

## Kirby School District 140 K-5 Technology Skills Scope and Sequence

Digital Literacy Categories		Alignment to CCSS/ PARCC	Skills	K	1	2	3	4	5
<b>Demonstrate proficiency and understanding in the use of computers and applications.</b>	<b>Basic Operations</b>		Turn on/off device	I	R	M	M	M	M
		PARCC	Login/logout website or application	I	R	M	M	M	M
		PARCC	Use pointing device such as a mouse to manipulate shapes, icons; click on URLs, check boxes; use scroll bar	I	R	M	M	M	M
		PARCC	Use desktop icons, tabs, windows and menus to open applications and documents	I	R	M	M	M	M
			File management - Saving documents	O	I	R	M	M	M
		PARCC	Use online tools and resources	O	I	R	M	M	M
	<b>Keyboarding</b>	PARCC	Use proper posture	I	R	M	M	M	M
		W6	Locate and use letter and numbers keys with left and right hand placement on home row keys	I	R	M	M	M	M
		W6	Locate and use correct finger, hand for space bar, return/enter, arrow keys, number and letter keys, delete key, shift key, caps lock, punctuation, and volume control	I	R	R	M	M	M
		W6	Gain proficiency and speed in touch typing	I	R	R	R	M	M

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

Digital Literacy Categories		Alignment to CCSS/ PARCC	Skills	K	1	2	3	4	5
Demonstrate proficiency and understanding in the use of computers and applications.	Word Processing	W5, 6, 10	Use a word processing application to write, edit, print and save simple assignments	I	R	M	M	M	M
		W5, 6, 10	Use upper and lower case text appropriately	I	R	M	M	M	M
		W 5, 6, 10	Use menu/toolbar functions (e.g. font/size/style/line spacing, margins, and bullets) to format, edit, and print a document	O	I	R	M	M	M
		W.5, 6, 10	Highlight text, copy and paste text	O	I	R	M	M	M
		W 5, 6, 10	Copy/paste/insert/form at image and graphics within the document and from outside sources	O	I	R	M	M	M
		L 4	Proofread and edit writing using appropriate resources (e.g. dictionary, spell checker, grammar, and thesaurus)	O	I	R	R	M	M
	Data Analysis	PARCC, W 6, MD 4	Demonstrate an understanding of tools used to record, organize and graph information	O	O	I	R	M	M
	Multimedia and Presentation Tools	W 6	Create, edit, and format text on a slide	O	O	I	R	M	M
		W 6	Create a series of slides and organize them to present research or convey an idea	O	O	I	R	M	M
		W 6	Copy and paste or import graphics, change their size and position on a slide	O	I	R	M	M	M
		W 6, SL 5	Use painting and drawing tools/ applications to create and edit work	I	R	M	M	M	M
		W 6, RL 7 PARCC	Watch online videos and use play, pause, rewind and forward buttons	I	R	M	M	M	M

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Digital Literacy Categories		Alignment to CCSS/ PARCC	Skills	K	1	2	3	4	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.	Information Literacy: Acceptable Use, Copyright and Plagiarism	Digital Citizenship ISTE 2	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 ISTE 2	Explain responsible use of technology and digital information; describe possible consequences of inappropriate use	I	R	M	M	M	M
		Digital Citizenship ISTE 2, W 8	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	O	I	R	M	M	M
		Digital Citizenship ISTE 2	Identify and explain the strategies for the safe and efficient use of computers (e.g. passwords, virus protection software, spam filters, popup blockers)	O	I	R	M	M	M
		Digital Citizenship ISTE 2	Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette				O	I	M
		Digital Citizenship ISTE 2	Identify cyberbullying and describe strategies to deal with such a situation	I	R	M	M	M	M
		Digital Citizenship ISTE 2	Recognize and describe the potential risks and dangers associated with various forms of online communications	O	I	R	M	M	M

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Digital Literacy Categories		Alignment to CCSS/ PARCC	Skills	K	1	2	3	4	5
Demonstrate the ability to use technology for research, critical thinking, decision making, communication and collaboration, creativity and innovation.	Information Literacy: Research and Gathering Information	RI 5, RI 7 AASL I, IV, VI	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 AASL IV, V, VI	Perform basic searches on databases, (e.g. library, card catalog, encyclopedia) to locate information		O	I	R	M	M
		RI 5, RI 7 AASL I, VI	Evaluate teacher-selected or self-selected Internet resources in terms of their usefulness for research					O	I
		RI 7, AASL VI	Use technology tools to gather and analyze data	O	I	R	M	M	M
		RI 6, RI 7, RI 9 AASL II, III, VI	Use multimedia tools (e.g. online discussions, blogs and wikis) to gather and share information			O	I	R	M
		RL 7 AASL IV	Identify and analyze the purpose of a media message (to inform, persuade and entertain)		O	I	R	M	M
	Communication and Collaboration	W 6 AASL II, III	Work collaboratively online with other students under teacher supervision					O	I
		W 6, W 10 AASL VI	Use a variety of age-appropriate technologies (e.g. drawing program, presentation software) to communicate and exchange ideas	I	R	M	M	M	M
		W 6, W 10 SL 2, SL 5 AASL III, VI	Create projects that use text and various forms of graphics, audio, and video, (with proper citations) to communicate ideas			O	I	R	M
		W 6, W 10 SL 3 AASL III	Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations.			O	I	R	M

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Digital Literacy Categories		Alignment to CCSS/ PARCC	Skills	K	1	2	3	4	5
	<b>Communication and Collaboration</b>	<b>W 6, W 10 SL 1 AASL II, III</b>	Use district approved multimedia tools for communication and collaboration			O	I	R	M

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## Kirby School District 140 6-8 Technology Skills Scope and Sequence

Digital Literacy Categories		Standards	Skills	6	7	8
<b>Demonstrate proficiency and understanding in the use of computers and applications.</b>	<b>Basic Operations</b>	<b>ISTE 1</b>	Identify successful troubleshooting strategies for minor hardware and software issues	I	R	M
		<b>ISTE 1</b>	Login/logout website or application	M	M	M
		<b>ISTE 1</b>	Use icons, tabs, windows and menus to open and close applications and documents	I	R	M
		<b>ISTE 1</b>	Utilize effective file management (naming, saving, and organizing documents)	I	R	M
	<b>Word Processing</b>	<b>W5, 6, 10 ISTE 1</b>	Demonstrate use of features (tabs, indents, line spacing) in word processing application (e.g. Word, Pages, Google Docs) to format work appropriately	I	R	M
		<b>W5, 6, 10 SL 5 ISTE 1</b>	Apply advanced formatting and page layout features when appropriate to improve appearance of documents and materials. (e.g. columns, templates, styles, headers, footers, bullet points/numbering, tables)	I	R	M
		<b>W5, 6, 10 ISTE 1</b>	Highlight text, copy, and paste text	I	R	M
	<b>Data Analysis</b>	<b>PARCC ISTE 4, 5</b>	Demonstrate an understanding of tools used to record, organize and graph information	I	R	M
		<b>PARCC ISTE 4, 5</b>	After data collection, represent data in a logical format (e.g. graph, spreadsheet, etc.) to facilitate problem-solving and decision-making.	I	R	M

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Digital Literacy Categories		Standards	Skills	6	7	8
Demonstrate proficiency and understanding in the use of computers and applications.	Multimedia and Presentation Tools	AASL VI ISTE 6	Create presentations for a variety of audiences and purposes with use of appropriate tools	R	M	M
		W6, ISTE 6	Use a variety of technology tools (e.g., dictionary, thesaurus, grammar checker, calculator/graphing calculator) to maximize the accuracy of work	R	M	M
		PARCC RL 7, RI 7 ISTE 3	Use note-taking skills while viewing online videos and using the play, pause, rewind and stop buttons	I	R	M
		SL 5 ISTE 4	Independently use appropriate technology tools (e.g., graphic organizer, audio, visual) to define problems and propose hypotheses	O	O	O
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.	Information Literacy: Acceptable Use, Copyright and Plagiarism	ISTE 2	Comply with the district's Acceptable Use Policy related to ethical use, cyberbullying, privacy, plagiarism, spam, viruses, hacking, and file sharing	I	R	R
		W8 ISTE 2	Explain Fair Use guidelines for using copyrighted material and possible consequences (e.g., images, music, video, text) in school projects	I	R	R
		ISTE 2	Analyze and explain how media and technology can be used to distort, exaggerate, and misrepresent information	I	R	R
		ISTE 2	Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette	I	R	R
		ISTE 2	Explain the potential risks and dangers associated with the use of networked digital environments (e.g., internet, mobile phones, wireless) and sharing personal information	I	R	R

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Digital Literacy Categories		Standards	Skills	6	7	8
<p><b>Demonstrate the ability to use technology for research, critical thinking, decision making, communication and collaboration, creativity and innovation.</b></p>	<p><b>Information Literacy: Research and Gathering Information</b></p>	<p><b>RI 5, RI 7 AASL I, IV, VI ISTE 3</b></p>	Identify valid and reliable websites	I	R	M
		<p><b>RI 5, RI 7 AASL IV, V, VI ISTE 3</b></p>	Use effective search strategies for locating and retrieving electronic information	I	R	M
		<p><b>RI 5, RI 7 AASL I, VI ISTE 3</b></p>	Use databases and search engines. Explain the differences among the resources	I	R	M
		<p><b>RI 7, AASL VI ISTE 2</b></p>	Use appropriate academic language in online learning environments.	I	R	M
		<p><b>RI 5, RI 7 AASL II, III, VI, ISTE 2</b></p>	Utilize technology to support communication and collaboration, personal and professional productivity, and lifelong learning	I	R	M
		<p><b>W8, RI 5, RI 7 AASL VI ISTE 2</b></p>	Write correct in-text citations and reference lists for text and images gathered from electronic sources	I	R	M
		<p><b>RI 5, RI 7 AASL IV</b></p>	Use web browsing to access information (e.g. enter URL, access links, create bookmarks/favorites)	I	R	M
		<p><b>RI 7, W8 AASL VI, ISTE 3</b></p>	Develop and use guidelines to evaluate the content, organization, design, use of citations, and presentation of technologically enhanced projects.	I	R	M

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		<b>W6, 10, SL 1 AASL II, III ISTE 2</b>	Use a variety of district approved multimedia tools (e.g., G Suite) to collaborate and communicate with peers, teachers, and other audiences using appropriate academic language.	I	R	M
<b>Digital Literacy Categories</b>		<b>Standards</b>	<b>Skills</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Demonstrate the ability to use technology for research, critical thinking, decision making, communication and collaboration, creativity and innovation.</b>	<b>Communication and Collaboration</b>	<b>W 6, 10, SL 5, SMP 5, AASL VI ISTE 7</b>	Use a variety of media to present information for specific purposes(e.g., reports, research papers, presentations, newsletters, websites, infographics), citing sources.	R	M	M
		<b>W6, 10, SL 3 AASL III</b>	Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations	I	R	M

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