

	<i>Practice correct finger placement through completing formal keyboarding lessons on letters, numbers and symbols.</i>				3													
	<i>Use correct fingers when typing paragraphs.</i>				3													
	<i>Use proper posture and hand position on the keyboard.</i>				3	4												
	<i>Know where the alphabet and number keys are located.</i>				3	4												
	<i>Use the right and left click on a mouse.</i>				3	4												
	<i>Use special keys such as enter, backspace, tab, etc.</i>				3	4												
	<i>Use a touch pad on a laptop.</i>					4												
	<i>Demonstrate correct keyboarding techniques when word processing.</i>					4	5											
	<i>Demonstrate correct keyboarding techniques.</i>						5											
	<i>Type using correct posture and finger placement on alpha numeric keyboards.</i>							6										
	<i>Type with speed and efficiency using correct posture and finger placement on alpha and numeric keyboards.</i>								7	8								
10	Identify storage media.																	
	<i>Understand that there are various locations available to save digital information.</i>	K	1	2														
	<i>Identify local hard drive, flash/thumb drive, memory card, network drives (G drive, Shared drive), external drive, CD and CD drive, and/or DVD and DVD drive.</i>			2														
	<i>Differentiate between internal and external storage.</i>				3													
11	Understand appropriate use and care of storage media.																	
	<i>Know the importance of removing media safely.</i>		1	2														
	<i>Understand how to insert/connect and remove storage media safely such as digital cameras, flash drives, etc.</i>		1	2	3	4												
12	Demonstrate appropriate use and care of storage media (CDs, flash drives, external hard drives, digital cameras, etc.)																	
	<i>Demonstrate how to remove storage media properly.</i>		1	2	3													
	<i>Demonstrate safe removal of various storage media.</i>				3	4	5											
13	Responsibly use and care for storage media independently.																	
	<i>Insert/connect and remove storage media without damage to equipment or media.</i>							5										
	<i>Save, access, copy, delete, and print files from various storage media.</i>							5										
	<i>Copy files from one storage media to another.</i>							5										
	<i>Organize files on various storage media.</i>							5										
14	Demonstrate care of digital equipment.																	
	<i>Learn how to properly take care of digital equipment and media</i>	K	1	2														
	<i>List ways to take care of digital tools such as keyboards, computer screens, projectors, CD/DVD players, sound enhancement equipment, etc.</i>			2														
15	Explain how network systems are connected and used.																	
	<i>Explain the components of a network system.</i>								6									
	<i>Explain how a network system is used.</i>									7								
	<i>Explain how a network system is connected.</i>										8							

16	Identify applications and operations of various technology software/operating systems.																		
	<i>Identify and use various types of grade appropriate software.</i>	K																	
	<i>Open and close software independently.</i>	K																	
	<i>Identify parts of the tool bar used to open, close, and save a file for word processing software and/or multimedia software.</i>		1																
	<i>Access information through an Internet browser.</i>			2															
17	Identify various operating systems of technology devices																		
	<i>Identify which operating system a computer/device is running.</i>					4													
18	Use navigational features commonly found in computer programs, web browsers, and operating systems.																		
	<i>Navigate a web page.</i>								5										
	<i>Navigate Windows or other applicable operating system.</i>								5										
	<i>Click on the appropriate icons to run programs.</i>								5										
	<i>Demonstrate the ability to move the cursor and the effects of cursor movement/placement.</i>								5										
19	Use various technology applications, including word processing and multimedia software.																		
	<i>Select the appropriate icons to select the desired application program and use the appropriate features from the toolbar and/or drop-down menu</i>			2	3	4	5												
	<i>Learn basic skills for using word processing software.</i>			2	3														
	<i>Learn basic skills for using presentation software.</i>			2	3														
	<i>Learn basic skills for using local, network, and/or online multimedia software</i>			2	3	4	5												
	<i>Use various technology applications such as word processing and multimedia software.</i>					4													
	<i>Demonstrate proficiency with word processing software.</i>								5										
	<i>Demonstrate proficiency with presentation software.</i>								5										
20	Use all standard features of word processing.																		
	<i>Use basic formatting and editing features of word processing/text editing to create documents such as letters, brochures, essays, reports, or other documentation.</i>									6	7	8							
	<i>Save documents to the correct location and print documents.</i>									6	7	8							
21	Utilize advanced features of word processing software, including outlining, tracking changes, hyperlinking, and mail merging.																		
	<i>Use outlining feature.</i>												9	10	11	12			
	<i>Track changes when editing.</i>												9	10	11	12			
	<i>Insert hyperlinks.</i>												9	10	11	12			
	<i>Perform mail merge.</i>												9	10	11	12			
22	Use all standard features of spreadsheets.																		
	<i>Enter and organize data, save, and print.</i>									6									
	<i>Use basic formatting and editing features.</i>									6									
	<i>Enter data into a graph template to create graphs and charts.</i>									6									
	<i>Use sum and average functions.</i>									6									
	<i>Find patterns and trends.</i>												7	8					

	<i>Transfer a digital file from one location to another.</i>									8	9	10	11	12
31	Transfer data among applications.													
	<i>Import data from one application to another.</i>										9	10	11	12
	<i>Export data from one application to another.</i>										9	10	11	12
32	Explain data encryption procedures.													
	<i>Explain the definition of encryption and why it is necessary;</i>										9	10	11	12
33	Identify common hardware and software problems.													
	<i>Recognize when their hardware isn't working properly.</i>				3									
	<i>Recognize when their software isn't working properly.</i>				3									
	<i>Discuss basic actions which will assist in keeping software and hardware functioning. For example: appropriate shut down, closing applications correctly, not clicking to print over and over for the same job, adjusting the volume controls, etc.</i>				3									
34	Determine basic troubleshooting strategies to correct hardware and software problems.													
	<i>Determine the necessary strategies to correct basic hardware problems.</i>					4								
	<i>Determine the necessary strategies to correct basic software problems.</i>					4								
	<i>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.</i>							5	6	7	8			
35	Perform routine software and hardware maintenance.													
	<i>Perform hard drive or storage cleanup.</i>										9	10	11	12
	<i>Clean up Internet temporary files, cookies, and history.</i>										9	10	11	12
	<i>Empty Recycle Bin or "trash."</i>										9	10	11	12
	<i>Make sure anti-virus software is updated and active.</i>										9	10	11	12
	<i>Make sure operating system updates are current.</i>										9	10	11	12
	<i>Back-up critical files.</i>										9	10	11	12
	<i>Be aware of defrag process and when to use it.</i>										9	10	11	12
36	Diagnose hardware and software problems.													
	<i>Diagnose hardware problems. (monitor, keyboard, mouse, headsets, printers, wireless)</i>										9	10	11	12
	<i>Diagnose software problems.</i>										9	10	11	12
37	Apply strategies to correct malfunctioning hardware and software.													
	<i>Correct malfunctioning hardware.</i>										9	10	11	12
	<i>Correct malfunctioning software.</i>										9	10	11	12
38	Appraise technology systems to determine software and hardware compatibility.													
	<i>Review the operating systems.</i>							7	8					
	<i>Assess the software requirements.</i>							7	8					
	<i>Determine if hardware meets software requirements.</i>							7	8					
39	Describe the importance of security for personal information and systems.													
	<i>Define security software and current security threats such as "phishing."</i>							7	8	9				

	<i>Recognize and describe the importance of security in regard to technology resources.</i>								7	8	9	10	11	12
	<i>Discuss identity theft, ways it can occur, preventive measures, and possible consequences.</i>								7	8	9	10	11	12
	<i>Be aware of current trends in data security and issues.</i>								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."													
	<i>Identify whether the pop-up blocker is on or off.</i>					4								
	<i>Define computer virus and other contaminants.</i>					4								
	<i>List common ways computers get viruses and other contaminants.</i>					4								
	<i>Identify and recognize symptoms of contaminants and intrusive applications, such as worms, viruses, spyware, adware, etc.</i>						5							
	<i>Explain the consequences of computer viruses and other contaminants as well as intrusive software such as "pop-ups."</i>						5	6						
	Recognize and describe the importance of antivirus software and of performing constant updates.							6						
	<i>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.</i>								7					
	<i>Be aware of the most common threats to technology resources and the most common sources of the threats.</i>									8	9	10	11	12
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.													
	<i>Identify what it means to use the Internet safely.</i>	K												
	<i>Identify ways technology and applications can be used safely and responsibly.</i>		1	2	3									
	<i>Recognize dangers of online predators.</i>					4	5	6						
	<i>Understand and explain how to avoid and report online predators.</i>					4	5	6						
	<i>Understand the meaning of cyber-bullying, the consequences, and ways to avoid it.</i>					4	5	6						
	<i>Identify safe and responsible practices of social networking and electronic communication.</i>					4	5	6	7	8	9	10	11	12
	<i>Understand the meaning of legal versus ethical, as it pertains to digital content and use of technologies.</i>					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.													
	<i>Keep passwords private.</i>					4	5	6	7	8	9			
	<i>Recognize/avoid cyber-bullying tactics.</i>					4	5	6	7	8	9			
	<i>Understand consequences of committing cyber-bullying</i>						5	6	7	8	9	10	11	12
	<i>Identify ways to prevent cyber-bullying.</i>						5	6	7	8	9	10	11	12
	<i>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.).</i>						5	6	7	8	9	10	11	12

	<i>Assess effects of technology on culture, economics, politics, and the environment.</i>										9	10	11	12
54	Analyze capabilities and limitations of current and emerging technologies.													
	<i>Analyze capabilities and limitations of current and emerging technologies.</i>										9	10	11	12
55	Compare capabilities of various technologies to address personal, social, lifelong learning, and career needs.													
	<i>Compare capabilities of various technologies to address personal, social, lifelong learning, and career needs.</i>										9	10	11	12
56	Forecast technology innovations based on trends.													
	<i>Forecast technology innovations based on trends.</i>										9	10	11	12
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.													
	<i>Retrieve information from digital sources.</i>		1	2	3	4								
	<i>Use a variety of digital sources when collecting information such as online libraries, multimedia dictionaries, web searches, etc.</i>		1	2	3	4								
	<i>Organize information using concept mapping software.</i>			2	3	4								
	<i>Use technology tools such as file management, flash drives, and home drives to collect and organize information.</i>					4								
	<i>Use technology tools such as graphic organizers and Kidspiration to collect and organize information.</i>					4								
	<i>Demonstrate efficient Internet search strategies.</i>						5	6	7	8				
	<i>Use digital tools and strategies to locate, collect, organize and evaluate information.</i>						5	6	7	8				
	<i>Use digital tools to interpret data.</i>						5							
	<i>Use digital tools to present or display information or ideas.</i>							6	7	8				
	<i>Use digital tools and strategies to synthesize information.</i>									8				
58	Evaluate accuracy of digital content													
	<i>Understand that some digital sources do not provide accurate information.</i>		1											
	<i>As a collaborative group, determine whether content from a digital source is fact or fiction.</i>			2	3									
59	Evaluate electronic resources for reliability based on publication date, bias, accuracy, and sources credibility.													
	<i>Evaluate electronic resources for reliability based on a publication date.</i>					4	5	6	7	8				
	<i>Evaluate electronic resources based on bias.</i>					4	5	6	7	8				
	<i>Evaluate electronic resources based on accuracy.</i>					4	5	6	7	8				
	<i>Evaluate electronic resources based on the sources credibility.</i>					4	5	6	7	8				
60	Critique digital content for validity, accuracy, bias, currency, and relevance.													
	<i>Critique digital content for validity</i>										9	10	11	12
	<i>Critique digital content for accuracy.</i>										9	10	11	12
	<i>Critique digital content for bias.</i>										9	10	11	12
	<i>Critique digital content for currency</i>										9	10	11	12
	<i>Critique digital content for relevance.</i>										9	10	11	12

Communication and Collaboration													
61	Use digital environments to exchange ideas with individuals or groups.												
	<i>Collaboratively use the Internet to communicate with individuals and groups using sources such as blogs, wikis, email, or other forms of digital communication tools.</i>	K	1	2	3								
62	Use digital environments to collaborate and communicate.												
	<i>Participate in a digital environment to collaborate and communicate globally.</i>					4	5						
63	Use digital tools to communicate and collaborate at all levels from interpersonal to global.												
	<i>Demonstrate how to use digital tools to communicate and collaborate effectively in a global world.</i>							6	7	8			
	<i>Demonstrate digital file transfer including attaching, uploading, and downloading, etc. to collaborate and communicate globally.</i>							6	7	8			
64	Produce digital work collaboratively.												
	<i>Collaboratively develop digital projects.</i>	K											
	<i>Work collaboratively to produce digital products, such as PowerPoint presentations, Word documents, and Interwrite pad documents</i>		1										
	<i>Work collaboratively to produce original work.</i>			2									
	<i>Work together while using technology.</i>				3								
	<i>Produce digital work collaboratively such as shared writing projects, group multimedia projects, etc .</i>					4							
	<i>Produce digital work collaboratively.</i>						5						
65	Select specific digital tools for completing curriculum-related tasks.												
	<i>Select the appropriate digital tool for your task.</i>							6	7	8			
66	Publish digital products that communicate curriculum concepts.												
	<i>Publish digital products that communicate curriculum concepts.</i>							6	7	8			
67	Use digital tools to publish curriculum-related content.												
	<i>Use digital tools to publish curriculum-related content.</i>									9	10	11	12
68	Demonstrate collaborative skills using curriculum-related content in digital environments.												
	<i>Demonstrate collaborative skills using curriculum-related content in digital environments.</i>									9	10	11	12
Critical Thinking, Problem Solving, and Decision Making													
69	Identify digital tools used for problem solving.												
	<i>Use digital tools to correct their mistakes.</i>	K											
	<i>Identify digital tools for solving problems.</i>		1	2	3								
70	Use digital tools to analyze authentic problems.												
	<i>Use digital tools such as electronic graphing tools and concept mapping software to analyze authentic problems.</i>					4							
	<i>Use digital tools to analyze authentic problems.</i>						5						
71	Use digital tools to formulate solutions to authentic problems.												
	<i>Utilize digital tools to find solutions to authentic problems.</i>							6	7	8			

72	Use digital tools to defend solutions to authentic problems.													
73	<i>Use digital tools to defend solutions to authentic problems.</i>									9	10	11	12	
	<i>Analyze data to solve problems.</i>									9	10	11	12	
Creativity and Innovation														
74	Design original works using digital tools.													
	<i>Use programs to design original work.</i>	K												
	<i>Use programs and equipment to design original work.</i>		1	2										
75	Create a product using digital tools.													
	<i>Use digital tools to create a product.</i>			3										
	<i>Use a product using digital tools such as digital stories, podcast, digital artwork, etc.</i>				4									
	<i>Create a product using digital tools</i>					5								
76	Use digital tools to generate new ideas, products, or processes.													
	<i>Use digital tools to generate or improve ideas, products, or processes.</i>						6	7	8					
77	Create a product that integrates information from multiple software applications.													
	<i>Create a product that integrates information from multiple software applications.</i>									9	10	11	12	
78	Create an interactive digital product using programming logic (Boolean operators.)													
	<i>Create an interactive digital product, such as digital games and interactive learning tools, using programming logic such as authoring software.</i>									9	10	11	12	