

Elementary Technology Scope and Sequence

The students will...

Creativity and Innovation							
Design original works using digital tools.							
Use programs and equipment to design original work.	K	1	2	3	4	5	6
Create a product using digital tools.							
Use digital tools to create a product.	K	1	2	3	4	5	6

Communication and Collaboration							
Use digital environments to exchange ideas with individuals or groups.							
Collaboratively use the Internet to communicate with individuals and groups using sources such as blogs, wikis, email, or other forms of digital communication tools.			2	3	4	5	6
Use digital environments to collaborate and communicate.							
Participate in a digital environment to collaborate and communicate globally.			2	3	4	5	
Produce digital work collaboratively.							
Collaboratively develop digital projects.		1	2	3			6
Work collaboratively to produce digital products, such as Kidpix presentations and desktop publishing documents		1	2	3			6
Work collaboratively to produce original work.		1	2	3			6
Work together while using technology.		1	2	3			6
Produce digital work collaboratively such as shared writing projects, group multimedia projects, etc .				3	4		6
Select specific digital tools for completing curriculum-related tasks.							
Select the appropriate digital tool for your task.					4	5	6
Publish digital products that communicate curriculum concepts.							
Publish digital products that communicate curriculum concepts.	K	1	2	3	4	5	6
Research and Information Fluency							
Use digital tools and strategies to locate, collect, organize, visualize, interpret, evaluate, synthesize and/or present or display information or ideas.							
Retrieve information from digital sources.	K	1	2	3	4	5	6
Use a variety of digital sources when collecting information such as online libraries, multimedia dictionaries, web searches, etc.		1	2	3	4	5	6
Use technology tools such as file management, flash drives, and home drives to collect and organize information.				3	4	5	6
Use technology tools such as graphic organizers and storyboards to collect and organize information.				3	4	5	6

Demonstrate efficient Internet search strategies.				3	4	5	6
Use digital tools and strategies to locate, collect, organize and evaluate information.					4	5	6
Use digital tools to present or display information or ideas.					4	5	6
Evaluate accuracy of digital content							
Understand that some digital sources do not provide accurate information.		1	2	3	4	5	6
As a collaborative group, determine whether content from a digital source is fact or fiction.				3			
Evaluate electronic resources for reliability based on publication date, bias, accuracy, and sources credibility.							
Evaluate electronic resources for reliability based on a publication date.					4	5	6
Evaluate electronic resources based on bias.					4	5	6
Evaluate electronic resources based on accuracy.					4	5	6
Evaluate electronic resources based on the sources credibility.					4	5	6

Critical Thinking, Problem Solving, and Decision Making							
Identify digital tools used for problem solving.							
Use digital tools to correct their mistakes.	K	1	2	3	4	5	6
Identify digital tools for solving problems.			2	3			
Use digital tools to analyze authentic problems.							
Use digital tools such as electronic graphing tools and concept mapping software to analyze authentic problems.			2	3			
Use digital tools to formulate solutions to authentic problems.							
Utilize digital tools to find solutions to authentic problems.			2	3			

Digital Citizenship							
Identify safe and responsible ways to use technology systems, the Internet including but not limited to social/professional networking, communication tools, and applications.							
Identify what it means to use the Internet safely.				3	4	5	6
Identify ways technology and applications can be used safely and responsibly.		1	2	3	4	5	6
Recognize dangers of online predators.				3	4	5	6
Understand and explain how to avoid and report online predators.				3	4	5	6
Understand the meaning of cyber-bullying, the consequences, and ways to avoid it.				3	4	5	6
Identify safe and responsible practices of social networking and electronic communication.				3	4	5	6
Understand the meaning of legal versus ethical, as it pertains to digital content and use of technologies.				3	4	5	6

Practice responsible, ethical, and legal use of technology systems, the Internet, communication tools, and applications.							
Keep passwords private.			3	4	5	6	
Recognize/avoid cyber-bullying tactics.			3	4	5	6	
Understand consequences of committing cyber-bullying			3	4	5	6	
Understand (and demonstrate if possible) the use of on-line communication tools and social or professional networking tools safely, effectively and responsibly (email, IM, Facebook, Twitter, LinkedIn, texting, voice threads, blogs, wikis, webpages, YouTube, etc.).			3	4	5	6	
Understand ramifications of posting information, pictures, and videos online.			3	4	5	6	
Follow local acceptable use policies regarding technology.							
Follow local acceptable use policies regarding technology.	K	1	2	3	4	5	6
Distinguish between ethical and unethical uses of others' work (do not copy or manipulate other people's work).							
Define plagiarism.			3	4	5	6	
Determine if content is plagiarized.				4	5	6	
Understand possible consequences of plagiarism.			3	4	5	6	
Explain the importance of citing text and digital content.			3	4	5	6	
Cite sources of digital content (in a format such as APA, MLA, or other style sheet).							
Cite sources of digital content (in a format such as APA, MLA, or other style sheet).				4	5	6	
Practice ethical and legal use of technology systems and digital content.							
Determine if content is plagiarized.			3	4	5	6	
Understand possible consequences of plagiarism.			3	4	5	6	
Explain the importance of citing text and digital content.			3	4	5	6	
Practice knowledge of copyright laws and fair use pertaining to technology resources and use of on-line content.				4	5	6	
Protect personal information online.							
Discuss privacy settings.			3	4	5	6	
Determine if a website is a secure and trusted site before giving out any personal information.			3	4	5	6	
Recognize when it is acceptable to give out personal information.			3	4	5	6	
Describe the global nature of the Internet.							
Understand that the Internet is a world-wide community.			3	4	4	5	

Technology Operations and Concepts							
Use accurate terminology related to technology.							
Use appropriate terminology related to technology.	K	1	2	3	4	5	6
Identify basic parts of various technology systems.							
Identify technology related equipment such as computers, document cameras, data projectors, VCR/DVD players, sound systems, microphones, cell phones, digital cameras, laptops, printers, and mp3 players.	K	1	2	3	4	5	6
Name input and output devices.							
Understand that information can go in and out of technology systems.	K	1	2	3	4	5	6
Name input and output devices.	K	1	2	3	4	5	6
Use input and output devices of technology systems.							
Properly utilize input devices such as a keyboard, microphones, mouse, etc.	K	1	2	3	4	5	6
Properly utilize output devices such as monitors, speakers, printers.	K	1	2	3	4	5	6
Observe correct posture while using a technology system.							
Distinguish between correct posture and incorrect posture when using a computer.	K	1	2	3	4	5	6
Understand that there are specific finger positions used when selecting a letter, number, or symbol on the keyboard.				3	4	5	6
Use input devices to enter letters, numbers, and symbols.							
Find the location of each letter on the keyboard.	K	1	2	3	4	5	6
Use the input devices to enter letters, numbers, and symbols into the computer.	K	1	2	3	4	5	6
Use special functions of input devices.							
Be aware of the SHIFT key to make capital letters and symbols.		1	2	3	4	5	6
Be aware of the ENTER, BACKSPACE, and SPACEBAR keys.	K	1	2	3	4	5	6
Be aware of the mouse button to click, double-click, and scroll.	K	1	2	3	4	5	6
Use special function keys to capitalize letters, delete letters, backspace, space forward (spacebar), and end a line (enter).		1	2	3	4	5	6
Introduce correct keyboarding techniques.							
Practice which fingers type which letters on the keyboard.			2	3	4	5	6
Use correct fingers when typing words and phrases.			2	3	4	5	6
Be introduced to the finger placement in order to correctly use a keyboard			2				
Demonstrate correct keyboarding techniques.							
Demonstrate proper posture, hand placement, and finger placement to use a technology device.			2	3	4	5	6
Practice correct finger placement through completing formal keyboarding lessons on letters, numbers and symbols.				3	4	5	6
Use correct fingers when typing paragraphs.				3	4	5	6
Use proper posture and hand position on the keyboard.			2	3	4	5	6

Know where the alphabet and number keys are located.			2	3	4	5	6
Use the right and left click on a mouse.					4	5	6
Use special keys such as enter, backspace, tab, etc.				3	4	5	6
Demonstrate correct keyboarding techniques when word processing.				3	4	5	6
Type using correct posture and finger placement on alpha numeric keyboards.					4	5	6
Type with speed and efficiency using correct posture and finger placement on alpha and numeric keyboards.						5	6
Identify storage media.					4	5	6
Understand that there are various locations available to save digital information.	K	1	2	3	4	5	6
Identify local hard drive, flash/thumb drive, memory card, network drives (G drive, Shared drive), external drive, CD and CD drive, and/or DVD and DVD drive.		1	2	3	4	5	6
Know the importance of removing media safely.					4	5	6
Understand how to insert/connect and remove storage media safely such as digital cameras, flash drives, etc.		1	2	3	4	5	6
Demonstrate appropriate use and care of storage media (CDs, flash drives, external hard drives, digital cameras, etc.)		1	2	3	4	5	6
Demonstrate how to remove storage media properly.		1	2	3	4	5	6
Insert/connect and remove storage media without damage to equipment or media.					4	5	6
Save, access, copy, delete, and print files from various storage media.					4	5	6
Copy files from one storage media to another.					4	5	6
Organize files on various storage media.					4	5	6
Demonstrate care of digital equipment.		1	2	3	4	5	6
Learn how to properly take care of digital equipment and media		1	2	3	4	5	6
Use various types of grade appropriate software.	K	1	2	3	4	5	6
Open and close software independently.	K	1	2	3	4	5	6
Identify parts of the tool bar used to open, close, and save a file for word processing software and/or multimedia software.		1	2	3	4	5	6
Access information through an Internet browser.			2	3	4	5	6
Navigate a web page.	K	1	2	3	4	5	6
Navigate Windows or other applicable operating system.	K	1	2	3	4	5	6

Click on the appropriate icons to run programs.	K	1	2	3	4	5	6
Demonstrate the ability to move the cursor and the effects of cursor movement/placement.	K	1	2	3	4	5	6
Use various technology applications, including word processing and multimedia software.	K	1	2	3	4	5	6
Select the appropriate icons to select the desired application program and use the appropriate features from the toolbar and/or drop-down menu	K	1	2	3	4	5	6
Learn basic skills for using word processing software.	K	1	2	3	4	5	6
Learn basic skills for using presentation/multimedia software.	K	1	2	3	4	5	6
Use various technology applications such as word processing and multimedia software.	K	1	2	3	4	5	6
Demonstrate proficiency with word processing software.						5	6
Demonstrate proficiency with presentation software.			2		4	5	6

Use all standard features of word processing.							
Collaboratively use basic formatting and editing features of word processing/text editing to create documents such as letters, brochures, essays, reports, or other documentation.		1	2	3			
Individually use basic formatting and editing features of word processing/text editing to create documents such as letters, brochures, essays, reports, or other documentation.						5	6
Save documents to the correct location and print documents.						5	6
Use all standard features of spreadsheets.							
Enter and organize data, save, and print.				3	4	5	
Use basic formatting and editing features.				3	4	5	
Enter data into a graph template to create graphs and charts.				3	4	5	
Use sum and average functions.						5	
Determine which type of graph/chart is best suited for various situations.				3	4	5	
Use spreadsheets to create charts.				3	4	5	
Edit graphs and charts to include colors, axis, background, legend, titles, and data labels.				3	4	5	
Use spreadsheets to create formulas and apply functions.						5	
Use standard multi-media features of presentation software.							
Use standard multimedia capabilities. For example: the insertion of sound files, pictures/graphics, movie files, hyperlinks, animation, action buttons and/or narration.		1	2	3	4	5	6
Utilize advanced features of multimedia software, including image, video, and audio editing.							
Utilize advanced features of multimedia software, including image, video, and audio editing.					4	5	6
Identify digital file types.							
Identify file types of different applications and medias.						5	6

Identify common hardware and software problems.							
Recognize when their hardware isn't working properly.			3	4	5	6	
Recognize when their software isn't working properly.			3	4	5	6	
Discuss basic actions which will assist in keeping software and hardware functioning. For example: appropriate shut down, closing applications correctly, not clicking to print over and over for the same job, adjusting the volume controls, etc.	1	2	3	4	5	6	
Determine basic troubleshooting strategies to correct hardware and software problems.							
Determine the necessary strategies to correct basic hardware problems.	1	2	3	4	5	6	
Determine the necessary strategies to correct basic software problems.	1	2	3	4	5	6	

Define and understand the effects of computer/electronic device contaminants such as "viruses", "malware", "adware", "crimeware", and "spyware."							
Identify whether the pop-up blocker is on or off.			3	4	5	6	
Define computer virus and other contaminants.			3	4	5	6	
List common ways computers get viruses and other contaminants.			3	4	5	6	
Identify and recognize symptoms of contaminants and intrusive applications, such as worms, viruses, spyware, adware, etc.			3	4	5	6	
Explain the consequences of computer viruses and other contaminants as well as intrusive software such as "pop-ups."			3	4	5	6	
Recognize and describe the importance of antivirus software and of performing constant updates.			3	4	5	6	