Bibb County School District
Technology Scope and Sequence
3rd 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
4	**Use input and output devices of technology systems.**													
	Properly utilize input devices such as a keyboard, microphones, mouse, graphics tablet (InterWrite Pad), etc.				3									
	Properly utilize output devices such as monitors, speakers, printers.				3									
9	**Demonstrate correct keyboarding techniques.**													
	Demonstrate proper posture, hand placement, and finger placement to use a technology device.				3	4								
	Practice correct finger placement through completing formal keyboarding lessons on letters, numbers and symbols.				3									
	Use correct fingers when typing paragraphs.				3									
	Use proper posture and hand position on the keyboard.				3	4								
	Know where the alphabet and number keys are located.				3	4								
	Use the right and left click on a mouse.				3	4								
	Use special keys such as enter, backspace, tab, etc.				3	4								
10	**Identify storage media.**													
	Differentiate between internal and external storage.				3									
11	**Understand appropriate use and care of storage media.**													
	Understand how to insert/connect and remove storage media safely such as digital cameras, flash drives, etc.		1	2	3	4								
12	**Demonstrate appropriate use and care of storage media (CDs, flash drives, external hard drives, digital cameras, etc.)**													
	Demonstrate how to remove storage media properly.		1	2	3									
	Demonstrate safe removal of various storage media.				3	4	5							
19	**Use various technology applications, including word processing and multimedia software.**													
	Select the appropriate icons to select the desired application program and use the appropriate features from the toolbar and/or drop-down menu			2	3	4	5							
	Learn basic skills for using word processing software.			2	3									
	Learn basic skills for using presentation software.			2	3									
	Learn basic skills for using local, network, and/or online multimedia software			2	3	4	5							
33	**Identify common hardware and software problems.**													
	Recognize when their hardware isn't working properly.				3									

	Recognize when their software isn't working properly.				3									
	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.				3									
	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 ways technology and applications can be used safely and responsibly.		1	2	3									
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
44	**Distinguish between ethical and unethical uses of others' work (do not copy or manipulate other people's work).**													
	Determine if content is plagiarized.			2	3	4								
	Understand possible consequences of plagiarism.			2	3	4								
	Explain the importance of citing text and digital content.			2	3	4								
	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.**													
	Retrieve information from digital sources.		1	2	3	4								
	Use a variety of digital sources when collecting information such as online libraries, multimedia dictionaries, web searches, etc.		1	2	3	4								
	Organize information using concept mapping software.			2	3	4								
58	**Evaluate accuracy of digital content**													
	As a collaborative group, determine whether content from a digital source is fact or fiction.			2	3									
	Communication and Collaboration													
61	**Use digital environments to exchange ideas with individuals or groups.**													
	Collaboratively use the Internet to communicate with individuals and groups using sources such as blogs, wikis, email, or other forms of digital communication tools.	K	1	2	3									
64	**Produce digital work collaboratively.**													
	Work together while using technology.				3									
	Critical Thinking, Problem Solving, and Decision Making													
69	**Identify digital tools used for problem solving.**													
	Identify digital tools for solving problems.		1	2	3									
	Creativity and Innovation													
75	**Create a product using digital tools.**													
	Use digital tools to create a product.				3									