g. mouse, cursor, monitor, etc.)	I	M	M	M	M	M	M	M	M	M
g.	Login to a computer or device independently	I	R	M	M	M	M	M	M	M	M
h.	Demonstrate basic keyboarding skills	I	R	M	M	M	M	M	M	M	M
i	Identify the parts of the device	I	R	M	M	M	M	M	M	M	M
j.	Identify and use keyboard delete and escape keys	I	R	R	M	M	M	M	M	M	M
k.	Open, view, save, and close a document		I	R	R	M	M	M	M	M	M
l.	Make folders and save documents in folders			I	R	M	M	M	M	M	M
m.	Access and use printers			I	R	R	M	M	M	M	M
n.	Use correct terminology for the Web (e.g. hyperlink, webpage, navigation, etc.)			I	R	R	M	M	M	M	M
o.	Demonstrate proficient keyboarding skills				I	R	M	M	M	M	M
p.	Identify and use a variety of storage media, including USB drives, shared school servers, and online storage (Google Drive, Office 365, etc.)				I	R	R	R	R	M	M
q.	Identify successful troubleshooting strategies for minor hardware and software issues/problems (e.g. frozen screen)							I	R	M	M
r.	Independently operate peripheral equipment (e.g. scanner, digital camera)							I	R	M	M
s.	Identify and assess the capabilities and limitations of emerging technologies									I	M

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		\multicolumn{10} Grade-Level									
	II. Creativity and Innovation; Media Fluency										
a.	Type student name	M	M	M	M	M	M	M	M	M	M
b.	Select and use drawing/ painting tools to illustrate a story	I	M	M	M	M	M	M	M	M	M
c.	Type a sentence		I	M	M	M	M	M	M	M	M
d.	Insert graphics into a document		I	M	M	M	M	M	M	M	M
e.	Create, add text and a graphic, and save a single page multimedia project		I	R	M	M	M	M	M	M	M
f.	Save and print documents			I	M	M	M	M	M	M	M
g.	Move, size, edit, and save images			I	M	M	M	M	M	M	M
h.	Use cut, copy and paste features			I	R	M	M	M	M	M	M
i.	Use application tools to check and edit work			I	R	M	M	M	M	M	M
j.	Evaluate a multimedia presentation by applying specific evaluation criteria				I	R	M	M	M	M	M
k.	Create a multimedia presentation incorporating sound and pictures				I	R	M	M	M	M	M
l.	Create simple documents by using electronic media and employing organizational features and toolbars for formatting (e.g . word art, bullets, numbered lists, entry and pull-down menus, thesaurus, spell checks, etc.)				I	R	M	M	M	M	M
m.	Create a multimedia presentation incorporating advanced multimedia features (importing sound, pictures, video, creating a master, modifying color schemes, etc.)				I	R	R	M	M	M	M
n.	Use a variety of media to present information for specific purposes (e.g., reports, research papers, presentations, newsletters, Web sites, podcasts, blogs), citing sources.							I	R	R	M

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III. Communication & Collaboration; Informational Fluency; Research											
a.	Open a Web browser	M	M	M	M	M	M	M	M	M	M
b.	Click on hyperlinks to navigate a web page	I	M	M	M	M	M	M	M	M	M
c.	Identify and use browser toolbar buttons	I	M	M	M	M	M	M	M	M	M
d.	Navigate a web page using arrow buttons to move backward and forward and scroll bar to move up and down		I	M	M	M	M	M	M	M	M
e.	Locate and access information by performing simple keyword searches in online sources			I	M	M	M	M	M	M	M
f.	Use a Web subject directory to find information (e.g. Kiddle.co)			I	M	M	M	M	M	M	M
g.	Go to a website by typing in a URL in the browser address window			I	R	M	M	M	M	M	M
h.	Save a graphic from a Web page				I	M	M	M	M	M	M
i.	Cut, copy, and paste text from a web page				I	M	M	M	M	M	M
j.	Organize information by creating and using electronic bookmarks					I	M	M	M	M	M
k.	Identify the structure of a website including homepage and hyperlinks					I	R	M	M	M	M
l.	Navigate among multiple browser windows					I	R	M	M	M	M
m.	Use effective search strategies for locating and retrieving electronic information							I	R	R	M
n.	Use appropriate academic language in online learning environments (e.g., post, thread, intranet, discussion forum, drop box, account, and password).							I	R	R	M
o.	Explain how technology can support communication and collaboration, personal and professional productivity, and lifelong learning.							I	R	R	M
p.	Use a variety of district approved Web 2.0 tools (e.g., e-mail discussion groups, blogs, etc.) to collaborate and communicate with peers, experts, and other audiences using appropriate academic language.							I	R	R	M
q.	Write correct in-text citations and reference lists for text and images gathered from electronic sources.								I	R	M

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IV. Digital Citizenship											
a.	Treat technology with respect	M	M	M	M	M	M	M	M	M	M
b.	Understand and follow grade-level expectations of the Acceptable Use Policy	M	M	M	M	M	M	M	M	M	M
c.	Understand Cyber Safety Concepts	M	M	M	M	M	M	M	M	M	M
d.	Understand Information Ethics Concepts: Plagiarism and Copyright	M	M	M	M	M	M	M	M	M	M
e.	Analyze and explain how media and technology can be used to distort, exaggerate, and misrepresent information							I	R	M	M
f.	Explain the potential risks associated with the use of networked digital environments (e.g., internet, mobile phones, wireless, LANs) and sharing personal information.							I	R	R	M
V. Critical Thinking, Problem Solving, and Decision Making											
a.	Understand that technology assists with answering questions and solving information problems	M	M	M	M	M	M	M	M	M	M
b.	Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, values, labels, chart graph)				I	R	R	M	M	M	M
c.	Create a bibliography					I	R	R	R	R	M
d.	Apply specific criteria to evaluate if teacher-selected websites are current, accurate, and relevant					I	R	R	R	M	M
e.	Understand the structure and purpose of a variety of electronic information sources (e.g. Internet, databases, etc.) to identify the best source to solve an information problem						I	R	R	R	M
f.	Demonstrate an understanding of the spreadsheet as a tool to record, organize and graph information.							I	R	R	M
g.	Use various applications to make predictions, solve problems, and draw conclusions.							I	R	R	M
h.	Enter/edit data in spreadsheets and perform calculations using formulas										M
i.	Use mathematical symbols e.g. + add, - minus, *multiply, /divide, ^ exponents										M

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