

# PLAINVILLE PUBLIC SCHOOLS



## TECHNOLOGY SCOPE AND SEQUENCE GRADES K-6

The Technology Scope and Sequence was adapted from <http://structuredlearning.net> and was revised to support technology integration across the curriculum in the Plainville school district. This document outlines the required skills for grades K-6 based on ISTE National Standards and the Common Core Standards.

# K-6 TECHNOLOGY SCOPE AND SEQUENCE

Aligned with ISTE Standards and CCSS

Review each skill with I/W/M/C under "ISTE" as students accomplish it  
(ISTE refers to the ISTE Standard addressed by the skill)

<b>IS TE</b>	<b><i>I-Introduced; W-Working on; M-Mastered; C-Completed</i></b>										
	<b>*****Achievement Evaluation Key*****</b>										
	<b><i>I – Students are first introduced to the skills</i></b>										
	<b><i>W – Students grasp and apply the key skills required of the standards with support</i></b>										
	<b><i>M – Students apply the key skills required of the standards independently for specific tasks.</i></b>										
	<b><i>C – Students apply the key skills required of the standards to complete in-depth projects across the curriculum.</i></b>										
<b>I</b>	<b>Computers and Applications</b>								<b>4</b>		
<b><i>Students demonstrate proficiency in the use of computers and applications, as well as an understanding of the concepts underlying hardware, software and connectivity</i></b>											
<b>Basic Operations</b>											
	<b>4.1.BO.1</b>	<i>- Know hardware names such as desktops laptops, notebooks, and tablets</i>								<b>M</b>	
	<b>4.1.BO.2</b>	<i>- Know parts of keyboard--keys, numbers, arrows and esc</i>								<b>M</b>	
	<b>4.1.BO.3</b>	<i>- Know escape, period key, shift key, spacebar and tab</i>								<b>M</b>	
	<b>4.1.BO.4</b>	<i>- Understand the difference between power buttons on monitor and computer</i>								<b>C</b>	
	<b>4.1.BO.5</b>	<i>- Know how to use the volume button on computer</i>								<b>C</b>	
<b>Operating Systems</b>											
	<b>4.1.OS.1</b>	<i>- Know how to Log-on/Log-off and Switch User</i>								<b>M</b>	
	<b>4.1.OS.2</b>	<i>- Know how to Ctr+Alt+Del</i>								<b>M</b>	
	<b>4.1.OS.3</b>	<i>- Know how to Open/Close programs</i>								<b>C</b>	
	<b>4.1.OS.4</b>	<i>- Know the difference between Save and Save As</i>								<b>C</b>	
	<b>4.1.OS.5</b>	<i>- Know how to use basic pointer skills and selection with mouse (i.e. clicking and moving a mouse) and to highlight text in an on-screen environment</i>								<b>C</b>	
	<b>4.1.OS.6</b>	<i>- Know how to use scroll bars to scroll vertically and horizontally within a page</i>								<b>C</b>	
	<b>4.1.OS.7</b>	<i>- Know how to use highlighting tool to highlight text or images, and drag and drop in selected location</i>								<b>C</b>	
	<b>4.1.OS.8</b>	<i>- Understand concepts of taskbar, start button and icons</i>								<b>M</b>	
	<b>4.1.OS.9</b>	<i>- Know how to save to network file folder</i>								<b>W</b>	
	<b>4.1.OS.10</b>	<i>- Know how to find a file (following the file path)</i>								<b>W</b>	
	<b>4.1.OS.11</b>	<i>- Know how to use drop-down menus</i>								<b>W</b>	
	<b>4.1.OS.12</b>	<i>- Understand how to create file folders</i>								<b>W</b>	
	<b>4.1.OS.13</b>	<i>- Know how to copy-paste from one program to another</i>								<b>W</b>	
	<b>4.1.OS.14</b>	<i>- Know how to drag-drop within a document and between folders</i>								<b>W</b>	
	<b>4.1.OS.15</b>	<i>- Know how to access different drives</i>								<b>W</b>	



<b>Presentations</b>								<b>4</b>		
		<i>4.1.P.1 - Know when to use PowerPoint</i>						<b>W</b>		
		<i>4.1.P.2 - Understand how to deliver a professional presentation</i>						<b>W</b>		
		<i>4.1.P.3 - Know how to add/rearrange slides and auto-advance</i>						<b>W</b>		
		<i>4.1.P.4 - Know how to add a variety of backgrounds, animations/movies, effects and transitions</i>						<b>W</b>		
		<i>4.1.P.5 - Know how to insert and resize pictures from file, internet, clip-art and position on slide</i>						<b>W</b>		
		<i>4.1.P.6 - Know how to insert text boxes</i>						<b>W</b>		
<b>Spreadsheets</b>										
		<i>4.1.S.1 - Know how to add rows &amp; columns, header &amp; footer, and use basic formatting of data</i>						<b>W</b>		
		<i>4.1.S.2 - Know how to add text, graphics, data, color</i>						<b>W</b>		
		<i>4.1.S.3 - Know how to use shade/fill color and apply border to the cells</i>						<b>W</b>		
		<i>4.1.S.4 - Know how to add and subtract formulas</i>						<b>W</b>		
		<i>4.1.S.5 - Know how to label x and y axis on graphs</i>						<b>W</b>		
		<i>4.1.S.6 - Know how to name a chart</i>						<b>W</b>		
		<i>4.1.S.7- Know how to recolor tabs; rename worksheets</i>						<b>W</b>		
		<i>4.1.S.8 - Know how to sort data alphabetically</i>						<b>W</b>		
<b>Internet</b>										
		<i>4.1.I.1 - Know elements of a web address (i.e. web browser, url, www, domain name, search engine, links)</i>						<b>W</b>		
		<i>4.1.I.2 - Know how to open a browser and bookmark a webpage or save to Favorites</i>						<b>C</b>		
		<i>4.1.I.3 - Know how to use a website—Home and Back button, links, scroll bars, toggle pages, and search in Favorites</i>						<b>C</b>		
		<i>4.1.I.4 - Know how to identify reliable resources (i.e. factual sources)</i>						<b>W</b>		
<b>Digital Storytelling</b>										
		<i>4.1.DS.1 - Know how to compose short stories in online tools</i>						<b>C</b>		
		<i>4.1.DS.2 - Know how to collaborate and share stories in an online tool</i>						<b>C</b>		
		<i>4.1.DS.3 - Know how to use select digital tools to collaborate and publish with peers employing a variety of digital environments and media</i>						<b>C</b>		
		<i>4.1.DS.4 - Know how to use drawing software and web-based tools efficiently</i>						<b>C</b>		
		<i>4.1.DS.5 - Know how to insert images/clipart</i>						<b>M</b>		
		<i>4.1.DS.6 - Know how to import/upload a file</i>						<b>M</b>		
		<i>4.1.DS.7 - Know how to resize/move/crop/wrap an image/clipart</i>						<b>M</b>		
		<i>4.1.DS.8 - Know how to mix text and pictures to convey unique message</i>						<b>W</b>		
<b>2</b>	<b>Responsible Use of Technology</b>								<b>4</b>	
<b>Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school and in society</b>										
<b>Computers and Society</b>										
		<i>4.2.CS.1 - Know how to use safe, responsible and ethical behaviors on the internet.</i>						<b>M</b>		
		<i>4.2.CS.2 - Recognize irresponsible and unsafe practices on the internet</i>						<b>W</b>		
		<i>4.2.CS.3 - Know how to introduce the concept of 'cyber-bullying' and how to avoid it</i>						<b>W</b>		
		<i>4.2.CS.4 - Understand plagiarism and how to cite sources</i>						<b>W</b>		
		<i>4.2.CS.5 - Understand various forms of copyright rules and guidelines</i>						<b>W</b>		



<b>5</b>	<b>Critical thinking, Problem solving and Decision making</b>					<b>4</b>		
<b><i>Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources</i></b>								
	<b>4.5.CP.1</b> - Know when to use appropriate programs: Word Processing, Excel, Publisher and PowerPoint					<b>M</b>		
	<b>4.5.CP.2</b> - Plan and manage activities to develop a solution or complete a project that coordinates with classroom units					<b>W</b>		
	<b>4.5.CP.3</b> - Know how to use web-based calculators, data analysis tools and rulers					<b>W</b>		
<b>Critical thinking &amp; Problem solving</b>								
	<b>4.5.CP.4</b> - Understand how to identify, define authentic problems and questions					<b>W</b>		
	<b>4.5.CP.5</b> - Know why a particular digital tool is suited to a specific need					<b>C</b>		