Technology use and concepts	Use of Technology	A. Understand and use technology equipment	1. Follow the established rules
			2. Use equipment correctly
			3. Communicate with appropriate and accurate terminology
		B. Perform basic operations	1. Use input and output devices
			2. Use basic software
			3. Save, name, open and print documents
			4. Follow onscreen directions
		C. Select appropriate application for given work	1. Select an application from a teacher list
		D Solve basic technology issues	1. Solve common problems such as audio control
			2. Navigate menu bar windows and websites to the desired location
			3 Use the undo feature when making mistakes
			4. Seek teacher guidance when necessary
		E. Effectively use technology tools	1. Paint and draw tools

			2. Keyboard
			3. Slide presentations
			4. Work with a partner to plan and present a project
	Technology Concepts	A. Transfer knowledge from one technology to another	1. Use the file commands - menu bar
			2. Use keywords to locate information
		B. Explore new technologies independently	1. Navigate websites
			2. Use new software
			3. Explain what is learned from independent explorations
Ethical Participation in a Global Society	Foundational Knowledge/Skills	A. Understand and follow acceptable use policies	1. Follow the school rules for computer and equipment use
		B. Use facilities and equipment respectfully and independently	1. Leave shared space neat and orderly
			2. Treat shared space and equipment with care
		C. Avoid plagiarism and respect concepts of intellectual property	1. Do not copy the work of others into projects
			2. Give credit to the original creator of the work

		D. Protect individual privacy, respect the privacy of others, and navigate safely when using technology	1. Identify private data that should not be shared without permission
			2. Close out of inappropriate websites and tell an adult
			3. Use only websites approved by the teacher
		E. Model ethical behavior	1. Do not use technology to be hurtful to others
			2. Tell an adult when they encounter hurtful behavior toward themselves or others
	Collaboration	A. Build global awareness and cultural understanding by respectfully engaging with resources and learners	1. Respect the work of one another
			2. Use courteous language when responding to the work of others
	Creativity	A. Safeguard personal information and privacy when sharing or publishing information	1. Omit personal information in projects when shared online.

	Reflection/ Evaluation	A. Demonstrate when and where it is appropriate to use technology and observe social norms for etiquette in communication depending on the audience and purpose	1. Follow classroom rules for technology use
			2. Be aware of how ones technology use affects those around them
		B. Identify the physical and psychological impacts of technology on individuals and the environment and make choices that minimize negative impacts	1. Use correct posture to minimize physical stress
			2. Limit printing, following teacher direction