



Forest Hills

Lutheran Christian School

Technology Standards

The following technology standards will be covered in the grade level teams. Teachers will use a variety of techniques and resources to teach and model the standards.

- Beginning instruction (B) means modeling this standard and introducing a general understanding.
- Developing instruction (D) means this standard is actively being taught to the students.
- Proficiency (P) means this standard has been mastered and can be integrated into other subject areas without needing any additional instruction.

Basic Operations & Concepts

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Apply prior technical knowledge and experiences to figure out how new technologies or applications work.	B	D	P
Use basic troubleshooting steps to solve technical problems independently.	B	B	D
Can print a document.		D	P
Use gestures to navigate handheld devices.	P	P	P
Use shortcuts to operate the computer (i.e. Command-P, Command-C, Command-V).			D/ P
Use desktop icons, windows and menus to open and close applications and documents; understand difference between closing and quitting applications.	B	D/ P	P
Use a trackpad to manipulate shapes, icons; click on URLs, check boxes; use scroll bar.		D/ P	P
Turn on/off a computer, laptop and/or hand-held device and log in.	B	D/ P	

Identify the basic components of the device including home button, volume buttons, power button, headphone port, charging port, trackpad, keyboard, monitor, HDMI port, USB port.	B	D	P
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Logins / File Management

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Use login credentials for access to network devices, accounts, servers, printers, and cloud services.		B/ D	P
Name documents with appropriate file names and understand where files are being saved.	B	D	P
Create, save, edit, copy and rename files and folders to organize documents. Beginning in intermediate.		B	D/ P
Delete files and folders; recover files and folders from the trash; empty trash.		B	D
Retrieve file revisions/access revision history for documents located in cloud services.		B/ D	P
Download, upload, attach and zip files and folders via email or cloud services.		B	D
Use search tools to locates files and applications.		B	D
Can associate document extensions with appropriate file types.			B/ D
Is able to upload/download/retrieve files to and from the cloud.			B/ D

Personal Data Management

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Protect accounts by logging out of shared equipment.	B	D/ P	P
Keep passwords confidential, and be proactive if they are compromised.		B	D/ P

Create robust passwords and effectively manage password privacy			B/ D
Find and adjust privacy settings.		B/ D	

Online Safety

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Use technology independently and with peers responsibly, and make safe choices.	B	D	P
Understand how to be safe online and in a digital world.	B	D	P
Understand the importance of not sharing personal information online.	B	D	P
Understand how to practice safe internet searches.	B	D	P
Evaluate whether sources/website are safe to conduct research.		B	D/ P
Understand the positive and negative effects social media site can have on one's life.			B/ D

Digital Identity

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Recognize how overuse of technology can impact one's mental, physical and emotional health.	B	D	D
Set appropriate profile pictures and other profile content across social media, web pages, blogs, etc.		B/ D	D
Understand that digital content is permanent and cannot be deleted.		B/ D	D
Build a positive digital footprint/reputation.		B/ D	D

Recognize the difference between active and passive data collection when using the internet and social media sites.			B
Understand how browser settings such as cookie track personal information.			B

Keyboarding

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Use keyboarding programs and games to assist in development of skill.		B/ D	P
Use proper posture and ergonomics.		B/ D	P
Locate and use letter and number keys with correct left and right hand placement (home row).		B/ D	P
Locate and use correct finger/hand for space bar, return/enter and shift key.		B/ D	P
Gain proficiency and speed in touch typing.		B/ D	P
Learn to use special characters as needed (i.e. accents, tilda).		B/ D	P

Communication and Collaboration Tools

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Is polite and respectful in all communications and collaborations using technological tools, using appropriate language at all times.			D/ P
Use email, messaging and other tools to share information and communicate ideas with others			D/ P
Communicate and send an email			D/ P
Understand the difference between Reply Send, Reply All, and Forward when responding to an email			D/ P

Understand the difference between CC (carbon copy) and BCC (blind carbon copy) and use them appropriately			D/ P
Attach a document or file to an email			D/ P
Use a course or learning management system to access class pages, class calendars, portfolios and grades			D/ P
Use features of a course or learning management system such as discussion forums. Polls, wikis, dropbox, etc. to access and complete assignments			D/ P
Access calendar and student pages on school website as needed			D/ P
Use audience response tools and apps to participate in class discussions			D/ P
Set up, share, and utilize collaborative workspaces, documents or other digital tools for asynchronous and synchronous collaboration			D/ P
Use synchronous collaboration tools such as video conferencing, interactive television and voice over IP to connect with others			D/ P
Use virtual world and gaming tools to work collaboratively toward common goals			D/ P
Use social media tools to connect, collaborate and share			D/ P
Use digital tools such as blogs, websites and social media to crowdsource, crowd fund and mobilizing a community toward a goal			D/ P
Create and maintain a digital portfolio or collection of works related to one's learning			D/ P

Word Processing

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Use a word processing application to write, edit, print, and save assignments.		B/ D	D/ P

Use the menu/toolbar functions to format, edit, and print a document.		B/ D	D/ P
Highlight , copy, and paste text within a document or from an outside source		B/ D	D/ P
Insert and resize images within a document		B/ D	D/ P
Copy, paste, and resize images found from outside sources		B/ D	D/ P
Use the menu/toolbar functions to format a paper using MLA.		B/ D	D/ P
Proofread and edit writing using built-in resources (i.e. dictionary, spell, checker, thesaurus, grammar check)		B/ D	D/ P

Spreadsheets & Databases

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Understand that spreadsheets, databases and other specialized data tools are used to collect, manage, analyze and visualize data.			B/ D
Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row values, labels, chart graph).			B/ D
Enter/edit data and text into a spreadsheet and format spreadsheet to accommodate data.			B/ D
Calculate numerical equations using spreadsheet formulas and functions.			B/ D
Designate the format of a cell to accommodate different kinds of text and numerical data.			B/ D
Utilize spreadsheet data to create tables, charts and graphs.			B/ D
Identify and explain terms and concepts related to database systems (i.e. field, set, subset, query, ordered, sorted).			B/ D
Enter/edit data and/or text into a database and use queries to find information.			B/ D

Use spreadsheets and databases to make predictions, solve problems, and draw conclusions.			B/ D
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Presentation Tools

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Create, edit and format text, visuals and audio within a multimedia presentation.	B	B/ D	D/ P
Create a series of slides and organize them to present research or convey an idea.	B	B/ D	D/ P
Copy/paste or import graphics within a multimedia presentation. Be able to change their size and position on a slide.	B	B/ D	D/ P
Insert songs, videos or other media on slides.	B	B/ D	D/ P
Add a working hyperlink to a multimedia presentation.	B	B/ D	D/ P

Multimedia Tools

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Use a digital camera, video camera or camera on a hand-held device to take pictures and videos.	B	D	P
Use photo- and video-editing tools to adjust images and add effects.			B/ D
Save images in multiple formats.			B/ D
Use recording and editing equipment to record, edit and publish audio.			B/ D

Internet Searching & Online Databases

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Use refresh, forward and back buttons to navigate a web browser.		D/ P	P
Use tab browsing to navigate multiple pages.		D/ P	P
Create bookmarks and add frequently used sites to the bookmark bar.		B	D/ P
Locate the URL of a website and make a distinction between the suffixes .org, .com, .edu, .net, .gov and international domains.		B/ D	D/ P
Use age-appropriate search engines to find information.		B/ D	D/ P
Use browser search tools and advanced search features to find information.			D/ P
Use a browser's History feature to locate previously visited sites.		D	D/ P
Identify and use hyperlinks within web pages or documents.		B/ D	P
Locate and add browser or other web apps or add-ons to customize learning.			B
Access online catalogs and databases for research.			B/ D

Acceptable Use, Copyright, & Plagiarism

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Locate required citation information on web pages and other digital resources and cite in the appropriate style.		B/ D	D/ P
Use age appropriate guidelines to evaluate websites and other resources for accuracy, perspective, credibility and relevance.		B	D
Transfer the information learned from online sources into your own words.		B	D

Understand all rules and guidelines in the school's Acceptable Use Policy.	B	D/ P	P
Understand Fair Use guidelines and their application to all forms of work.		B	D

Organization & Project Tools

<u>Standard</u>	<u>K-2</u>	<u>3-5</u>	<u>6-8</u>
Use a calendar, task manager or other tools to organize one's self as well as manage projects.		B	D
Use age-appropriate note-taking tools.		B	D
Use graphic organizers, brainstorming applications or other digital tools to gather and organize information.	B	D	P
Use digital tools to create timelines of people, historical events, etc. to organize information sequentially.		B	D