Bibb County School District
Technology Scope and Sequence
7th Grade

Course of Study Standard #	Students will	K	1	2	3	4	5	6	7	8	9	10	11	12
	Technology Operations and Concepts													
1	**Use accurate terminology related to technology.**													
	Use appropriate terminology related to technology.	K	1	2	3	4	5	6	7	8	9	10	11	12
9	**Demonstrate correct keyboarding techniques.**													
	Type with speed and efficiency using correct posture and finger placement on alpha and numeric keyboards.								7	8				
15	**Explain how network systems are connected and used.**													
	Explain how a network system is used.								7					
20	**Use all standard features of word processing.**													
	Use basic formatting and editing features of word processing/text editing to create documents such as letters, brochures, essays, reports, or other documentation.							6	7	8				
	Save documents to the correct location and print documents.							6	7	8				
22	**Use all standard features of spreadsheets.**													
	Find patterns and trends.								7	8				
23	**Utilize advanced features of spreadsheet software, including creating charts and graphs, sorting and filtering data, creating formulas, and applying functions.**													
	Determine which type of graph/chart is best suited for various situations.								7	8	9	10	11	12
	Use spreadsheets to create charts.								7	8	9	10	11	12
	Edit graphs and charts to include colors, axis, background, legend, titles, and data labels.								7	8	9	10	11	12
	Use spreadsheets to sort and filter data.								7	8	9	10	11	12
	Use spreadsheets to create formulas and apply functions.								7	8	9	10	11	12
	Move and copy sheets within a workbook and between workbooks.								7	8	9	10	11	12
	Import data into an existing spreadsheet.								7	8	9	10	11	12
24	**Use all standard features of databases.**													
	*Use basic formatting and editing features to create a simple database and analyze results using e**xisting queries and** reports.*								7					
26	**Use standard multi-media features of presentation software.**													
	Use standard multimedia capabilities. For example: the insertion of sound files, pictures/graphics, movie files, hyperlinks, animation, action buttons and/or narration.							6	7	8				
28	**Identify digital file types.**													
	*Identify file types of different **applications and** medias.*						5	6	7					
34	**Determine basic troubleshooting strategies to correct hardware and software problems.**													

	Choose the best strategy to correct basic hardware problems and basic software problems, such as but not limited to, computer shutdown, logging in and logging out, volume issues, computer freezes, distorted monitor images, wireless connectivity, printer jams, etc.						**5**	**6**	**7**	**8**				
38	**Appraise technology systems to determine software and hardware compatibility.**													
	Review the operating systems.								**7**	**8**				
	Assess the software requirements.								**7**	**8**				
	Determine if hardware meets software requirements.								**7**	**8**				
39	**Describe the importance of security for personal information and systems.**													
	Define security software and current security threats such as "phishing."								**7**	**8**	**9**			
	Recognize and describe the importance of security in regard to technology resources.								**7**	**8**	**9**	**10**	**11**	**12**
	Discuss identity theft, ways it can occur, preventive measures, and possible consequences.								**7**	**8**	**9**	**10**	**11**	**12**
	Be aware of current trends in data security and issues.								**7**	**8**	**9**	**10**	**11**	**12**
40	**Define and understand the effects of computer/electronic device contaminants such as "viruses", "malware", "adware", "crimeware", and "spyware."**													
	Discuss and evaluate the software and hardware at school and home used to protect technology resources from contaminants; protective software updates; and common sources of viruses, contaminants, and security threats.								**7**					
	Digital Citizenship													
41	**Identify safe and responsible ways to use technology systems, the Internet including but not limited to social/professional networking, communication tools, and applications.**													
	Identify safe and responsible practices of social networking and electronic communication.					**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
	Understand the meaning of legal versus ethical, as it pertains to digital content and use of technologies.					**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
42	**Practice responsible, ethical, and legal use of technology systems, the Internet, communication tools, and applications.**													
	Keep passwords private.					**4**	**5**	**6**	**7**	**8**	**9**			
	Recognize/avoid cyber-bullying tactics.					**4**	**5**	**6**	**7**	**8**	**9**			
	Understand consequences of committing cyber-bullying						**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
	Identify ways to prevent cyber-bullying.						**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
	Understand and demonstrate the use of on-line communication tools and social or professional networking tools safely, effectively and responsibly (email, IM, Facebook, Twitter, LinkedIn, texting, voice threads, blogs, wikis, webpages, YouTube, etc.).						**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
	Understand ramifications of posting information, pictures, and videos online.						**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
43	**Follow local acceptable use policies regarding technology.**													
	Follow local acceptable use policies regarding technology.	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**

45	**Cite sources of digital content (in a format such as APA, MLA, or other style sheet).**													
	Cite sources of digital content (in a format such as APA, MLA, or other style sheet).						**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
46	**Practice ethical and legal use of technology systems and digital content.**													
	Determine if content is plagiarized.							**6**	**7**	**8**				
	Understand possible consequences of plagiarism.							**6**	**7**	**8**				
	Explain the importance of citing text and digital content.							**6**	**7**	**8**				
	Practice knowledge of copyright laws and fair use pertaining to technology resources and use of on-line content.							**6**	**7**	**8**	**9**	**10**	**11**	**12**
48	**Explain consequences of illegal and unethical use of technology systems and digital content.**													
	Identify examples of a computer crime.								**7**	**8**	**9**	**10**	**11**	**12**
	Know the penalties, fines, incarceration, and laws related to computer crimes.								**7**	**8**	**9**	**10**	**11**	**12**
49	**Protect personal information online.**													
	Discuss privacy settings.							**6**	**7**	**8**				
	Determine if a website is a secure and trusted site before giving out any personal information.							**6**	**7**	**8**				
	Recognize when it is acceptable to give out personal information.							**6**	**7**	**8**				
52	**Describe advances in technology and the effects of each on the workplace and society.**													
	Describe advances in technology and the effect of each on a person's livelihood.							**6**	**7**	**8**				
	Describe how advances in technology affect society.							**6**	**7**	**8**				
	Research and Information Fluency													
57	**Use digital tools and strategies to locate, collect, organize, visualize, interpret, evaluate, synthesize and/or present or display information or ideas.**													
	Demonstrate efficient Internet search strategies.						**5**	**6**	**7**	**8**				
	Use digital tools and strategies to locate, collect, organize and evaluate information.						**5**	**6**	**7**	**8**				
	Use digital tools to present or display information or ideas.							**6**	**7**	**8**				
59	**Evaluate electronic resources for reliability based on publication date, bias, accuracy, and sources credibility.**													
	Evaluate electronic resources for reliability based on a publication date.					**4**	**5**	**6**	**7**	**8**				
	Evaluate electronic resources based on bias.					**4**	**5**	**6**	**7**	**8**				
	Evaluate electronic resources based on accuracy.					**4**	**5**	**6**	**7**	**8**				
	Evaluate electronic resources based on the sources credibility.					**4**	**5**	**6**	**7**	**8**				
	Communication and Collaboration													
63	**Use digital tools to communicate and collaborate at all levels from interpersonal to global.**													
	Demonstrate how to use digital tools to communicate and collaborate effectively in a global world.							**6**	**7**	**8**				
	Demonstrate digital file transfer including attaching, uploading, and downloading, etc. to collaborate and communicate globally.							**6**	**7**	**8**				

65	**Select specific digital tools for completing curriculum-related tasks.**													
	Select the appropriate digital tool for your task.							**6**	**7**	**8**				
66	**Publish digital products that communicate curriculum concepts.**													
	Publish digital products that communicate curriculum concepts.							**6**	**7**	**8**				
	Critical Thinking, Problem Solving, and Decision Making													
71	**Use digital tools to formulate solutions to authentic problems.**													
	Utilize digital tools to find solutions to authentic problems.							**6**	**7**	**8**				
	Creativity and Innovation													
76	**Use digital tools to generate new ideas, products, or processes.**													
	Use digital tools to generate or improve ideas, products, or processes.							**6**	**7**	**8**				