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)

IS TE						
	*****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 independent	ently for	specific task	s.		
	C – Students apply the key skills required of the standards to comple	te in-dep	th projects a	cross		
	the curriculum.					
	Computers and Applications		4			
	dents demonstrate proficiency in the use of computers and applications, as w cepts underlying hardware, software and connectivity	rell as an	understandin	g of the		
Ba	sic Operations					
	4.1.BO.1 - Know hardware names such as desktops laptops, notebooks, and tablets		М			
	4.1.BO.2 - Know parts of keyboardkeys, numbers, arrows and esc		М			
	4.1.BO.3 - Know escape, period key, shift key, spacebar and tab		М			
	4.1.BO.4 - Understand the difference between power buttons on monitor and		С			
	computer 4.1.BO.5 - Know how to use the volume button on computer		С			
	Operating Systems					
	4.1.OS.1 - Know how to Log-on/Log-off and Switch User		М			
	4.1.OS.2 - Know how to Ctr+Alt+Del		М			
	4.1.OS.3 - Know how to Open/Close programs		С			
	4.1.OS.4 - Know the difference between Save and Save As		С			
	4.1.OS.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 4.1.OS.6 - Know how to use scroll bars to scroll vertically and horizontally within a page 		С			
	4.1.OS.7 - Know how to use highlighting tool to highlight text or images, and drag and drop in selected location		С			
	4.1.OS.8 - Understand concepts of taskbar, start button and icons		М			
	4.1.OS.9 - Know how to save to network file folder		W			
	4.1.OS.10 - Know how to find a file (following the file path)		W			
	4.1.OS.11 - Know how to use drop-down menus		W			
	4.1.OS.12 - Understand how to create file folders		W			
	4.1.OS.13 - Know how to copy-paste from one program to another		W			
	4.1.OS.14 - Know how to drag-drop within a document and between folders		W			
	4.1.OS.15 - Know how to access different drives		W			

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

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

4.2.CS.6 - Demonstrate personal responsibility for lifelong learning (i.e. respectfulness)		С	
4.2.CS.7 - Understand netiquette expected on digital citizens		С	
4.2.CS.8 - Know when to keep out of others' files and folders unless permitted		С	
Ethics and Society			
4.2.ES.1 - Follow classroom rules for the responsible use of computers peripheral devices, and resources		С	
4.2.ES.2 - Explain the importance of giving credit to media creators when using the work in student projects.	eir	С	
4.2.ES.3 - Explain and follow school rules for safe and ethical Internet use		С	
4.2.ES.4 - Explain that a password helps protect the privacy of information		С	
3 Communication and Collaboration		4	
Students use digital media and environments to communicate/ work collabora support individual learning and contribute to the learning of others.	atively, includi	ing at a distan	ce, to
4.3.CC.1 - Know how to interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media		М	
4.3.CC.2 - Understand how to communicate information and ideas effectively to multiple audiences using a variety of media and formats 4.3.CC.3 - Develop cultural understanding and global awareness by engaging with		С	
learners of other cultures		M	
4.3.CC.4 - Know how to compare and contrast documents across varied digital med	lia	M	
4.3.CC.5 - Know how to use technology to produce and publish writing, and interact/collaborate with others		М	
4.3.CC.6 - Explore digital tools to produce and publish writing		M	
4.3.CC.7 - Explore digital tools to collaborate with peers		M	
4.3.CC.8 - Know how to use multimedia to aid comprehension		М	
4.3.CC.9 - Know how to ask and answer questions from information presented from various media		М	
4.3.CC.10 - Know how to include audio recordings and multimedia displays to enhance main ideas		М	
4.3.CC.11 - Know how to use multimedia to organize ideas, concepts, info to aid comprehension		М	
4.3.CC.12- Know how to interact, collaborate, and publish with peers employing of digital media		w	
4.3.CC.13 - Know how to contribute to project team to produce original work or solv project	e	w	
Research and Information Literacy		4	
Students apply digital tools to gather, evaluate, and use information			•
4.4.RIL.1 - Know how to locate, organize, analyze, evaluate, synthesize, and ethica use information from a variety of sources and media	lly	w	
4.4.RIL.2 - Evaluate and select information sources and digital tools based on task		M	
4.4.RIL.3 - Understand how to read search results before clicking link		M	
4.4.RIL.4 - Know how to copy-paste from internet for a project with correct citation		M	
4.4.RIL.5 - Know how to gather relevant information from multiple digital sources		w	
4.4.RIL.6 - Assess credibility of digital sources used for research		w	
4.4.RIL.7 - Integrate and evaluate information from diverse media		w	
4.4.RIL.8 - Know how to use age-appropriate digital media to express information		W	
4.4.RIL.9 - Know how to draw on information from multiple digital sources, demonstrate the ability to locate an answer; solve a problem & integrate into research	ch	w	
4.4.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				4		
	dents use critical thinking skills to plan and conduct research, manage projec ormed decisions using appropriate digital tools and resources	ts, so	lve	problem	s, and	d mal	re
	4.5.CP.1 - Know when to use appropriate programs: Word Processing, Excel, Publisher and PowerPoint				М		
	4.5.CP.2 - Plan and manage activities to develop a solution or complete a project that coordinates with classroom units				w		
	4.5.CP.3 - Know how to use web-based calculators, data analysis tools and rulers				W		
	Critical thinking & Problem solving						
	4.5.CP.4 - Understand how to identify, define authentic problems and questions				W		
	4.5.CP.5- Know why a particular digital tool is suited to a specific need				С		