## BASIC TECHNOLOGY

<table>
<thead>
<tr>
<th>Task</th>
<th>Pre K 1 2 3 4 5 6 7 8 9 10 11 12</th>
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<tbody>
<tr>
<td>starts and shuts down computer, monitor, and printer</td>
<td>E E D D D P P P P P P P P P P</td>
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<tr>
<td>practices responsible use and care of technology devices</td>
<td>E E D D D P P P P P P P P P P</td>
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<tr>
<td>opens and quits an application</td>
<td>E E D D D P P P P P P P P P P</td>
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<tr>
<td>navigates through software features using windows, tabs, ribbons, icons, and menus</td>
<td>E E D D D P P P P P P P P P P</td>
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<tr>
<td>communicates about technology using developmentally appropriate and accurate terminology</td>
<td>E E D D D P P P P P P P P P P</td>
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<tr>
<td>discusses common uses of technology in daily life and the advantages and disadvantages those uses provide</td>
<td>E E E D D D D P P P P P P P P</td>
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<tr>
<td>follows rules for computer use in classroom, library, lab and on Internet</td>
<td>E E E D D D D P P P P P P P P</td>
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<tr>
<td>uses common input and output devices efficiently and effectively</td>
<td>E E E D D D D P P P P P P P P</td>
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<tr>
<td>logs on and off network</td>
<td>E E D D D D D P P P P P P P P</td>
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<tr>
<td>applies strategies for identifying and solving routine hardware and software problems</td>
<td>E E D D D D D D P P P P P P</td>
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<tr>
<td>changes or modifies software preferences</td>
<td>E E D D D P P P P P P P P</td>
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<tr>
<td>makes informed decisions in choosing the most appropriate technology systems, resources, and services</td>
<td>E E D D D P P P P P P P P</td>
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<tr>
<td>installs, updates, and removes software</td>
<td>E E D D D P P P P P P P P</td>
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<tr>
<td>organizes and shares work in electronic portfolio</td>
<td>E E D D D P P P P P P P P</td>
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<tr>
<td>can be technology mentor (not all students)</td>
<td>D D D D D D D D D D D D D D</td>
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## SOCIAL AND ETHICAL USE

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<thead>
<tr>
<th>Task</th>
<th>Pre K 1 2 3 4 5 6 7 8 9 10 11 12</th>
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<tbody>
<tr>
<td>demonstrates knowledge of current changes in information technologies and the effect those changes have on the workplace and society</td>
<td>E E E D D D D D D P</td>
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### Notes:
- E: Essential
- D: Developmentally Appropriate
- P: Proficient
exhibits legal, social, and ethical behaviors when using information and technology, and discusses consequences of misuse
understands and follows proper use of copyrighted material and uses netiquette when communicating on the web
recognizes capabilities and limitations of emerging technology resources, makes informed choices, and assesses the potential of these systems and services to address personal, lifelong learning, and workplace needs
access and use primary and secondary sources of web information for an activity
develop an essential and subsidiary questions about a topic when searching in a database or search engine
analyzes advantages and disadvantages of widespread use and reliance on technology in the workplace and in society as a whole
demonstrates and advocates for legal and ethical behaviors among peers, family, and community regarding the use of technology and information
evaluates sites for accuracy, relevance, appropriateness, comprehensiveness, and bias of information sources
uses information literacy skills to find, use, evaluate, and cite appropriate sources

BASIC WEB

uses sites the teacher points to
launches a browser and uses the tool bar
navigates by clicking on links on web pages
returns to site using history, back button, or bookmark/favorite
uses keyword and natural language searches
edits bookmarks/favorites and organizes them into folders
explains the parts of a URL
add bookmarks/favorites
downloads files and plug-ins

copies and pastes text or images and cites source correctly

explains the parts of an email address

receives and replies to messages

composes, edits, and sends messages

follows and practices netiquette

uses cc and bcc appropriately

forwards mail with leading message

creates an email signature

creates address book and mailgroups

attaches, receives, and opens attachments using appropriate format and extension

organizes messages into folders and transfers between folders

sorts messages by date, sender, or subject

uses email regularly to communicate with peers and teacher

explains difference between search engines, subject directories, and metasearch engines

PRODUCTIVITY TOOLS

Word Processing

Inserts and edits text

Pre K 1 2 3 4 5 6 7 8 9 10 11 12
learns keyboard placement
formats a document
inserts and edits text
increases typing speed and accuracy
formats paragraphs
creates bullet and number lists
uses spell checker and thesaurus
inserts a graphic and wraps text
uses word processor for first and final drafts
uses ruler, margins, and tabs
Creates a variety of print and publishing layouts
uses outlining feature
inserts headers and footers
creates and formats tables
inserts section, column, and page breaks
uses advanced editing features and shortcuts

Spreadsheets

creates a graph to compile data collections using a basic graphing program
uses existing spreadsheet to sort and find data
inputs, analyzes, organizes and displays data graphically
creates formulas and charts
adds and formats appropriate labels and legends
formats and changes axis scale, chart area, data series or appearance of charts
formats and prints spreadsheets to use as templates and forms
includes charts or graphs in presentations or publications

Presentation Tools

adds transitions and sounds to Slide Show
saves slide show in folder with pictures and as stand-alone slide show
develops outline for slide show
applies designs, backgrounds, font styles, and colors for all slides
imports animations, video, and sound
creates custom animations
includes graphs, charts, sound, animation, in non-linear presentation

VIDEO/MULTIMEDIA
discusses media literacy and uses of media in life
frames subjects with different views

plans, storyboards, and creates a one minute video

creates titles, credits, and ending

imports video segments into presentations

uses non-linear editing software to digitize video

creates and modifies text objects

imports and modifies graphics, backgrounds, and clipart

combines text, paint and draw as part of multimedia project

inserts buttons with actions and sounds

uses advanced drawing and painting programs to create original art

records and edits sound in multimedia presentations

21ST CENTURY COLLABORATION CONTENT PRODUCTION

collaborates with peers, experts, and others using collaborative online tools to investigate curriculum-related problems, issues, and information

develops essential and subsidiary questions as part of collaborative online projects

uses teacher-created rubric for self assessment of project

uses technology for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom

determines when technology is useful and selects the appropriate tools and technology resources to address a variety of tasks and problems

plans collaborative project with group
selects appropriate online tools for research, information analysis, problem-solving, and decision-making in content learning

designs, develops, produces, and presents real-world products using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom

creates a web portfolio and participates in collaborative Web Project that compiles, synthesizes, produces, and disseminates information, models, and other creative work

gathers information and use telecommunications and online resources including email and discussion boards to participate in collaborative problem-solving activities

develops solutions in collaborative online environment for audiences inside and outside the classroom

participates responsibly in several types of online activities

contributes images and content to the web

creates web page with text and/or links and saves as html document

uses template to place text and links

communicates with others online in support of direct and independent learning

understands and uses elements of good web design and navigation

takes on specific role and manages different group activities and rotation strategies as part of project

selects appropriate technology tools for research, information analysis, problem-solving, and decision-making in content learning as part of project-based learning

compiles projects in electronic portfolio

reviews and evaluates both asynchronous and synchronous online tools

views and modifies source

evaluates and uses online collaborative tools including distance learning and distributed education for lifelong learning opportunities

reviews and evaluates online discussion boards