## PLAINVILLE PUBLIC SCHOOLS



## TECHNOLOGY SCOPE AND SEQUENCE GRADES K-6

The Technology Scope and Sequence was adapted from <u>http://structuredlearning.net</u> 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)

IS TE	I-Introduced; W-Working on; M-Mastered; C-Con	nplete	ed						
	*****Achievement Evaluation Key*****								
	I – Students are first introduced to the skills								
	W – Students grasp and apply the key skills required of the standards v	vith su	upport						
	M – Students apply the key skills required of the standards independen	tlv for	r specifie	c tasks	5.				
	C – Students apply the key skills required of the standards to complete the curriculum.		-						
	Computers and Applications		3						
	dents demonstrate proficiency in the use of computers and applications, as well cepts underlying hardware, software and connectivity	ll as an	underst	anding	of the				
Ba	sic Operations								
	3.1.BO.1 - Know hardware names such as desktops laptops, notebooks, and tablets		w						
	3.1.BO.2 - Know parts of keyboardkeys, numbers, arrows and esc		w						
	3.1.BO.3 - Know escape, period key, shift key, spacebar and tab		w						
	3.1.BO.4 - Understand the difference between power buttons on monitor and computer		м						
	3.1.BO.5 - Know how to use the volume button on computer		М						
	Operating Systems								
	3.1.OS.1 - Know how to Log-on/Log-off and Switch User		w						
	3.1.OS.2 - Know how to Ctr+Alt+Del		w						
	3.1.OS.3 - Know how to Open/Close programs		С						
	3.1.OS.4 - Know the difference between Save and Save As		С						
	3.1.0S.5 - Know how to use basic pointer skills and selection with mouse (i.e. clicking		С						
	and moving a mouse) and to highlight text in an on-screen environment <b>3.1.OS.6 -</b> Know how to use scroll bars to scroll vertically and horizontally within a		с						
	page <b>3.1.OS.7 -</b> Know how to use highlighting tool to highlight text or images, and drag and drop in selected location		с						
	3.1.OS.8 - Understand concepts of taskbar, start button and icons		w						
	3.1.OS.9 - Know how to save to network file folder		w						
	3.1.OS.10 - Know how to find a file (following the file path)		w						
	3.1.OS.11 - Know how to use drop-down menus		w						
	3.1.OS.12- Understand how to create file folders		1						
	3.1.OS.13 - Know how to copy-paste from one program to another		1						
	3.1.OS.14 - Know how to drag-drop within a document and between folders		w						
	3.1.OS.15 - Know how to access different drives		w						
	<b>3.1.OS.16 -</b> Know how to select a printer and print a document with the appropriate								

August 19, 2015

Mouse Skills	3	
3.1.MS.1 - Know how to click, hold, and drag	С	
3.1.MS.2 - Know how to double click	С	
3.1.MS.3 - Know how to hover	С	
3.1.MS.4 - Understand the difference between left-click and right-click buttons	I	
Keyboarding Skills		
3.1.KS.1 - Practice touch typing; type with hands on their own side of keyboard	w	
Keyboard goal is grade-appropriate (refer to keyboarding standards for Grades 3-6 )   For students with disabilities, demonstrate alternate input techniques as appropriate.)		
3.1.KS.2 - Grade 3 - Demonstrate keyboarding skills between 10-15 wpm	W	
Word Processing		
3.1.WP.1 - Know the basics of word processing	м	
3.1.WP.2 - Know how to use online word processing programs	м	
3.1.WP.3 - Know how to use classroom principles of grammar, spelling when word processing on computer	м	
3.1.WP.4- Know basic page layoutheading, title, body and footer	w	
<b>3.1.WP.5 -</b> Know how to format a document (i.e. font size, bold, italic, underline, bullet, number)	w	
3.1.WP.6 - Know how word-wrap works	w	
3.1.WP.7 - Know how to highlight a word, sentence and line	w	
3.1.WP.8 - Know how to select and de-select	w	
3.1.WP.9 - Know how to double space	w	
3.1.WP.10- Know how to add a bullet list	w	
3.1.WP.11 - Know correct spacing after sentences and paragraphs	М	
3.1.WP.12 - Know how to use grade-appropriate heading on all Word docs	М	
3.1.WP.13 - Know how to use the thesaurus	w	
3.1.WP.14 - Know how to insert header and footer	w	
3.1.WP.15 - Know how to insert a border	w	
3.1.WP.16 - Know how to insert a table	w	
3.1.WP.17 - Know how to use background/text to alter background and text color when needed	w	
3.1.WP.18 - Know to put cursor in specific location, ie, for graphic	w	
3.1.WP.19 - Know how to insert pictures	w	
3.1.WP.20 - Know how to use online video and audio players to access multimedia content	w	
3.1.WP.21 - Know how to use embedded link (Ctrl+click)	I	
Desktop Publishing		
<b>3.1.DP.1 -</b> Know when to use Publisher to share information(i.e. create a flyer, newsletter, cards)	w	
3.1.DP.2 - Know how to plan a publication	w	
3.1.DP.3 - Know how to insert a picture, blank page, text box, footer, border	w	
3.1.DP.4 - Know how to work with font and color schemes	w	

Pr	resentations				3			
	3.1.P.1 - Know when to use PowerPoint				w			
	3.1.P.2 - Understand how to deliver a professional presentation				w			
	3.1.P.3 - Know how to add/rearrange slides and auto-advance				w			
	<b>3.1.P.4 -</b> Know how to add a variety of backgrounds, animations/movies, effects and transitions				W			
	<b>3.1.P.5 -</b> Know how to insert and resize pictures from file, internet, clip-art and position on slide				W			
	3.1.P.6 - Know how to insert text boxes				W			
Sp	preadsheets							
	<b>3.1.S.1 -</b> Know how to add rows & columns, header & footer, and use basic formatting of data				w			
	3.1.S.2 - Know how to add text, graphics, data, color				w			
	3.1.S.3 - Know how to use shade/fill color and apply border to the cells				w			
	3.1.S.4 - Know how to add and subtract formulas				Ι			
	3.1.S.5 - Know how to label x and y axis on graphs			1	w			
	3.1.S.6 - Know how to name a chart				W			
	3.1.S.7 - Know how to recolor tabs; rename worksheets				W			
	3.1.S.8 - Know how to sort data alphabetically				W			
Int	ternet							
	<b>3.1.I.1 -</b> Know elements of a web address (i.e. web browser, url, www, domain name, search engine, links)				w			
	3.1.1.2 - Know how to open a browser and bookmark a webpage or save to Favorites				Μ			
	<b>3.1.I.3 -</b> Know how to use a website—Home and Back button, links, scroll bars, toggle pages, and search in Favorites				М			
	3.1.1.4 - Know how to identify reliable resources (i.e. factual sources)				Т			
Di	gital Storytelling			1				
	3.1.DS.1 - Know how to compose short stories in online tools				С			
	3.1.DS.2 - Know how to collaborate and share stories in an online tool				М			
	<b>3.1.DS.3 -</b> Know how to use select digital tools to collaborate and publish with peers employing a variety of digital environments and media				С			
	3.1.DS.4 - Know how to use drawing software and web-based tools efficiently				С			
	3.1.DS.5 - Know how to insert images/clipart	-			W			
	3.1.DS.6 - Know how to import/upload a file				W			
	3.1.DS.7 - Know how to resize/move/crop/wrap an image/clipart				W			
	3.1.DS.8 - Know how to mix text and pictures to convey unique message				W			
Re	esponsible Use of Technology	<b>K</b>	1	2	3			
	strate the responsible use of technology and an understanding of ethics ar nic media at home, in school and in society	nd s	afet	y iss	ues	in usi	ng	
	omputers and Society							
	3.2.CS.1 - Know how to use safe, responsible and ethical behaviors on the internet.				W			
	3.2.CS.2 - Recognize irresponsible and unsafe practices on the internet	1			Ι			-
	<b>3.2.CS.3 -</b> Know how to introduce the concept of 'cyber-bullying' and how to avoid it	1		1	Ι			-
	3.2.CS.4 - Understand plagiarism and how to cite sources	1		1	Ι			┝
	3.2.CS.5 - Understand various forms of copyright rules and guidelines	1		1	w			-

		<b>3.2.CS.6 -</b> Demonstrate personal responsibility for lifelong learning (i.e. respectfulness)			С			
		3.2.CS.7 - Understand netiquette expected on digital citizens			С			
		3.1.CS.8- Know when to keep out of others' files and folders unless permitted			С			
	Ethics and Society							
		<b>3.2.ES.1 -</b> Follow classroom rules for the responsible use of computers peripheral			м			
		<i>devices, and resources</i> <b>3.2.ES.2 -</b> <i>Explain the importance of giving credit to media creators when using their</i>						
		work in student projects.			м			
		3.2.ES.3 - Explain and follow school rules for safe and ethical Internet use			м			
		3.2.ES.4 - Explain that a password helps protect the privacy of information			м			
3		ommunication and Collaboration			3			
		nts use digital media and environments to communicate/ work collaborative	ely, ir	nclu	ding at	a dist	ance,	to
sup	por	t individual learning and contribute to the learning of others.	r r				<b>1</b>	[
		<b>3.3.CC.1 -</b> Know how to interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media			w			
		<b>3.3.CC.2</b> - Understand how to communicate information and ideas effectively to			с			
		multiple audiences using a variety of media and formats 3.3.CC.3- Develop cultural understanding and global awareness by engaging with						
		learners of other cultures			W			
		3.3.CC.4 - Know how to compare and contrast documents across varied digital media			W			
		<b>3.3.CC.5 -</b> Know how to use technology to produce and publish writing, and interact/collaborate with others			w			
		3.3.CC.6 - Explore digital tools to produce and publish writing			W			
		3.3.CC.7 - Explore digital tools to collaborate with peers			W			
		3.3.CC.8 - Know how to use multimedia to aid comprehension			w			
		<b>3.3.CC.9 -</b> Know how to ask and answer questions from information presented from various media			w			
		<b>3.3.CC.10 -</b> Know how to include audio recordings and multimedia displays to enhance main ideas			w			
		<b>3.3.CC.11 -</b> Know how to use multimedia to organize ideas, concepts, info to aid comprehension			w			
		<b>3.3.CC.12 -</b> Know how to interact, collaborate, and publish with peers employing of digital media			w			
		<b>3.3.CC.13 -</b> Know how to contribute to project team to produce original work or solve project			w			
4	R	esearch and Information Literacy			3			
Stu	den	ts apply digital tools to gather, evaluate, and use information						
		<b>3.4.RIL.1 -</b> Know how to locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media			w			
		<b>3.4.RIL.2</b> - Evaluate and select information sources and digital tools based on task			w			
		<b>3.4.RIL.3</b> - Understand how to read search results before clicking link			w			
		<b>3.4.RIL.4</b> - Know how to copy-paste from internet for a project with correct citation			w			
					w			
		3.4.RIL.5 - Know how to gather relevant information from multiple digital sources			W			
		3.4.RIL.6 - Assess credibility of digital sources used for research						
		3.4.RIL.7 - Integrate and evaluate information from diverse media			W			
		<b>3.4.RIL.8</b> - Know how to use age-appropriate digital media to express information			W			
		<b>3.4.RIL.9</b> - 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			
		<b>3.4.RIL.10</b> - Know how to gather information from digital sources, summarize in notes, and provide sources			W			

5	С	ritical thinking, Problem solving and Decision making				3			
Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources									
		<b>3.5.CP.1 -</b> Know when to use appropriate programs: Word Processing, Excel, Publisher and PowerPoint				W			
		<b>3.5.CP.2</b> - Plan and manage activities to develop a solution or complete a project that coordinates with classroom units				w			
		3.5.CP.3 - Know how to use web-based calculators, data analysis tools and rulers				W			
	Critical thinking & Problem solving								
		3.5.CP.4 - Understand how to identify, define authentic problems and questions				W			
		3.5.CP.5 - Know why a particular digital tool is suited to a specific need				Μ			