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)

ISTE							
	I-Introduced; W-Working on; M-Mastered; C-Completed						
	*******Achievement Evaluation Key*******						
	I – Students are first introduced to the skills						
	W – Students grasp and apply the key skills required of the standards with support						
	M – Students apply the key skills required of the standards independently for specific tasks.						
	C – Students apply the key skills required of the standards to complete in-depth projects across the curriculum.						
I	**Computers and Applications**					**5**	
	Students demonstrate proficiency in the use of computers and applications, as well as an understanding of the concepts underlying hardware, software and connectivity						
	Basic Operations						
	5.1.BO.1 - Know hardware names such as desktops laptops, notebooks, and tablets					C	
	5.1.BO.2 - Know parts of keyboard--keys, numbers, arrows and esc					C	
	5.1.BO.3 - Know escape, period key, shift key, spacebar and tab					C	
	5.1.BO.4 - Understand the difference between power buttons on monitor and computer					C	
	5.1.BO.5 - Know how to use the volume button on computer					C	
	Operating Systems						
	5.1.OS.1 - Know how to Log-on/Log-off and Switch User					C	
	5.1.OS.2 - Know how to Ctr+Alt+Del					C	
	5.1.OS.3 - Know how to Open/Close programs					C	
	5.1.OS.4 - Know the difference between Save and Save As					C	
	5.1.OS.5 - 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					C	
	5.1.OS.6 - Know how to use scroll bars to scroll vertically/horizontally within a page					C	
	5.1.OS.7 - Know how to use highlighting tool to highlight text or images, and drag and drop in selected location					C	
	5.1.OS.8 - Understand concepts of taskbar, start button and icons					C	
	5.1.OS.9 - Know how to save to network file folder					M	
	5.1.OS.10 - Know how to find a file (following the file path)					M	
	5.1.OS.11 - Know how to use drop-down menus					M	
	5.1.OS.12- Understand how to create file folders					M	
	5.1.OS.13– Know how to copy-paste from one program to another					M	
	5.1.OS.14 – Know how to drag-drop within a document and between folders					M	
	5.1.OS.15 - Know how to access different drives					M	
	5.1.OS.16 - Know how to select a printer and print a document with the appropriate page setup and orientation					M	

Mouse Skills					**5**	
5.1.MS.1 - Know how to click, hold, and drag					C	
5.1.MS.2 - Know how to double click					C	
5.1.MS.3 - Know how to hover					C	
5.1.MS.4 - Understand the difference between left-click and right-click buttons					M	
Keyboarding Skills						
5.1.KS.1 - Practice touch typing; type with hands on their own side of keyboard					M	
Keyboard goal is grade-appropriate (refer to keyboarding standards for Grades 3-6) For students with disabilities, demonstrate alternate input techniques as appropriate.)						
5.1.KS.2 - Grade 5 - Demonstrate keyboarding skills between 15-25 wpm. with a minimum of two pages in a single sitting.					M	
Word Processing						
5.1.WP.1 - Know the basics of word processing					C	
5.1.WP.2 - Know how to use online word processing programs					C	
5.1.WP.3– Know how to use classroom principles of grammar, spelling when word processing on computer					C	
5.1.WP.4– Know basic page layout--heading, title, body and footer					C	
5.1.WP.5– Know how to format a document (i.e. font size, bold, italic, underline, bullet, number)					C	
5.1.WP.6– Know how word-wrap works					C	
5.1.WP.7 - Know how to highlight a word, sentence and line					C	
5.1.WP.8– Know how to select and de-select					C	
5.1.WP.9 – Know how to double space					C	
5.1.WP.10– Know how to add a bullet list					C	
5.1.WP.11– Know correct spacing after sentences and paragraphs					C	
5.1.WP.12– Know how to use grade-appropriate heading on all Word docs					C	
5.1.WP.13 - Know how to use the thesaurus					M	
5.1.WP.14 - Know how to insert header and footer					C	
5.1.WP.15– Know how to insert a border					C	
5.1.WP.16– Know how to insert a table					C	
5.1.WP.17 - Know how to use background/text to alter background and text color when needed					C	
5.1.WP.18 - Know to put cursor in specific location, ie, for graphic					C	
5.1.WP.19– Know how to insert pictures					C	
5.1.WP.20 - Know how to use online video and audio players to access multimedia content					C	
5.1.WP.21 - Know how to use embedded link (Ctrl+click)					M	
Desktop Publishing						
5.1.DP.1 - Know when to use Publisher to share information(i.e. create a flyer, newsletter, cards)					W	
5.1.DP.2 - Know how to plan a publication					M	
5.1.DP.3 - Know how to insert a picture, blank page, text box, footer, border					W	
5.1.DP.4 - Know how to work with font and color schemes					M	

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

	5.2.CS.6 - *Demonstrate personal responsibility for lifelong learning (i.e. respectfulness)*					C	
	5.2.CS.7 - *Understand netiquette expected on digital citizens*					C	
	5.2.CS.8 - *Know when to keep out of others' files and folders unless permitted*					C	
	Ethics and Society						
	5.2.ES.1 - *Follow classroom rules for the responsible use of computers peripheral devices, and resources*					C	
	5.2.ES.2 - *Explain the importance of giving credit to media creators when using their work in student projects.*					C	
	5.2.ES.3 - *Explain and follow school rules for safe and ethical Internet use*					C	
	5.2.ES.4– *Explain that a password helps protect the privacy of information*					C	
3	**Communication and Collaboration**					**5**	
	Students use digital media and environments to communicate/ work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.						
	5.3.CC.1 -*Know how to interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media*					C	
	5.3.CC.2 - *Understand how to communicate information and ideas effectively to multiple audiences using a variety of media and formats*					C	
	5.3.CC.3 - *Develop cultural understanding and global awareness by engaging with learners of other cultures*					C	
	5.3.CC.4 - *Know how to compare and contrast documents across varied digital media*					C	
	5.3.CC.5 - *Know how to use technology to produce and publish writing, and interact/collaborate with others*					C	
	5.3.CC.6 - *Explore digital tools to produce and publish writing*					C	
	5.3.CC.7 - *Explore digital tools to collaborate with peers*					C	
	5.3.CC.8 - *Know how to use multimedia to aid comprehension*					C	
	5.3.CC.9 - *Know how to ask and answer questions from information presented from various media*					C	
	5.3.CC.10 - *Know how to include audio recordings and multimedia displays to enhance main ideas*					C	
	5.3.CC.11 - *Know how to use multimedia to organize ideas, concepts, info to aid comprehension*					C	
	5.3.CC.12 - *Know how to interact, collaborate, and publish with peers employing of digital media*					W	
	5.3.CC.13 - *Know how to contribute to project team to produce original work or solve project*					W	
4	**Research and Information Literacy**					**5**	
	Students apply digital tools to gather, evaluate, and use information						
	5.4.RIL.1 - *Know how to locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media*					W	
	5.4.RIL.2 - *Evaluate and select information sources and digital tools based on task*					C	
	5.4.RIL.3 - *Understand how to read search results before clicking link*					C	
	5.4.RIL.4 - *Know how to copy-paste from internet for a project with correct citation*					C	
	5.4.RIL.5 - *Know how to gather relevant information from multiple digital sources*					W	
	5.4.RIL.6 - *Assess credibility of digital sources used for research*					W	
	5.4.RIL.7 - *Integrate and evaluate information from diverse media*					W	
	5.4.RIL.8 - *Know how to use age-appropriate digital media to express information*					W	
	5.4.RIL.9 - *Know how to draw on information from multiple digital sources, demonstrate the ability to locate an answer;solve a problem & integrate it into research*					W	
	5.4.RIL.10 - *Know how to gather information from digital sources, summarize in notes, and provide sources*					W	

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