Elementary Technology Guide to Excellence

Lennox School District
On The Flight Path to Success

Adapted from The Fresno County Office of Education Recommended Digital Literacy and Technology Skills to Support the California Common Core State Standards

Digital Literacy Categories		Alignment to CCSS/ SBAC	Skills	K	1	2	3	4	5
Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying hardware, software and connectivity.	**Basic Operations**	**SBAC test taking skills**	1.Turn on a computer and logic	I	R	M	M	M	M
		SBAC test taking skills	2. Use pointing device such as a mouse to manipulate shapes, icons; click on urls, radio buttons, check boxes; use scroll bar	I	R	M	M	M	M
		SBAC test taking skills	3. Use desktop icons, windows and menus to open applications and documents	I	R	M	M	M	M
		SBAC test taking skills	4. File management, saving documents	O	I	R	M	M	M
		SBAC test taking skills	5. Explain and use age-appropriate online tools and resources (e.g. tutorial, assessment, web browser)		I	R	M	M	M
		W 6	6. Keyboarding • Use proper posture and ergonomics • Locate and use letter and numbers keys with left and right hand placement. • Locate and use correct finger, hand for space bar, return/enter and shift key • Gain proficiency and speed in touch typing	I	R	M	M	M	M
	Word Processing	**W 5, W 6, W 10**	1. Use a word processing application to write, edit, print and save simple assignments	I	R	M	M	M	M
		W 5, W 6, W 10	2. Use menu/tool bar functions (e.g. font/size/style/, line spacing, margins) to format, edit and print a document		I	R	M	M	M
		W.5, W6, W 10	3. Highlight text, copy and paste text		O	I	R	M	M
		W 5, W 6, W 10	• 4a Copy and paste images within the document and from outside sources • 4b Insert and size a graphic in a document		I	R	M	M	M
		L 4	5. Proofread and edit writing using appropriate resources (e.g. dictionary, spell checker, grammar, and thesaurus).		O	I	R	M	M

I – Introduce **R – Reinforce** **M – Mastery (ability to teach others)** **O – Optional for grade level**

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Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying hardware, software and connectivity.	**Spreadsheet (Tables/ Charts and Graphs)**	**MD , SBAC testing skills**	1. Demonstrate an understanding of the spreadsheet as a tool to record, organize and graph information.				I	R	M
		SBAC testing skills	2. Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, values, labels, chart graph)			O	I	R	M
		MD , SBAC testing skills	3. Enter/edit data in spreadsheets and perform calculations using formulas			O	I	R	M
		MD , SBAC testing skills	4. Use mathematical symbols e.g. + add, - minus, *multiply, /divide, ^ exponents				I	R	M
		RI 7	5. Use spreadsheets and other applications to make predictions, solve problems and draw conclusions.				I	R	M
	Multimedia and Presentation Tools	**W 6**	1. Create, edit and format text on a slide		I	R	M	M	M
		W 6	2. Create a series of slides and organize them to present research or convey an idea			I	R	M	M
		W 6, SL 5	3. Copy and paste or import graphics; change their size and position on a slide			O	I	R	M
		W 6, SL 5	4. Use painting and drawing tools/ applications to create and edit work			I	R	M	M
		W 6, RL 7, SBAC testing skills	5. Watch online videos and use play, pause, rewind and forward buttons while taking notes	I	R	M	M	M	M

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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.	**Acceptable Use, Copyright and Plagiarism**	**Digital Citizenship**	1. Explain and demonstrate compliance with classroom, school rules (Acceptable Use Policy) regarding responsible use of computers and networks	I	R	M	M	M	M
		Digital Citizenship	2. Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use	I	R	M	M	M	M
		Digital Citizenship	3. Explain Fair Use Guidelines for the use of copyrighted materials,(e.g. text, images, music, video in student projects) and giving credit to media creators		I	R	M	M	M
		Digital Citizenship	4. Identify and explain the strategies for the safe and efficient use of computers (e.g. passwords, virus protection software, spam filters, popup blockers)		I	R	M	M	M
		Digital Citizenship	5. Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette				I	R	M
		Digital Citizenship	6. Identify cyberbullying and describe strategies to deal with such a situation	I	R	M	M	M	M
		Digital Citizenship	7. Recognize and describe the potential risks and dangers associated with various forms of online communications		I	R	M	M	M
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Demonstrate the ability to use technology for research, critical thinking, decision making, communication and collaboration, creativity and innovation.	**Research and Gathering Information**	**RI 5, RI 7**	1. Use age appropriate technologies to locate, collect, organize content from media collection for specific purposes, citing sources	I	R	M	M	M	M
		RI 5, RI 7	2. Perform basic searches on databases, (e.g. library, card catalog, encyclopedia) to locate information.			I	R	M	M
		RI 5, RI 7	3. Evaluate teacher-selected or self-selected Internet resources in terms of their usefulness for research	I	R	M	M	M	M
		RI 7	4. Use content specific technology tools (e.g. environmental probes, sensors, and measuring devices, simulations) to gather and analyze data.			O	I	R	M
		RI 6, RI 7, RI 9	5. Use Web 2.0 tools (e.g. online discussions, blogs and wikis) to gather and share information			O	I	R	M
		RL 7	6. Identify and analyze the purpose of a media message (to inform, persuade and entertain)	I	R	M	M	M	M
	Communi-cation and Collaboration	**W 6**	1. Work collaboratively online with other students under teacher supervision			I	R	M	M
		W 6, W 10	2. Use a variety of age-appropriate technologies (e.g. drawing program, presentation software) to communicate and exchange ideas		I	R	M	M	M
		W 6, W 10 SL 2, SL 5	3. Create projects that use text and various forms of graphics, audio, and video, (with proper citations) to communicate ideas.			I	R	M	M
		W 6, W 10 SL 3	4. Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations.			O	I	R	M
		W 6, W 10 SL 1	5. Use district approved Web 2.0 tools for communication and collaboration			I	R	M	M

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