Middle School 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	6	7	8	9	10	11	12
Demonstrate proficiency in the use of computers and applications as well as an understanding of the concepts underlying the hardware, software and connectivity.	**Basic Operations**	**Technology Operations & Concepts**	1. Identify successful troubleshooting strategies for minor hardware and software issues/problems (e.g., "frozen screen").	I	R	M	M	M	M	M
		Technology Operations & Concepts	2. Independently operate peripheral equipment (e.g., scanner, digital camera, camcorder), if available.	I	R	M	M	M	M	M
		Technology Operations & Concepts	3. Compress and expand large files	I	R	M	M	M	M	M
		Technology Operations & Concepts	4. Identify and use a variety of storage media (e.g., CDs, DVDs, flash drives, school servers, and online storage spaces), and provide a rationale for using a certain medium for a specific purpose.	I	R	M	M	M	M	M
		W 6	5. Demonstrate automaticity in keyboarding skills by increasing accuracy and speed. (For students with disabilities, demonstrate alternate input techniques as appropriate.)	R	M	M	M	M	M	M
		Creativity & Innovation	6. Identify and assess the capabilities and limitations of emerging technologies.	I	R	M	M	M	M	M
	Word Processing	**W 5, W 6, W 10**	1. Demonstrate use of intermediate features in word processing application (e.g., tabs, indents, headers and footers, end notes, bullet and numbering, tables).	I	R	M	M	M	M	M
		W 5, W 6, W 10, SL 5	2. Apply advanced formatting and page layout features wh appropriate (e.g., columns, templates, and styles) to improve the appearance of documents and material	I	R	M	M	M	M	M
		W.5, W6, W 10	3. Highlight, copy and paste text	R	M	M	M	M	M	M
		W 5, W 6, W 10, SL 1	4. Use the Comment function in Review for peer editing of documents	I	R	M	M	M	M	M
		W 5, W 6, W 10, SL 1	5. Use the Track Changes feature in Review for peer editing of documents		O	I	R	M	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)**	**F, SMP 5, RI 7**	1. Use spreadsheets to calculate, graph, organize, and present data in a variety of real-world settings and choose the most appropriate type to represent given data	I	R	M	M	M	M	M
		F, SMP 5, RI 7	2. Enter formulas and functions; use the auto-fill feature in a spreadsheet application.	I	R	M	M	M	M	M
		F, EE, SMP 5, RI 7	3. Use functions of a spreadsheet application (e.g., sort, filter, find).	I	R	M	M	M	M	M
		EE, SMP 6	4. Use various number formats (e.g. scientific notations, percentages, exponents) as appropriate	I	R	M	M	M	M	M
		F, SMP 5, RI 7	5. Use advanced formatting features of a spreadsheet application (e.g., reposition columns and rows, add and name worksheets).	I	R	M	M	M	M	M
		SMP 5, RI 7	6. Differentiate between formulas with absolute and relative cell references.			I	R	M	M	M
		SMP 5, RI 7	7. Use multiple sheets within a workbook, and create links among worksheets to solve problems.		O	I	R	M	M	M
		SMP 5, RI 7	8. Import and export data between spreadsheets and other applications.		O	I	R	M	M	M
	Mathematical Applications	**G, SMP 5**	1. Draw two and three dimensional geometric shapes using a variety of technology tools	I	R	M	M	M	M	M
		EE, SMP 5	2. Use and interpret scientific notations using a variety of technology applications			I	R	M	M	M
		EE, A, F, SP, SMP 5 W 8, SL 5	3. Explain and demonstrate how specialized technology tools can be used for problem solving, decision making, and creativity in all subject areas (e.g., simulation software, environmental probes, computer aided design, geographic information systems, dynamic geometric software, graphing calculators).	I	R	M	M	M	M	M

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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.	**Multimedia and Presentation Tools**	**SMP 3, SL 5**	1. Create presentations for a variety of audiences and purposes with use of appropriate transitions and animations to add interest.	R	M	M	M	M	M	M
		SMP 5, W 6	2. Use a variety of technology tools (e.g., dictionary, thesaurus, grammar checker, calculator/graphing calculator) to maximize the accuracy of work.	R	M	M	M	M	M	M
		SL 5	3. Make strategic use of digital media to enhance understanding	R	M	M	M	M	M	M
		W 6, SL 5	4. Use painting and drawing tools/ applications to create and edit work	R	M	M	M	M	M	M
		RL 7, RI 7, SBAC testing skills	5. Use note-taking skills while viewing online videos and using the play, pause, rewind and stop buttons.	R	M	M	M	M	M	M
		SMP 3, SL 5	6. Independently use appropriate technology tools (e.g., graphic organizer, audio, visual) to define problems and propose hypotheses.	I	R	M	M	M	M	M
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. Comply with the district's Acceptable Use Policy related to ethical use, cyberbullying, privacy, plagiarism, spam, viruses, hacking, and file sharing.	R	M	M	M	M	M	M
		Digital Citizenship	2. Explain Fair Use guidelines for using copyrighted materials and possible consequences (e.g., images, music, video, text) in school projects.	R	M	M	M	M	M	M
		Digital Citizenship	3. Analyze and explain how media and technology can be used to distort, exaggerate, and misrepresent information.	I	R	M	M	M	M	M
		Digital Citizenship	4. Give examples of hardware and applications that enable people with disabilities to use technology.	I	R	M	M	M	M	M
		Digital Citizenship	5. Explain the potential risks associated with the use of networked digital environments (e.g., internet, mobile phones, wireless, LANs) and sharing personal information.	R	M	M	M	M	M	M

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Demonstrate the ability to use technology for research, critical thinking, decision making, communication, collaboration, creativity and innovation.	**Research (Gathering and Using Information)**	**RI 5, RI 7**	1. Identify probable types and locations of Web sites by examining their domain names (e.g., edu, com, org, gov, au).	I	R	M	M	M	M	M
		RI 5, RI 7	2. Use effective search strategies for locating and retrieving electronic information (e.g., using syntax and Boolean logic operators).	R	M	M	M	M	M	M
		RI 5, RI 7	3. Use search engines and online directories. Explain the differences among various search engines and how they rank results.	I	R	M	M	M	M	M
		RI 7	4. Use appropriate academic language in online learning environments (e.g., post, thread, intranet, discussion forum, drop box, account, and password).	I	R	M	M	M	M	M
		RI 5, RI 7, SMP 3	5. Explain how technology can support communication and collaboration, personal and professional productivity, and lifelong learning.	I	R	M	M	M	M	M
		RI 5, RI 7	6. Write correct in-text citations and reference lists for text and images gathered from electronic sources.	I	R	M	M	M	M	M
		RI 5, RI 7	7. Use Web browsing to access information (e.g., enter a URL, access links, create bookmarks/favorites, print Web pages).	I	R	M	M	M	M	M
		RI 7, RI 10, SMP 5	8. Use and modify databases and spreadsheets to analyze data and propose solutions.	I	R	M	M	M	M	M
		RI 7, SMP 3	9. Develop and use guidelines to evaluate the content, organization, design, use of citations, and presentation of technologically enhanced projects.	I	R	M	M	M	M	M

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Demonstrate the ability to use technology for research, critical thinking, decision making, communication, collaboration, creativity and innovation.	**Communi-cation and Collaboration**	**W 6, W 10, SL 5, SMP 5, RI 7**	1. Use a variety of media to present information for specific purposes (e.g., reports, research papers, presentations, newsletters, Web sites, podcasts, blogs), citing sources.	R	M	M	M	M	M	M
		W6, W 10, SL 2, SL 5, SMP 3	2. Demonstrate how the use of various techniques and effect (e.g., editing, music, color, rhetorical devices) can be used to convey meaning in media.	I	R	M	M	M	M	M
		RI 6, RI 7, RI 9, SMP 3, SL 5	3. Use a variety of district approved Web 2.0 tools (e.g., e-mail discussion groups, blogs, etc.) to collaborate and communicate with peers, experts, and other audiences using appropriate academic language.	R	M	M	M	M	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.	R	M	M	M	M	M	M
		RI 6, RI 7, RI 9, SMP 3	5. Plan and implement a collaborative project with students in other classrooms and schools using telecommunications tools (e.g., e-mail, discussion forums, groupware, interactive Web sites, video-conferencing).	I	R	M	M	M	M	M

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