





Technology Standards

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Guidance Information

The ENSC Technology Curriculum is not to be taught in isolation but rather integrated into the content standards of each classroom. All teachers will focus on the standards of their assigned grade level(s). The technology standards are categorized into four (4) groups – Introduction, Continuation, Mastery, and Maintenance.

-  Introduction – Teachers will explicitly teach the necessary skills and concepts to students. Teachers will conduct formative assessments to drive continued instruction. Students should demonstrate a working knowledge of the concept or skill.
-  Continuation – Teachers will continue to build upon the skill taught previously and increase the mastery level of each student. Teachers will conduct formative assessments to drive continued instruction. Students should be increasing their ability to demonstrate the concept or skill.
-  Mastery- Teachers will continue to build upon the skill taught previously and increase the mastery level of each student. Teachers will conduct summative assessments of the skills or concepts. Students should be able to **independently** demonstrate, use, and apply the skills and concepts.
-  Maintenance – Teachers will provide review activities and progress monitor students' abilities to independently demonstrate, use, and apply the skills and concepts. Students will receive remediation in the areas in which they no longer demonstrate mastery.

Within this document you will find a visual scope and sequence, a detailed scope and sequence, and a grade level guidance document. These standards represent the minimum mastery level for students, not the maximum level.

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ENSC Detailed Scope and Sequence

NETS*S Standard 1 - Creativity and Innovation - Make It		
Word Processing		
Kdg	1 st	2 nd
	Know how to copy/paste	Draft, revise, written pieces
3 rd	4 th	5 th
Draft, revise, written pieces	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Create a new file • Type out a documents first written by hand • Open an existing file • Use menu and ruler formatting tools to change margins • Use menu-driven commands to change paragraph settings (justification, indentation, line spacing) • Understand how a computer stores files and saves a file to the correct location • Retrieve a saved file 	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Compose short stories using a web-based tool like Storybird • Electronically edit a previously saved document. • Experiment with basic text formatting tools to change font, size, color, and style (bold, italic, underline), using both menus and key commands. • Use common keyboard shortcuts (e.g., CTRL + z to undo). • Navigate to save a file to removable media (flash drive, CD-ROM). • Insert an image into text. • Demonstrate efficient text editing (copy and paste, highlight and move, keystrokes) techniques • Demonstrate an understanding of spacing choices in electronic text • Use the spacebar and Tab key as appropriate for the deliberate spacing of typed text. • Understand and create superscript and subscript text. • Understand paragraph spacing between lines of paragraph (leading) • Understand paragraph justification and use line paragraph justification menu.

		<ul style="list-style-type: none"> • Understand and use common templates (e.g., built-in templates for letters, resumes, and calendars.) • Understand the concept of “styles” and use the Style menu to create and change paragraph styles. • Create and format bulleted and numbered lists. • Insert a table into text. • Use captions for images. • Use drawing tools. • Understand and use find-and-replace strategies as an editing task.
6 th	7 th	8 th
<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Compose writing assignments at the keyboard. • Use spell checker and thesaurus to augment editing. • Understand and use headings. • Add page numbers to documents. • Format an inserted image (e.g., change wraparound). • Access special characters menu. 	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Identify appropriate spacing between text and images for visual appeal. • Access and use the page layout menu to adjust documents margins. • Choose final text sizes appropriate for the task and audience. 	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Identify appropriate spacing between text and tables and within cells for visual appeal. • Access and use the page layout menu to adjust margins in different document sections. • Choose final text sizes appropriate for the task and audience. • Create and use a personal Style sheet. • Understand and apply section breaks to create document parts with different layouts. • Create a document with multiple columns. • Create a basic Table of Contents using automated tools. • Understand the use of automated references and bibliographic information. • Format tables in a text manually and understand how the Style menu applies to tables. • Create a basic chart/graph using the tools provided by the word processing program.

9th-12th

Draft, revise, and publish written pieces with graphics and appropriate formatting.

- Create online portfolio, online resume
- Edit using comments
- Use proper citations
- Add/remove sections and page breaks
- Alter margins
- Add a header/footer
- Indent styles - hanging tab
- Alter line spacing
- Create hyperlinks.

NETS*S Standard 1 - Creativity and Innovation - Make It		
Visual Mapping		
Kdg	1 st	2 nd
Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
3 rd	4 th	5 th
Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
6 th	7 th	8 th
Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
9 th -12 th		
Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.		

NETS*S Standard 1 - Creativity and Innovation - Make It		
Graphics		
Kdg	1 st	2 nd
Independently use a drawing program (like Tux Point)	Insert photos into projects	Create a hyperlink
3 rd	4 th	5 th
Take and edit photos using a program like PhotoBooth or Picnik		
6 th	7 th	8 th
9 th -12 th		
Utilize graphic representation of data with correct citations. i.e. infographic		

NETS*S Standard 1 - Creativity and Innovation - Make It		
Video		
Kdg	1 st	2 nd
		Create a video on a mobile device
3 rd	4 th	5 th
Create and edit video. Should be able to add titles.	Create and edit video. Should be able to add titles.	Create and edit video. Introduce add titles, splice and cut film, add music, and use legal means to do this.
6 th	7 th	8 th
Create and edit video. Should be able to add titles, splice and cut film, add music, and use legal means to do this.		
9 th -12 th		

NETS*S Standard 1 - Creativity and Innovation - Make It		
Presentation Basics		
Kdg	1 st	2 nd
	Create a picture slideshow with audio.	Create a picture slideshow with audio and annotated pictures.
3 rd	4 th	5 th
Create a picture slideshow with audio and annotated pictures.	Independently create a picture slideshow with audio and annotated pictures.	Utilize slideshow transitions, voice over, and timings
6 th	7 th	8 th
Independently create a slideshow with transitions, hyperlinks, voice over, video, and timings	Introduce how to build a website or wiki	Know how to build a website or wiki
9 th -12 th		
<ol style="list-style-type: none"> 1. Create blog/wiki/website open to others 2. PowerPoint: know when and why to make a linear/non-linear presentation, setting animations and transitions, add videos, music, photos, hyperlinks, add/delete slides, add timing, know how to embed. 		

NETS*S Standard 1 - Creativity and Innovation - Make It		
Spreadsheet Basics		
Kdg	1 st	2 nd
		Enter data into a teacher created spreadsheet
3 rd	4 th	5 th
Convert a teacher created spreadsheet to a graph	Use teacher created spreadsheets to organize, sort, chart, graph, and interpret data.	Know spreadsheet basics - rows, columns, how to insert data
6 th	7 th	8 th
Create spreadsheet with basics formulas, such as sum and average. Create a graph from data.	Integrate databases and spreadsheets into presentations	Independently make spreadsheets to organize, sort, chart and graph data.
9 th -12 th		
Utilize advanced spreadsheet items such as formulas, conditional formatting, and sorting features		

NETS*S Standard 2 – Communication and Collaboration – Share It		
Email Basics		
Kdg	1 st	2 nd
Send an email. Find the person in the address book, add a subject (use student first name), add content, and send.	<ol style="list-style-type: none"> 1. Reply to email 2. Send files through an application's email function. 	Set up email account on device
3 rd	4 th	5 th
Send e-mail using signatures, attachments, proper English, proper font/color size, correct subject rules, reply/reply all/ forward , and CC/BCC	Send e-mail using signatures, attachments, proper English, proper font/color size, correct subject rules, reply/reply all/ forward , and CC/BCC	Attach files to email
6 th	7 th	8 th
Make and share a screenshot.	Create and organize folders, search for older mail, and write a formal email.	Independently create and organize folders, search for older mail, and write a formal email.
9 th -12 th		

NETS*S Standard 2 – Communication and Collaboration – Share It		
Communicating Online		
Kdg	1 st	2 nd
	Post material to an online format, such as Kidblog	Independently post material to an online format, such as Kidblog
3 rd	4 th	5 th
Demonstrate how to communicate with peers in a digital setting	<ol style="list-style-type: none"> 1. Use a blog 2. Collaborate with peers on digital projects in a digital setting. 	<ol style="list-style-type: none"> 1. Use a blog 2. Collaborate with peers on digital projects in a digital setting.
6 th	7 th	8 th
<ol style="list-style-type: none"> 1. Use a blog 2. Collaborate with peers on digital projects in a digital setting. 	<ol style="list-style-type: none"> 1. Use a blog 2. Collaborate with peers on digital projects in a digital setting. 	Write and maintain an independent blog.
9 th -12 th		
<ol style="list-style-type: none"> 1. Use social media for educational purposes. 2. Collaborate with peers using websites or programs 3. Edit ongoing work with peers. 		

NETS*S Standard 3 – Research and Information Fluency – Find It		
Citation Basics		
Kdg	1 st	2 nd
		Cite sources - tell location from which information was derived
3 rd	4 th	5 th
Cite sources - tell location from which information was derived	<ol style="list-style-type: none"> 1. Use royalty free photos 2. Have a basic understanding of copyright laws and rules 	Use a tool to compile and annotate resources
6 th	7 th	8 th
Follow all copyright and creative commons laws. Document the six levels of creative commons on student produced materials.	Follow all copyright and creative commons laws. Document the six levels of creative commons on student produced materials.	<ol style="list-style-type: none"> 1. Use citation source programs while writing. 2. Understand and follow copyright rules and guidelines.
9 th -12 th		
Understand and use multiple citation formats, - MLA, APA, Chicago		

NETS*S Standard 3 – Research and Information Fluency – Find It		
Research Basics		
Kdg	1 st	2 nd
		Know how to use a search field
3 rd	4 th	5 th
Independently search for content	Understand how to use a search engine with embedded search filters	Understand how material varies between search engines. Begin using Boolean search criteria.
6 th	7 th	8 th
Continue to utilize basic Boolean search criteria.	<ol style="list-style-type: none"> 1. Know how to evaluate website for accuracy and relevance. 2. Know why and when to alternate search engines. 	Independently evaluate websites and pull only accurate and relevant material.
9 th -12 th		
Utilize an advanced search or use search tools for research, using Boolean terms.		

NETS*S Standard 3 – Research and Information Fluency – Find It		
Download and Upload Basics/Saving		
Kdg	1 st	2 nd
	Download and upload photos on mobile devices	Know how to select a program to open a file.
3 rd	4 th	5 th
		Download and upload various files types and know where you saved. Begin understand of different file types.
6 th	7 th	8 th
Be able to differentiate file formats, image, video, audio, text, data, i.e. jpeg = image	Covert file formats	Covert file format and understand why format needs to be changed.
9 th -12 th		

NETS*S Standard 3 – Research and Information Fluency – Find It		
Navigation Basics		
Kdg	1 st	2 nd
Use a hyperlink or QR code	Navigate a browser (back, forward, and tab)	Create home screen buttons and bookmarks.
3 rd	4 th	5 th
Create bookmark in a browser	Create folders and organization in browser bookmarks	Create folders and organization in browser bookmarks
6 th	7 th	8 th
Know how to create a bookmarks back up file	Know how and why to use a URL and shortening sites.	
9 th -12 th		

NETS*S Standard 4 – Critical Thinking, Problem Solving, and Decision Making – Solve It		
Organization Basics		
Kdg	1 st	2 nd
		Know how to make camera roll and picture files.
3 rd	4 th	5 th
Locate files independently on mobile device.	Locate files independently on mobile device.	Create and use folders to develop tree organization system.
6 th	7 th	8 th
Locate files and navigate file paths independently.	Have a system for bookmarking/saving sites. Know how to use search options to locate items.	1. Know how to organize files e-mail, calendar, and digital organization. 2. Know how to zip and unzip folders.
9 th -12 th		
Continue to: 1. Know how to organize files e-mail, calendar, and digital organization. 2. Know how to zip and unzip folders.		

NETS*S Standard 4 – Critical Thinking, Problem Solving, and Decision Making – Solve It		
Trouble Shooting Basics		
Kdg	1 st	2 nd
		Troubleshoot problematic applications - shut app off and restart
3 rd	4 th	5 th
Manage Settings Appropriately	Manage Settings Appropriately	Maintain update schedule.
6 th	7 th	8 th
Solving routine hardware and software problems. Independently perform updates on a schedule.	<ol style="list-style-type: none"> How to recover lost files (saved and unsaved) Solve/find solution to tech problems. 	
9 th -12 th		
Use problem solving to locate troubleshooting solution to tech issue and apply them.		

NETS*S Standard 5 – Digital Citizenship – Protect it		
Privacy Basics		
Kdg	1 st	2 nd
	1. Know what kinds of information you should/shouldn't share online 2. Log into only your own account	Login into web-based tool accounts
3 rd	4 th	5 th
Know passwords and keep them private	Know passwords and keep them private	Piracy and Content – Know what you can/can't use
6 th	7 th	8 th
1. How to manage multiple usernames and passwords. Understand levels of password security. 2. Distinguish what is private and personal information.	Know how to configure privacy settings.	Master digital footprint and privacy settings.
9 th -12 th		
Continue to master digital footprint and privacy settings.		

NETS*S Standard 5 – Digital Citizenship – Protect it		
Physical Safety Basics		
Kdg	1 st	2 nd
1. Holding devices appropriately 2. Tool Vs. Toy 3. Keep Device in Set Location on Desk / Put away	1. Holding devices appropriately 2. Tool Vs. Toy 3. Keep Device in Set Location on Desk / Put away	Keep Device in set location on desk / put away
3 rd	4 th	5 th
Keep Device in set location on desk / put away	Keep Device in set location on desk / put away	1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
6 th	7 th	8 th
Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away	Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away	Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
9 th -12 th		
Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away		

NETS*S Standard 5 – Digital Citizenship – Protect it		
Online Safety Basics		
Kdg	1 st	2 nd
Follow explicit directions on app/website use	Continue following explicit directions on app/website use	Continue following explicit directions on app/website use
3 rd	4 th	5 th
Practice good netiquette when commenting online	Continue to practice good netiquette when commenting online	<ol style="list-style-type: none"> 1. Know how to handle cyber bullies 2. Know the safety concerns of GPS tracking systems 3. Skype (and other IM and Video share programs) etiquette
6 th	7 th	8 th
<ol style="list-style-type: none"> 1. Know what makes a good digital citizen. 2. Know what a digital footprint is. 3. Know how to handle cyberbullies. 	<ol style="list-style-type: none"> 1. Know what makes a good digital citizen. 2. Know what a digital footprint is. 3. Know how to handle cyberbullies 	<ol style="list-style-type: none"> 1. Know what makes a good digital citizen. 2. Know what a digital footprint is. 3. Know how to handle cyberbullies
9 th -12 th		
<ol style="list-style-type: none"> 1. Know how to manage digital footprint. 2. Set up web alerts to track new information, especially about one's self. 		

NETS*S Standard 5 – Digital Citizenship – Protect it		
Hardware Basics		
Kdg	1 st	2 nd
Avoid using the App Store and understanding why	Avoid using the App Store and understanding why	<ol style="list-style-type: none"> 1. Maintain educationally appropriate settings in Settings 2. Not using Assistive touch, inverted colors, passcodes, and App Store
3 rd	4 th	5 th
<ol style="list-style-type: none"> 1. Maintain educationally appropriate settings in Settings 2. Not using Assistive touch, inverted colors, passcodes, and App Store 	<ol style="list-style-type: none"> 1. Maintain educationally appropriate settings in Settings 2. Not using Assistive touch, inverted colors, passcodes, and App Store 	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
6 th	7 th	8 th
Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
9 th -12 th		
Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...		

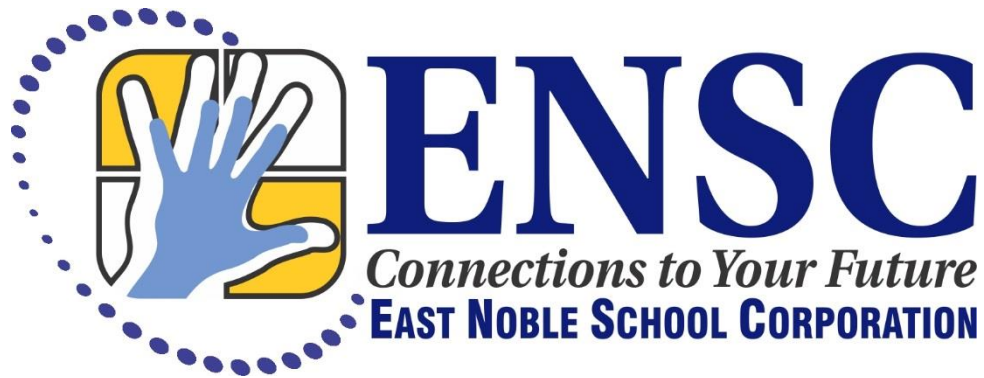
NETS*S Standard 5 – Digital Citizenship – Protect it		
Social Networking Basics		
Kdg	1 st	2 nd
Start understanding that everything you do is public	Learn e-mail and blog etiquette	Learn e-mail and blog etiquette
3 rd	4 th	5 th
Learn e-mail and blog etiquette	Learn e-mail and blog etiquette	Follow safety and security tips
6 th	7 th	8 th
Use e-mail etiquette	Use e-mail, posting, Twitter etiquette	Use e-mail, posting, Twitter etiquette
9 th -12 th		
Know the differences between various social site and know when and why to use them.		

NETS*S Standard 6 – Technology Operations and Concepts- Use It		
Keyboarding Basics		
Kdg	1 st	2 nd
<ol style="list-style-type: none"> 1. Find keys on the keyboard to construct sentences and type your name 2. Understand that a keyboard contains letters and numbers 3. Identify several letters on a keyboard. 4. Identify numbers on a number pad. 5. Identify a mouse. <p>(Can be accomplished on physical, on-screen touch, or paper keyboard)</p>	<ol style="list-style-type: none"> 1. Identify all letters on a keyboard and that they are not in alphabetical order. 2. Left on left and right on right 3. Identify the space bar and its function. 4. Use a mouse and understand "clicking" & "double-clicking." 5. Know where letters and symbols are on a keyboard. <p>(Can be accomplished on physical, on-screen touch, or paper keyboard)</p>	<ol style="list-style-type: none"> 1. Type using two hands 2. Identify and use the home keys (A, S, D, F, J, K, L, ;). 3. Demonstrate basic knowledge of keyboard entry and mouse clicking. 4. With different fingers and both hands, type the alphabet Identify the Enter key and its function. 5. Understand that clicking the mouse makes an insertion point in a document
3 rd	4 th	5 th
<p style="text-align: center;">Type at least 25 words per minute</p> <ol style="list-style-type: none"> 1. Consistently use the home keys (A, S, D, F, J, K, L, ;). 2. Use the Shift key to capitalize. 3. Identify and use punctuation on the keyboard, including punctuation needing the Shift key (:, ", ?). 4. Type letters and words 5. Demonstrate an understanding of proper spacing in electronic text. 6. Use the spacebar to place spaces between words. 7. Identify which fingers type which letters on standard QWERTY keyboard. 8. Use the left little finger on the Shift key to capitalize letters on the right side of the keyboard & vice versa. 9. Understand the difference between the Shift and Caps Lock keys 10. Use thumb to depress the space bar. 11. Type non-word drills while looking at the keyboard 	<p style="text-align: center;">Type 25-30 words per minute with 90% accuracy</p> <ol style="list-style-type: none"> 1. Use a keyboard to create written documents. 2. Consistently use the home keys (A, S, D, F, J, K, L, ;). 3. Type words and sentences with punctuation, increasing the proportion of time not looking at the keyboard. 4. Use the Enter key to create new paragraphs to move text. 5. Type special characters (\$, #, *, etc.) as needed with proper finger strokes, including little finger on Shift key. 6. Demonstrate an understanding of proper spacing in electronic text 7. Enter one space between words and after punctuation marks. 8. Recognize the space differences (kerning) between common typefaces (e.g., Ariel versus Times New Roman). 9. Use keyboarding skills for a variety of class work, such as spelling lists and composition. 	<p style="text-align: center;">Type 30-35 words per minute with 90% accuracy</p> <ol style="list-style-type: none"> 1. Consistently type words and sentences with punctuation without looking at the keyboard 2. Consistently use the home keys 3. Maintain accuracy in typed documents 4. Spend most of the time looking at the screen or copy - not keyboard. 5. Use numeric keypad for entry of numbers 6. Access function keys as needed in software apps. 7. Type at least 2 pages in a single setting. 8. Right clicking, click, drag, and double click

<p>12. Practice typing with the keyboard covered or masked</p> <p>13. Type several letters and words without looking at keyboard</p> <p>14. Know and apply grade-level skills with other devices (e.g., use a mouse to highlight portions of text, use right-click of text, use right-click to access alternative menus).</p>	<p>10. Type most high-frequency words (the, I, and, etc.) and first and last name without looking at keyboard</p> <p>11. Increase the proportion of time looking away from the keyboard.</p> <p>12. Type at least one page in a single setting.</p>	
<p>6th</p>	<p>7th</p>	<p>8th</p>
<p>1. Know some basic keyboard shortcuts CTRL C, CTRL V, CTRL X.</p> <p>2. Type on nonstandard keyboards (e.g., smartphones) with accuracy.</p> <p>3. Use advanced spacing tools (leading, character spacing, etc.) for visual effect.</p> <p>4. Use the rule to adjust paragraph indentation.</p> <p>5. Choose final text sizes appropriate for the task and audience.</p> <p>6. Type words and sentences without looking at keyboard.</p> <p>7. Achieve 90% accuracy in typed documents.</p> <p>8. Access function keys as needed in software applications.</p> <p>9. Type at least three pages in a single setting.</p>	<p>1. Type words and sentences without looking at keyboard.</p> <p>2. Achieve 90% accuracy in typed documents.</p> <p>3. Access function keys as needed in software applications.</p> <p>4. Type at least five pages in a single setting.</p>	<p>1. Type words and sentences without looking at keyboard.</p> <p>2. Achieve 90% accuracy in typed documents.</p> <p>3. Access function keys as needed in software applications.</p> <p>4. Type at least seven pages in a single setting.</p>
<p>9th-12th</p>		
<p>Know and use all previous keyboarding skills</p>		

NETS*S Standard 6 – Technology Operations and Concepts- Use It		
Start Up/Shut Down Basics		
Kdg	1 st	2 nd
Know how to start, restart, and shut down devices	1. Log into a computer using your own personal account 2. Use power management techniques	
3 rd	4 th	5 th
		1. Log into computer using a one-word single sign-on. 2. Use power management techniques
6 th	7 th	8 th
Continue to demonstrate use of power management techniques	Continue to demonstrate use of power management techniques.	Continue to demonstrate use of power management techniques
9 th -12 th		
Continue to demonstrate use of power management techniques		

NETS*S Standard 6 – Technology Operations and Concepts- Use It		
Online Coursework Basics		
Kdg	1 st	2 nd
3 rd	4 th	5 th
6 th	7 th	8 th
9 th -12 th		
All students participate in a successful in an online course. * course/teacher specific - not covered by all teachers		



GRADE LEVEL STANDARDS

All teachers are responsible for the standards. How they are integrated into the content areas and curriculum is not prescriptive. Standards should be covered continuously and not in a once and done fashion.

Kindergarten

	Skills
Word Processing	
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
Graphics	Independently use a drawing program (like Tux Point)
Video	
Presentation Basics	
Spreadsheet Basics	
Email Basics	Send an email. Find the person in the address book, add a subject (use student first name), add content, and send.
Communicating Online	
Citation Basics	
Research Basics	
Download and Upload Basics/Saving	
Navigation Basics	Use a hyperlink or QR code
Organization Basics	
Trouble Shooting Basics	
Privacy Basics	
Physical Safety Basics	<ol style="list-style-type: none"> 1. Holding devices appropriately 2. Tool Vs. Toy 3. Keep Device in Set Location on Desk / Put away
Online Safety Basics	Follow explicit directions on app/website use
Hardware Basics	Avoid using the App Store and understanding why
Social Networking Basics	Start understanding that everything you do is public
Keyboarding Basics	<ol style="list-style-type: none"> 1. Find keys on the keyboard to construct sentences and type your name 2. Understand that a keyboard contains letters and numbers 3. Identify several letters on a keyboard. 4. Identify numbers on a number pad. 5. Identify a mouse.
Start Up/Shut Down Basics	Know how to start, restart, and shut down devices
Online Coursework	

Kindergarten

Vocabulary

"to" line

App

Cancel

Email

Home screen button

Inbox

Send

Shut Down

Sleep

Slide to unlock

Subject

First Grade

	Skills
Word Processing	Know how to copy/paste
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
Graphics	Insert photos into projects
Video	
Presentation Basics	Create a picture slideshow with audio.
Spreadsheet Basics	
Email Basics	<ol style="list-style-type: none"> 1. Reply to email 2. Send files through an application's email function.
Communicating Online	Post material to an online format, such as Kidblog
Citation Basics	
Research Basics	
Download and Upload Basics/Saving	Download and upload photos on mobile devices
Navigation Basics	Navigate a browser (back, forward, and tab)
Organization Basics	
Trouble Shooting Basics	
Privacy Basics	<ol style="list-style-type: none"> 1. Know what kinds of information you should/shouldn't share online 2. Log into only your own account
Physical Safety Basics	<ol style="list-style-type: none"> 1. Holding devices appropriately 2. Tool Vs. Toy 3. Keep Device in Set Location on Desk / Put away
Online Safety Basics	Continue following explicit directions on app/website use
Hardware Basics	Avoid using the App Store and understanding why
Social Networking Basics	Learn e-mail and blog etiquette
Keyboarding Basics	<ol style="list-style-type: none"> 1. Identify all letters on a keyboard and that they are not in alphabetical order. 2. Left on left and right on right 3. Identify the space bar and its function. 4. Use a mouse and understand "clicking" & "double-clicking." 5. Know where letters and symbols are on a keyboard.
Start Up/Shut Down Basics	<ol style="list-style-type: none"> 1. Log into a computer using your own personal account 2. Use power management techniques
Online Coursework	

First Grade

Vocabulary

Copy
Export
Forward
Password
Paste
Photo
Reply
Reply All
Safari
Username
Video

Second Grade

	Skills
Word Processing	Draft, revise, written pieces
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
Graphics	Create a hyperlink
Video	Create a video on a mobile device
Presentation Basics	Create a picture slideshow with audio and annotated pictures.
Spreadsheet Basics	Enter data into a teacher created spreadsheet
Email Basics	Set up email account on device
Communicating Online	Independently post material to an online format, such as Kidblog
Citation Basics	Cite sources - tell location from which information was derived
Research Basics	Know how to use a search field
Download and Upload Basics/Saving	Know how to select a program to open a file.
Navigation Basics	Create home screen buttons and bookmarks.
Organization Basics	Know how to make camera roll and picture files.
Trouble Shooting Basics	Troubleshoot problematic applications - shut app off and restart
Privacy Basics	Login into web-based tool accounts
Physical Safety Basics	Keep Device in set location on desk / put away
Online Safety Basics	Continue following explicit directions on app/website use
Hardware Basics	<ol style="list-style-type: none"> 3. Maintain educationally appropriate settings in Settings 4. Not using Assistive touch, inverted colors, passcodes, and App Store
Social Networking Basics	Learn e-mail and blog etiquette
Keyboarding Basics	<ol style="list-style-type: none"> 6. Type using two hands 7. Identify and use the home keys (A, S, D, F, J, K, L, ;). 8. Demonstrate basic knowledge of keyboard entry and mouse clicking. 9. With different fingers and both hands, type the alphabet Identify the Enter key and its function. 10. Understand that clicking the mouse makes an insertion point in a document
Start Up/Shut Down Basics	
Online Coursework	

Second Grade

Vocabulary

Comment
Home row
Hyperlink
PDF
Programs
Screen shot
Source
Troubleshoot

Third Grade

	Skills
Word Processing	Draft, revise, written pieces
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities
Graphics	Take and edit photos using a program like PhotoBooth or Picnik
Video	Create and edit video. Should be able to add titles.
Presentation Basics	Create a picture slideshow with audio and annotated pictures.
Spreadsheet Basics	Convert a teacher created spreadsheet to a graph
Email Basics	Send e-mail using signatures, attachments, proper English, proper font/color size, correct subject rules, reply/reply all/ forward , and CC/BCC
Communicating Online	Demonstrate how to communicate with peers in a digital setting
Citation Basics	Cite sources - tell location from which information was derived
Research Basics	Independently search for content
Download and Upload Basics/Saving	
Navigation Basics	Create bookmark in a browser
Organization Basics	Locate files independently on mobile device.
Trouble Shooting Basics	Manage Settings Appropriately
Privacy Basics	Know passwords and keep them private
Physical Safety Basics	Keep Device in set location on desk / put away
Online Safety Basics	Practice good netiquette when commenting online
Hardware Basics	1. Maintain educationally appropriate settings in Settings 2. Not using Assistive touch, inverted colors, passcodes, and App Store
Social Networking Basics	Learn e-mail and blog etiquette
Keyboarding Basics	<p>Type at least 25 words per minute</p> <ol style="list-style-type: none"> 1. Consistently use the home keys (A, S, D, F, J, K, L, ;). 2. Use the Shift key to capitalize. 3. Identify and use punctuation on the keyboard, including punctuation needing the Shift key (:, ", ?). 4. Type letters and words 5. Demonstrate an understanding of proper spacing in electronic text.

	<ol style="list-style-type: none"> 6. Use the spacebar to place spaces between words 7. Identify which fingers type which letters on standard QWERTY keyboard. 8. Use the left little finger on the Shift key to capitalize letters on the right side of the keyboard & vice versa. 9. Understand the difference between the Shift and Caps Lock keys 10. Use thumb to depress the space bar. 11. Type non-word drills while looking at the keyboard 12. Practice typing with the keyboard covered or masked 13. Type several letters and words without looking at keyboard 14. Know and apply grade-level skills with other devices (e.g., use a mouse to highlight portions of text, use right-click of text, use right-click to access alternative menus).
<p>Start Up/Shut Down Basics</p>	
<p>Online Coursework</p>	

Third Grade

<h3>Vocabulary</h3>
<p>Font Privacy Settings Scroll Settings URL</p>

Fourth Grade

	Skills
Word Processing	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Create a new file • Type out a documents first written by hand • Open an existing file • Use menu and ruler formatting tools to change margins • Use menu-driven commands to change paragraph settings (justification, indentation, line spacing) • Understand how a computer stores files and saves a file to the correct location • Retrieve a saved file
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
Graphics	
Video	Create and edit video. Should be able to add titles.
Presentation Basics	Independently create a picture slideshow with audio and annotated pictures.
Spreadsheet Basics	Use teacher created spreadsheets to organize, sort, chart, graph, and interpret data.
Email Basics	Send e-mail using signatures, attachments, proper English, proper font/color size, correct subject rules, reply/reply all/ forward , and CC/BCC
Communicating Online	<ol style="list-style-type: none"> 1. Use a blog 2. Collaborate with peers on digital projects in a digital setting.
Citation Basics	<ol style="list-style-type: none"> 1. Use royalty free photos 2. Have a basic understanding of copyright laws and rules
Research Basics	Understand how to use a search engine with embedded search filters
Download and Upload Basics/Saving	
Navigation Basics	Create folders and organization in browser bookmarks
Organization Basics	Locate files independently on mobile device.
Trouble Shooting Basics	Manage Settings Appropriately
Privacy Basics	Know passwords and keep them private
Physical Safety Basics	Keep Device in set location on desk / put away

Online Safety Basics	Continue to practice good netiquette when commenting online
Hardware Basics	<ol style="list-style-type: none"> 1. Maintain educationally appropriate settings in Settings 2. Not using Assistive touch, inverted colors, passcodes, and App Store
Social Networking Basics	Learn e-mail and blog etiquette
Keyboarding Basics	<p>Type 25-30 words per minute with 90% accuracy</p> <ol style="list-style-type: none"> 1. Use a keyboard to create written documents. 2. Consistently use the home keys (A, S, D, F, J, K, L, ;). 3. Type words and sentences with punctuation, increasing the proportion of time not looking at the keyboard. 4. Use the Enter key to create new paragraphs to move text. 5. Type special characters (\$, #, *, etc.) as needed with proper finger strokes, including little finger on Shift key. 6. Demonstrate an understanding of proper spacing in electronic text 7. Enter one space between words and after punctuation marks. 8. Recognize the space differences (kerning) between common typefaces (e.g., Ariel versus Times New Roman). 9. Use keyboarding skills for a variety of class work, such as spelling lists and composition. 10. Type most high-frequency words (the, I, and, etc.) and first and last name without looking at keyboard 11. Increase the proportion of time looking away from the keyboard. 12. Type at least one page in a single setting.
Start Up/Shut Down Basics	
Online Coursework	

Fourth Grade

Vocabulary

- Blog
- Cell
- Collaborate
- Copyright
- Graph
- Plagiarism
- Spread Sheet

Fifth Grade

	Skills
Word Processing	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Compose short stories using a web-based tool like Storybird • Electronically edit a previously saved document. • Experiment with basic text formatting tools to change font, size, color, and style (bold, italic, underline), using both menus and key commands. • Use common keyboard shortcuts (e.g., CTRL + z to undo). • Navigate to save a file to removable media (flash drive, CD-ROM). • Insert an image into text. • Demonstrate efficient text editing (copy and paste, highlight and move, keystrokes) techniques • Demonstrate an understanding of spacing choices in electronic text • Use the spacebar and Tab key as appropriate for the deliberate spacing of typed text. • Understand and create superscript and subscript text. • Understand paragraph spacing between lines of paragraph (leading) • Understand paragraph justification and use line paragraph justification menu. • Understand and use common templates (e.g., built-in templates for letters, resumes, and calendars) • Understand the concept of “styles” and use the Style menu to create and change paragraph styles. • Create and format bulleted and numbered lists. • Insert a table into text. • Use captions for images. • Use drawing tools. • Understand and use find-and-replace strategies as an editing task.
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
Graphics	
Video	Create and edit video. Introduce add titles, splice and cut film, add music, and use legal means to do this.
Presentation Basics	Utilize slideshow transitions, voice over, and timings
Spreadsheet Basics	Know spreadsheet basics - rows, columns, how to insert data
Email Basics	Attach files to email
Communicating Online	<ol style="list-style-type: none"> 1. Use a blog 2. Collaborate with peers on digital projects in a digital setting.
Citation Basics	Use a tool to compile and annotate resources
Research Basics	Understand how material varies between search engines. Begin using Boolean search criteria.

Download and Upload Basics/Saving	Download and upload various files types and know where you saved. Begin understand of different file types.
Navigation Basics	Create folders and organization in browser bookmarks
Organization Basics	Create and use folders to develop tree organization system.
Trouble Shooting Basics	Maintain update schedule.
Privacy Basics	Piracy and Content – Know what you can/can't use
Physical Safety Basics	<ol style="list-style-type: none"> 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
Online Safety Basics	<ol style="list-style-type: none"> 1. Know how to handle cyber bullies 2. Know the safety concerns of GPS tracking systems 3. Skype (and other IM and Video share programs) etiquette
Hardware Basics	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
Social Networking Basics	Follow safety and security tips
Keyboarding Basics	<p>Type 20-35 words per minute with 90% accuracy</p> <ol style="list-style-type: none"> 1. Consistently type words and sentences with punctuation without looking at the keyboard 2. Consistently use the home keys 3. Maintain accuracy in typed documents 4. Spend most of the time looking at the screen or copy - not keyboard. 5. Use numeric keypad for entry of numbers 6. Access function keys as needed in software apps. 7. Type at least 2 pages in a single setting. 8. Right clicking, click, drag, and double click
Start Up/Shut Down Basics	<ol style="list-style-type: none"> 1. Log into computer using a one-word single sign-on. 2. Use power management techniques
Online Coursework	

Fifth Grade

Vocabulary

Browser
Files
Folders
Gigabite
Icons
Kilobite
Location Setting
Megabite
PC
Reboot
Save
Save as
Scroll Bar
Search
Social Media
Thumbdrive
Tool Bar
Update

Sixth Grade

	Skills
Word Processing	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Compose writing assignments at the keyboard. • Use spell checker and thesaurus to augment editing. • Understand and use headings. • Add page numbers to documents. • Format an inserted image (e.g., change wraparound). • Access special characters menu.
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
Graphics	Maintain Previous Skills
Video	Create and edit video. Should be able to add titles, splice and cut film, add music, and use legal means to do this.
Presentation Basics	Independently create a slideshow with transitions, hyperlinks, voice over, video, and timings
Spreadsheet Basics	Create spreadsheet with basics formulas, such as sum and average. Create a graph from data.
Email Basics	Make and share a screenshot.
Communicating Online	<ol style="list-style-type: none"> 1. Use a blog 2. Collaborate with peers on digital projects in a digital setting.
Citation Basics	Follow all copyright and creative commons laws. Document the six levels of creative commons on student produced materials.
Research Basics	Continue to utilize basic Boolean search criteria.
Download and Upload Basics/Saving	Be able to differentiate file formats, image, video, audio, text, data, i.e. jpeg = image
Navigation Basics	Know how to create a bookmarks back up file
Organization Basics	Locate files and navigate file paths independently.
Trouble Shooting Basics	Solving routine hardware and software problems. Independently perform updates on a schedule.
Privacy Basics	<ol style="list-style-type: none"> 1. How to manage multiple usernames and passwords. Understand levels of password security. 2. Distinguish what is private and personal information.
Physical Safety Basics	<p>Continue to:</p> <ol style="list-style-type: none"> 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
Online Safety Basics	<ol style="list-style-type: none"> 4. Know what makes a good digital citizen. 5. Know what a digital footprint is.

	6. Know how to handle cyberbullies.
Hardware Basics	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
Social Networking Basics	Use e-mail etiquette
Keyboarding Basics	<ol style="list-style-type: none"> 1. Know some basic keyboard shortcuts CTRL C, CTRL V, CTRL X. 2. Type on nonstandard keyboards (e.g., smartphones) with accuracy. 3. Use advanced spacing tools (leading, character spacing, etc.) for visual effect. 4. Use the rule to adjust paragraph indentation. 5. Choose final text sizes appropriate for the task and audience. 6. Type words and sentences without looking at keyboard. 7. Achieve 90% accuracy in typed documents. 8. Access function keys as needed in software applications. 9. Type at least three pages in a single setting.
Start Up/Shut Down Basics	Continue to demonstrate use of power management techniques
Online Coursework	

Sixth Grade

Vocabulary

- AVD
- Bookmarking
- Browsers
- Clip Board
- GIF
- JPEG
- JPEP
- MP3
- MP4
- PDF
- PNG
- URL
- VLC
- WMA

Seventh Grade

	Skills
Word Processing	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Identify appropriate spacing between text and images for visual appeal. • Access and use the page layout menu to adjust documents margins. • Choose final text sizes appropriate for the task and audience.
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
Graphics	Maintain Previous Skills
Video	Maintain Previous Skills
Presentation Basics	Introduce how to build a website or wiki
Spreadsheet Basics	Integrate databases and spreadsheets into presentations
Email Basics	Create and organize folders, search for older mail, and write a formal email.
Communicating Online	<ol style="list-style-type: none"> 1. Use a blog 2. Collaborate with peers on digital projects in a digital setting.
Citation Basics	Follow all copyright and creative commons laws. Document the six levels of creative commons on student produced materials.
Research Basics	<ol style="list-style-type: none"> 1. Know how to evaluate website for accuracy and relevance. 2. Know why and when to alternate search engines.
Download and Upload Basics/Saving	Covert file formats
Navigation Basics	Know how and why to use a URL and shortening sites.
Organization Basics	Have a system for bookmarking/saving sites. Know how to use search options to locate items.
Trouble Shooting Basics	<ol style="list-style-type: none"> 1. How to recover lost files (saved and unsaved) 2. Solve/find solution to tech problems.
Privacy Basics	Know how to configure privacy settings.
Physical Safety Basics	<p>Continue to:</p> <ol style="list-style-type: none"> 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
Online Safety Basics	<ol style="list-style-type: none"> 1. Know what makes a good digital citizen. 2. Know what a digital footprint is. 3. Know how to handle cyberbullies
Hardware Basics	Maintain Previous Skills
Social Networking Basics	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...

Keyboarding Basics	Use e-mail, posting, Twitter etiquette
Start Up/Shut Down Basics	<ol style="list-style-type: none">1. Type words and sentences without looking at keyboard.2. Achieve 90% accuracy in typed documents.3. Access function keys as needed in software applications.4. Type at least five pages in a single setting.
Online Coursework	Continue to demonstrate use of power management techniques.

Seventh Grade

Vocabulary

Database
Download
Embed
Export
Hyperlink
Import
Publish
Upload

Eighth Grade

	Skills
Word Processing	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Identify appropriate spacing between text and tables and within cells for visual appeal. • Access and use the page layout menu to adjust margins in different document sections. • Choose final text sizes appropriate for the task and audience. • Create and use a personal Style sheet. • Understand and apply section breaks to create document parts with different layouts. • Create a document with multiple columns. • Create a basic Table of Contents using automated tools. • Understand the use of automated references and bibliographic. • Format tables in a text manually and understand how the Style menu applies to tables. • Create a basic chart/graph using the tools provided by the word processing program.
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
Graphics	Maintain Previous Skills
Video	Maintain Previous Skills
Presentation Basics	Know how to build a website or wiki
Spreadsheet Basics	Independently make spreadsheets to organize, sort, chart and graph data.
Email Basics	Independently create and organize folders, search for older mail, and write a formal email.
Communicating Online	Write and maintain an independent blog.
Citation Basics	<ol style="list-style-type: none"> 1. Use citation source programs while writing. 2. Understand and follow copyright rules and guidelines.
Research Basics	Independently evaluate websites and pull only accurate and relevant material.
Download and Upload Basics/Saving	Covert file format and understand why format needs to be changed.
Navigation Basics	Maintain Previous Skills
Organization Basics	<ol style="list-style-type: none"> 1. Know how to organize files e-mail, calendar, and digital organization. 2. Know how to zip and unzip folders.
Trouble Shooting Basics	Maintain Previous Skills
Privacy Basics	Master digital footprint and privacy settings.

Physical Safety Basics	Continue to: <ol style="list-style-type: none"> 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
Online Safety Basics	<ol style="list-style-type: none"> 1. Know what makes a good digital citizen. 2. Know what a digital footprint is. 3. Know how to handle cyberbullies
Hardware Basics	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
Social Networking Basics	Use e-mail, posting, Twitter etiquette
Keyboarding Basics	<ol style="list-style-type: none"> 1. Type words and sentences without looking at keyboard. 2. Achieve 90% accuracy in typed documents. 3. Access function keys as needed in software applications. 4. Type at least seven pages in a single setting.
Start Up/Shut Down Basics	Continue to demonstrate use of power management techniques
Online Coursework	

Eighth Grade

Vocabulary

File Extension
 Labels
 Tage
 UnZip
 Wiki
 Zip File

High School

	Skills
Word Processing	<p>Draft, revise, and publish written pieces with graphics and appropriate formatting.</p> <ul style="list-style-type: none"> • Create online portfolio, online resume • Edit using comments • Use proper citations • Add/remove sections and page breaks • Alter margins • Add a header/footer • Indent styles - hanging tab • Alter line spacing • Create hyperlinks.
Visual Mapping	Use various programs and software to create mind maps, graphic organizers, and visual prewriting activities.
Graphics	Utilize graphic representation of data with correct citations. i.e. infographic
Video	Maintain Previous Skills
Presentation Basics	<ol style="list-style-type: none"> 1. Create blog/wiki/website open to others 2. PowerPoint: know when and why to make a linear/non-linear presentation, setting animations and transitions, add videos, music, photos, hyperlinks, add/delete slides, add timing, know how to embed.
Spreadsheet Basics	Utilize advanced spreadsheet items such as formulas, conditional formatting, and sorting features
Email Basics	Maintain Previous Skills
Communicating Online	<ol style="list-style-type: none"> 1. Use social media for educational purposes. 2. Collaborate with peers using websites or programs 3. Edit ongoing work with peers.
Citation Basics	Understand and use multiple citation formats, - MLA, APA, Chicago
Research Basics	Utilize an advanced search or use search tools for research, using Boolean terms.
Download and Upload Basics/Saving	Maintain Previous Skills
Navigation Basics	Maintain Previous Skills
Organization Basics	<p>Continue to:</p> <ol style="list-style-type: none"> 1. Know how to organize files e-mail, calendar, and digital organization. 2. Know how to zip and unzip folders.
Trouble Shooting Basics	Use problem solving to locate troubleshooting solution to tech issue and apply them.

Privacy Basics	Continue to master digital footprint and privacy settings.
Physical Safety Basics	Continue to: 1. Properly log in, shut down, restart and store computer in bag 2. Keep device in set location on desk / put away
Online Safety Basics	1. Know how to manage digital footprint. 2. Set up web alerts to track new information, especially about one's self.
Hardware Basics	Maintain educationally appropriate settings in Control Panel, i.e. toolbars are visible and at the bottom of the screen, fonts, colors, resolution brightness, etc...
Social Networking Basics	Know the differences between various social site and know when and why to use them.
Keyboarding Basics	Know and use all previous keyboarding skills
Start Up/Shut Down Basics	Continue to demonstrate use of power management techniques
Online Coursework	All students participate in a successful in an online course. * course/teacher specific - not covered by all teachers

High School

Vocabulary

<u>Word Processing</u>	<u>Spreadsheet</u>	<u>Presentation</u>	<u>General</u>
Citation Footer Header Margin Mark Up Spacing Tab Vertical and Horizontal Alignment Word Wrap	Active Cell Auto Sum Cell Column Create Chart Fill Format Function Infographic Paste Row Sheet Info Sort Split Cell Spreadsheet Workbook Worksheet	Animations Design Format Insert Slide Slide Show Smart Art Transitions Wrap Text	Boolean Digital Footprint Plagiarism