SAU 16

K-5 Technology Scope and Sequence

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For information on 21st Century Skills refer to the Partnership for 21st Century Skills website. (*p21.org*)

21st Century Skills include:
- Communication
- Creativity
- Collaboration
- Critical Thinking
- Citizenship

P (preview) = a brief overview showing how/when skill is used   **I** (introduce) = skill is used with direct support

D (develop) = skill is used with some support   **M** (mastery) = skill is used independently   **** Denotes 21st Century Skill**

1. Creativity and Innovation	K	1	2	3	4	5
a. Applies existing knowledge to generate new ideas, products or processes **	P/I	I	D	D	M	M
b. Creates original work as means of personal or group expression **	P/I	I	D	D	M	M
c. Explores STEM (Science, Technology, Engineering, Math) career options **	P	P	I	I	D	D
d. Connects Science, Math, Engineering skills to Technology **	P	P	I	I	D	D
e. Is aware of new digital technologies (including hand-held devices)			P	P	P	P
Word Processing and Presentation Software						
f. Formats a document, paragraph		P	I	D	M	M
g. Opens/saves/prints	P	I	D	D	M	M
h. Inserts and edits text, undo/redo	P	I	D	D	M	M
i. Selects text and formats with font options		I	I	D	M	M
j. Cuts/copies/pastes with in document			P	I	D	M
k. Inserts transitions and other effects in presentation			P	I	I	D
l. Uses spell check and thesaurus		P	P	I	D	D/M
m. Adds graphics, backgrounds, word art and clip art		P	P	I	D	D
n. Uses headers and footers				P	I	D
o. Inserts tables and create lists				P	I	I
p. Creates a slide show	P	P	I	D	D/M	M
q. Creates and modify text objects	P	P	I	D	D	M
r. Follows copyright rules when using images from the internet		P	I	D	D	D
s. Works with others to create a project			P	I	D	D
t. Is aware of spreadsheet applications			P	I	D	D
u. Uses basic tools in a photo editing program		P	P	I	D	D
v. Uses video editing program to create a movie		P	P	I	I	D
w. Uses audio editing program to create an audio clip		P	P	I	I	D

Based on ISTE NETS for Students (http://www.iste.org/standards/nets-for-students.aspx)

Template adapted from My E-Coach Scope and Sequences (http://my-ecoach.com/scope/intro.html)

2. Communication and Collaboration	K	1	2	3	4	5
a. Respects the work of others **	P/I	I	D	D	M	M
b. Works as part of a cooperative group with technology **	P/I	I	I	1	D	D
c. Communicates effectively using different presentation media **	P/I	I	I	I	D	D
d. Understands others by engaging with other learners **		P	I	I	D	D
e. Collaborates, publishes and shares with others through Web 2.0 tools **	P	P	I	I	D	D
f. Uses Web 2.0 tools to create a learning community **	P	P	I	I	D	D
g. Is a technology mentor to peers **	P	P	I	D	D	D/M
h. Understands and adheres to rules of internet safety **		P	I	D	D	D/M
i. Understands and uses Web 2.0 tools properly **		P	P	I	D	D
3. Research and Informational Fluency	K	1	2	3	4	5
a. Uses the internet for basic research of various subject matter **		P	I	D	D	D
b. Uses advanced searches with search engines and for research			P	P/I	D	D
c. Understands and adheres to copyright laws **			P	I	D	D
d. Use pre-planning strategies to guide inquiry **			P	I	D	D
e. Applies reading strategies of online resources			P	I	D	D
f. Chooses and organizes information from a variety of sources **			P	I	I	D
g. Recognizes the purpose of domain names including .gov, .edu, .org, .com			P	I	D	M
h. Understands and apply research results **			P	I	D	D
4. Critical Thinking, Problem Solving, Decision Making	K	1	2	3	4	5
a. Uses technology to identify and define real world problems **			P	I	D	D
b. Plans activities to develop a solution **			P	I	D	D
c. Collects and analyzes data to make decisions **			P	I	D	D
e. Uses mapping software or application to brainstorm **	P	P	I	D	D	M

5. Digital Citizenship	K	1	2	3	4	5
a. Exhibits a positive attitude when using technology	P	I	D	D	M	M
b. Practices safe, legal, and responsible use of technology **		I	D	D	M	M
c. Understands/adheres to district and school technology procedures (RUP)		P	I	D	D	M
d. Cites resources according to copyright laws			P	I	D	D
e. Understands and uses web 2.0 tools properly and responsibly (netiquette) **	P	I	D	D	M	M
f. Understands meaning and consequences of cyberbullying **		P	P	I	I	D
g. Is aware of strategies for dealing with cyberbullying **		P	P	I	I	D

6. Technology Operations and Concepts	K	1	2	3	4	5
a. Exhibits responsible care of resources and equipment	P/I	I	D	D	M	M
b. Uses appropriate computer and networking terms	P/I	I	D	D	D	D
c. Is aware of basic operation of computer systems, including browser use	P	I	D	D	M	M
d. Transfers knowledge to new technologies	P/I	I	D	D	D	D
e. Communicates about technology using correct terminology	P	I	I	D	D	D
f. Works independently on computer	P/I	D	D	D	M	M
g. Operates mouse and cursor (holds correctly, left-, right-, double-click)	P/I	D	D	M	M	M
h. Starts and shuts down computer	P	I	D	M	M	M
i. Uses desktop icons and menus, including adjust sound	P/I	I	D	D	M	M
j. Selects, opens, and quits the most appropriate applications	P/I	I	D	D	M	M
k. Uses keyboard correctly and efficiently (proper finger placement and posture)	P	I	I	D	D	D
l. Associates the alphabet and numbers with symbols on the keyboard	P	I	D	D	M	M
m. Applies strategies for troubleshooting routine problems	P	P	I	D	D	M
n. Logs in and out of network and saves to appropriate network folder	P	I	I	D	M	M
o. Creates, saves and finds files and folders	P	P	I	D	M	M
p. Uses folders and subfolders for file management	P	P	I	D	D	M
q. Saves files in various formats (.doc, .rtf, etc.)	P	P	I	D	D	M
r. Saves and finds files using external devices	P	P	I	D	M	M
s. Is aware of basic operation of digital camera	P	P	I	D	M	M
t. Is aware of basic operation of video/Flip camera or video mode	P	P	I	I	D	D/M
u. Is aware of basic operation of audio device/program	P	P	P	I	I	D
v. Uploads and saves pictures, video and audio to computer			P	I	D	D/M
w. Is aware of digital media extensions (jpeg, gif.,etc.)			P	I	I	D