

### 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>5. Continue to improve keyboarding skills.</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>

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			5. Know the difference between local and network information storage.
		C. Select and use applications effectively and productively	1. Select an appropriate application to address content-related tasks and problems.
			2. Demonstrate how to use various software programs to communicate ideas
		D Solve basic technology issues	1. Independently troubleshoot basic technology issues.
			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 communication	1. Use various work processing programs to demonstrate formatting and editing features.
			2. Use a variety of tools to capture, create and modify audio and visual images

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			3. Create multimedia presentations with attention to organizational and design features and elements.
			4. Make charts and graphs
			5. Learn spreadsheet programs to organize and display data
			6. Use idea mapping software to demonstrate understanding of concepts.
	Technology Concepts	A. Transfer knowledge from one technology to another	1. Recognize similarities and differences in commands between applications.
			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 and respect copyright materials.

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		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.
		D. Protect individual privacy, respect the privacy of others, and navigate safely when using technology	1. Limit personal information disclosed online.
			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

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			2. Protect their privacy, respect the privacy of others, and navigate safely when using technology.
			3. Not use technology to bully, intimidate, malign or otherwise harass others
			4. Understand the capacity of the internet to disseminate both positive and negative ideas about groups and individuals.
	Collaboration	A. Build global awareness and cultural understanding by respectfully engaging with resources and learners	1. Distinguish between online and face-to-face contacts and demonstrate safe behavior when communicating online.
			2. Respect the work of one another
			3. Use courteous language when responding to the work of others
			4. Demonstrate responsibility and respect for collaborative content
	Creativity	A. Safeguard personal information and privacy when sharing or publishing information	1. Understand features unique to publishing material to the internet such as permanence and wide accessibility.

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	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. Understand that the language and expressions used in one medium of communication may not be acceptable in other communication media.
			3. Be aware of how ones technology use affects those around them
			4. Explain the benefits and dangers of immediacy and permanency of digital information transfer.
		B. Identify the physical and psychological impacts of technology on individuals and the environment and make choices that minimize negative impacts	1. Understand the physical impact of repetitive stress.
			2. Provide examples of assistive technologies and their impact on individuals.