Mountain Brook Junior High		
English 8		
Technology Operations and Concepts		
Skills/Concepts	Assignment/Activity	Date
Use accurate terminology related to technology.		
Use appropriate terminology related to technology.		
Demonstrate correct keyboarding techniques.		
Type with speed and efficiency using correct posture and finger placement on alpha and numeric keyboards.		
Explain how network systems are connected and used.		
Explain how a network system is connected.		
Use all standard features of word processing.		
Use basic formatting and editing features of word processing/text editing to create documents such as letters, brochures, essays, reports, or other documentation.		
Save documents to the correct location and print documents.		
Determine basic troubleshooting strategies to correct hardware and software problems.		
Choose the best strategy to correct basic hardware problems and basic software problems, such as but not limited to, computer shutdown, logging in and logging out, volume issues, computer freezes, distorted monitor images, wireless connectivity, printer jams, etc.		
Appraise technology systems to determine software and hardware compatibility.		
Review the operating systems.		
Assess the software requirements.		

Determine if hardware meets software requirements.		
Demonstrate digital file transfer.		
Transfer a digital file from one location to another.		

Digital Citizenship

Follow local acceptable use policies regarding technology.		
Follow local acceptable use policies regarding technology.		
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).		
Practice ethical and legal use of technology systems and digital content.		
Determine if content is plagiarized.		
Understand possible consequences of plagiarism.		
Explain the importance of citing text and digital content.		
Practice knowledge of copyright laws and fair use pertaining to technology resources and use of on-line content.		
Protect personal information online.		
Discuss privacy settings.		
Determine if a website is a secure and trusted site before giving out any personal information.		
Recognize when it is acceptable to give out personal information.		

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.		

Demonstrate efficient Internet search strategies.		
Use digital tools and strategies to locate, collect, organize and evaluate information.		
Use digital tools to interpret data.		
Use digital tools to present or display information or ideas.		
Use digital tools and strategies to synthesize information.		
Evaluate electronic resources for reliability based on publication date, bias, accuracy, and sources credibility.		
Evaluate electronic resources for reliability based on a publication date.		
Evaluate electronic resources based on bias.		
Evaluate electronic resources based on accuracy.		
Evaluate electronic resources based on the sources credibility.		

Communication and Collaboration

Select specific digital tools for completing curriculum-related tasks.

Select the appropriate digital tool for your task.		
Publish digital products that communicate curriculum concepts.		