

### 3 - Technology Standards

<p>Technology Use and Concepts: explore multiple technologies, evaluate their suitability for the desired educational or personal task, and apply the tools needed.</p>	<p>Use of Technology</p>	<p>A. Understand and use technology equipment</p>	<p>1. Learn password security and the importance of personal digital safety</p>
			<p>2. Save and retrieve documents as instructed</p>
			<p>3. Explore and apply a wide variety of technology resources to complete tasks</p>
			<p>4. Learn how to avoid damage and waste of supplies and equipment, handling and print preview</p>
		<p>B. Perform basic operations</p>	<p>1. Use input and output devices</p>
			<p>2. Use personal log in</p>
			<p>3. Save, name, open and print documents to and from appropriate locations</p>
			<p>4. Follow onscreen directions</p>
		<p>C. Select and use applications effectively and productively</p>	<p>1. Select an application from a teacher-approved list for a given task</p>

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			2. Demonstrate how to use various software programs to communicate ideas
		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 available tools and applications for collaboration, organization and commiunication	1. Use a word processing program
			2. Capture, create and modify audio and visual images
			3. Make charts and graphs
			4. Learn spreadsheet programs to record and display data
			5. Use idea mapping software to demonstrate understanding of concepts.
	Technology Concepts	A. Transfer knowledge from one technology to another	1. Use the file commands - menu bar and short cuts in various programs

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			2. Recognize common terminology, icons and symbols related to current technology and apply to new technologies.
			3. Apply search commands from resource to another.
Ethical Participation in a Global Society	Foundational Knowledge/Skills	A. Understand and follow acceptable use policies and laws regulating use of information	1. Follow the school rules for computer and equipment use
			2. Understand the privileges and responsibilities as outlined in the Acceptable Use Policy
			3. Learn concepts of copyright materials.
		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. Explain reasons to cite materials properly
			2. Give credit to the original creator of the work
			3. Learn different methods with which to cite materials.

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		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. Know how to create and use secure passwords
			3. Seek permission before displaying information or images of others
		E. Model ethical behavior, exhibit leadership and personal responsibility, and will not use technology to bully, intimidate, malign or otherwise harass others.	1. Explain why private identity information should not be communicated without permission of a teacher or parent/guardian
			2. Not use technology to bully, intimidate, malign or otherwise harass 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
			3. Demonstrate responsibility and respect for collaborative content

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	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. Respect that students may use different technology tools for their specific needs.