Social, Ethical, and Human Issues

Plymouth Community School Corporation Technology Expectations and Standards
- Students understand the ethical, cultural, and societal issues related to technology
- Students practice responsible use of technology systems, information, and software
- Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity.

| I | Introduce the Skill | R | Reinforce the Skill | O | On–Going | M | Mastery |

Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
Follow rules for technology use	I	I	R	R	O	O	O	M	M	M	M	M	M
Works cooperatively and collaboratively with others when using technology	I	I	R	R	O	O	O	M	M	M	M	M	M
Follows personal safety on the Interent (not typing personal information)	I	I	R	R	O	O	O	M	M	M	M	M	M
Exhibits legal and ethical behaviors when using information and technology and discusses consequences of	I	I	R	O	M	M	M	M	M	M	M	M	M
Understands and follows proper use of copyrighted materials			I	I	R	R	O	M	M	M	M	M	M
Cites resources properly					I	I	R	R	O	M	M	M	M

WORD PROCESSING – Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:
  a. understand and use technology systems.
  b. select and use applications effectively and productively.
  c. troubleshoot systems and applications.
  d. transfer current knowledge to learning of new technologies.

Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
Opens and saves text Uses Save, Save as, Export	I	I	R	O	M	M	M	M	M	M	M	M	M
Upload & Download Docs	I	I	R	R	O	O	O	O	O	M	M	M	M
Types and edits text Changes font size, type, and Style				I	I	R	R	O	O	M	M	M	M
Other formatting alignments spacing tabs				I	I	R	R	O	O	M	M	M	M
Formats paragraph and text Informal – social media Formal – letters, email, reports, blogs													
Inserts graphics & shapes Format fill and borders			I	I	R	R	O	O	O	M	M	M	M
Uses Lists Bullets Numbers Outlining					I	I	R	R	O	M	M	M	M
Inserts tables Entering data – formatting cells Adding rows and columns FormattingTable backgrounds|			I	R	O	O	M	M	M	M	M	M	M
Use cut, copy, & paste				I	I	R	R	O	M	M	M	M	M
Uses spell checker and thesaurus								I	R	O	M	M	M
Inserts headers and footer								I	R	O	M	M	M
					I	I	R	R	O	M	M	M	M
			I	I	R	R	O	O	M	M	M	M	M

Collaboration and Communication Tools

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

a.   interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
c. develop cultural understanding and global awareness by engaging with learners of other cultures.
d. contribute to project teams to produce original works or solve problems.

Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
Uses and understands appropriate use policy	I	I	R	R	O	O	O	M	M	M	M	M	M
Launches a browser and navigates	I	I	R	R	O	O	O	M	M	M	M	M	M
Uses sites that are bookmarked Uses bookmarking digital tools		I	I	R	R	O	O	M	M	M	M	M	M
Enters URLs and adds bookmarks			I	I	R	O	O	M	M	M	M	M	M
Working with text within a page Finding information Command-F Using digital tools for						I	I	R	O	M	M	M	M
Practices Internet etiquette			I	I	I	R	R	O	O	M	M	M	M
Collaboration using digital tools (Hangouts, LMS Discussions, Google Docs, email, backchannels, blogs, wikis,			I	I	I	R	R	O	O	M	M	M	M
			I	I	I	R	R	O	O	M	M	M	M

KEYBOARDING – Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:
a. understand and use technology systems.
b. select and use applications effectively and productively.
c. troubleshoot systems and applications.
d. transfer current knowledge to learning of new technologies.

Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
Correct Use Of Trackpad Finger action Swipe to navigate	I	I	R	R	O	O	M	M	M	M	M	M	M
Use of Special Keys Uses Return, spacebar, ESC, arrow keys	I	I	R	R	O	O	O	M	M	M	M	M	M
Uses Numbers O & M should use correct fingers	I	I	I	R	R	O	O	M	M	M	M	M	M
Cursor Placement Uses and knows the difference in backspace and delete key.		I	I	R	R	O	O	M	M	M	M	M	M
Punctuation Period, comma, question mark, colon, semi–colon, quotations		I	I	R	R	O	O	M	M	M	M	M	M
Uses Proper Form Posture, hand and finger positions, and touch–typing techniques			I	I	R	R	O	O	M	M	M	M	M
Home row Correct fingers on keys			I	I	R	R	O	O	M	M	M	M	M
Other Keys Correct fingers on keys l, r , o, t, n, g, u, c, w, b, y, m, x, p, v, q, z, Tab			I	I	R	R	O	O	M	M	M	M	M
Uses Shift key Including Caps Lock			I	I	R	R	O	M	M	M	M	M	M
Speed Recommendations 3 errors or less 1 – 3 minute timings	n/a	n/a	n/a	10	15	20	25	30	35	40	45+	45+	55+
Proofreading Skills Check for spelling, grammar, and formatting errors.	I	I	I	R	R	O	O	M	M	M	M	M	M

Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information. Students:
 a. plan strategies to guide inquiry.
b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
d. process data and report results.

Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
Launches a browser and navigates Enters URLs Uses different keyword searches	I	I	R	R	O	O	O	M	M	M	M	M	M
Adds bookmarks Uses sites that are bookmarked Uses bookmarking digital tools	I	I	R	R	O	O	O	M	M	M	M	M	M
Evaluates relevancy and reliability Source of search (database, browser) Site domain		I	I	R	R	O	O	M	M	M	M	M	M
Curating information Finding information Command-F Using digital tools to annotate			I	I	R	O	O	M	M	M	M	M	M
Working with text within a page Using digital tools for vocabulary Research Using digital tools						I	I	R	O	M	M	M	M
Copyright Laws Plagiarism Public Domain			I	I	I	R	R	O	O	M	M	M	M
Citing references Text, images, & multi-media			I	I	I	R	R	O	O	M	M	M	M
			I	I	I	R	R	O	O	M	M	M	M

SPREADSHEETS – Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:
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 b. select and use applications effectively and productively.
 c. troubleshoot systems and applications.
 d. transfer current knowledge to learning of new technologies.

Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
Enter Data Into Cells Numbers, text, move around cells			I	I	R	R	O	O	O	M	M	M	M
Simple Equations AutoSum, add, subtract			I	I	R	R	O	O	M	M	M	M	M
Cut, Copy, Paste Including copying cell contents and formulas			I	I	R	R	O	O					
Simple Charts Bar or column, pie			I	I	R	R	O	O	M	M	M	M	M
Simple Formatting Bold, Italics, Font Size, Color, Dollar Signs, Decimals			I	I	R	R	O	O	M	M	M	M	M
Advanced Equations Multiply, Divide, Order of operations, Functions (AVG, MIN, MAX, COUNT, etc.)					I	I	R	R	O	O	M	M	M
Advanced Charts Line, Multiple Data, Formatting					I	I	R	R	O	O	M	M	M
Advanced Formatting Borders, Shading, Percentage, Alignments, Wrap, Print Area, Headers/Footers, Graphics					I	I	R	R	O	M	M	M	M

MULTI MEDIA – Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:
 a. apply existing knowledge to generate new ideas, products, or processes.
 b. create original works as a means of personal or group expression.
 c. use models and simulations to explore complex systems and issues.
 d. identify trends and forecast possibilities.

Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
Enter text on slides | clips Good use of design principles Adding placeholders | text	I	I	R	R	O	O	M	M	M	M	M	M	M
Insert slide | clip elements Graphics / clip art Video Pictures | images Shapes | text in shapes Sound Hyperlinks | Action Buttons Charts		I	I	R	R	O	O	M	M	M	M	M	M
Formatting Using design templates Background design principles Font design principles			I	I	R	R	O	O	M	M	M	M	M
Slide | Clip Movement Element animations Transitions Manual & Timed				I	I	R	R	O	O	M	M	M	M
Slide or Clip editing Insert video Sound Hyperlinks | Action Buttons Timing Master Designs Slide Formatting Charts					I	I	R	R	O	O	M	M	M
Video Editing Screen capture | downloading video Creating video Editing clips | inserting text Saving and exporting Importing into applications					I	I	R	R	O	O	M	M	M
Audio Editing Record Voice Edit sound clips Saving and exporting Import into applications					I	I	R	R	O	O	M	M	M
Digital Publishing Importing media onto the Web					I	I	R	R	O	O	M	M	M

REFERENCES

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