

# PLAINVILLE PUBLIC SCHOOLS



## TECHNOLOGY SCOPE AND SEQUENCE GRADES K-6

The Technology Scope and Sequence was adapted from <http://structuredlearning.net> and was revised to support technology integration across the curriculum in the Plainville school district. This document outlines the required skills for grades K-6 based on ISTE National Standards and the Common Core Standards.

# K-6 TECHNOLOGY SCOPE AND SEQUENCE

Aligned with ISTE Standards and CCSS

Review each skill with I/W/M/C under "ISTE" as students accomplish it  
(ISTE refers to the ISTE Standard addressed by the skill)

IS TE	<b>I-Introduced; W-Working on; M-Mastered; C-Completed</b>							
	<b>*****Achievement Evaluation Key*****</b>							
	<b>I – Students are first introduced to the skills</b>							
	<b>W – Students grasp and apply the key skills required of the standards with support</b>							
	<b>M – Students apply the key skills required of the standards independently for specific tasks.</b>							
	<b>C – Students apply the key skills required of the standards to complete in-depth projects across the curriculum.</b>							
<b>I</b>	<b>Computers and Applications</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Students demonstrate proficiency in the use of computers and applications, as well as an understanding of the concepts underlying hardware, software and connectivity</b>								
<b>Basic Operations</b>								
	Know hardware names such as desktops laptops, notebooks, and tablets	I	W	W	W	M	C	C
	Know parts of keyboard--keys, numbers, arrows and esc	I	W	W	W	M	C	C
	Know escape, period key, shift key, spacebar and tab	I	W	W	W	M	C	C
	Understand the difference between power buttons on monitor and computer	I	W	W	M	C	C	C
	Know how to use the volume button on computer	I	W	W	M	C	C	C
<b>Operating Systems</b>								
	Know how to Log-on/Log-off and Switch User	I	W	W	W	M	C	C
	Know how to Ctr+Alt+Del		I	W	W	M	C	C
	Know how to Open/Close programs	I	W	M	C	C	C	C
	Know the difference between Save and Save As	I	W	M	C	C	C	C
	Know how to use basic pointer skills and selection with mouse (i.e. clicking and moving a mouse) and to highlight text in an on-screen environment	I	W	M	C	C	C	C
	Know how to use scroll bars to scroll vertically and horizontally within a page	I	W	M	C	C	C	C
	Know how to use highlighting tool to highlight text or images, and drag and drop in selected location	I	W	M	C	C	C	C
	Understand concepts of taskbar, start button and icons	I	W	W	W	M	C	C
	Know how to save to network file folder	I	W	W	W	W	M	C
	Know how to find a file (following the file path)		I	W	W	W	M	C
	Know how to use drop-down menus		I	W	W	W	M	C
	Understand how to create file folders				I	W	M	C
	Know how to copy-paste from one program to another				I	W	M	C
	Know how to drag-drop within a document and between folders			I	W	W	M	C
	Know how to access different drives			I	W	W	M	C
	Know how to select a printer and print a document with the appropriate page setup and orientation				I	W	M	C

Mouse Skills		K	1	2	3	4	5	6
	Know how to click, hold, and drag	I	W	M	C	C	C	C
	Know how to double click	I	W	M	C	C	C	C
	Know how to hover	I	W	M	C	C	C	C
	Understand the difference between left-click and right-click buttons				I	W	M	C
Keyboarding Skills								
	Practice touch typing; type with hands on their own side of keyboard			I	W	W	M	C
	Keyboard goal is grade-appropriate (refer to keyboarding standards for Grades 3-6 ) For students with disabilities, demonstrate alternate input techniques as appropriate.)							
	Grade 3 - Demonstrate keyboarding skills between 10-15 wpm				W	W	M	C
	Grade 4 - Demonstrate keyboarding skills between 15-25 wpm. with a minimum of one page in a single sitting				W	W	M	C
	Grade 5 - Demonstrate keyboarding skills between 15-25 wpm. with a minimum of two pages in a single sitting.				W	W	M	C
	Grade 6 - Demonstrate keyboarding skills between 25-30 wpm. (fewer than 5 errors).				W	W	M	C
Word Processing								
	Know the basics of word processing	I	W	W	M	C	C	C
	Know how to use online word processing programs	I	W	W	M	C	C	C
	Know how to use classroom principles of grammar, spelling when word processing on computer	I	W	W	M	C	C	C
	Know basic page layout--heading, title, body and footer			I	W	M	C	C
	Know how to format a document (i.e. font size, bold, italic, underline, bullet, number)			I	W	M	C	C
	Know how word-wrap works			I	W	M	C	C
	Know how to highlight a word, sentence and line			I	W	M	C	C
	Know how to select and de-select			I	W	M	C	C
	Know how to double space			I	W	M	C	C
	Know how to add a bullet list			I	W	M	C	C
	Know correct spacing after sentences and paragraphs		I	W	M	C	C	C
	Know how to use grade-appropriate heading on all Word docs		I	W	M	C	C	C
	Know how to use the thesaurus			I	W	W	M	C
	Know how to insert header and footer			I	W	M	C	C
	Know how to insert a border			I	W	M	C	C
	Know how to insert a table			I	W	M	C	C
	Know how to use background/text to alter background and text color when needed			I	W	M	C	C
	Know to put cursor in specific location, ie, for graphic			I	W	M	C	C
	Know how to insert pictures	I	W	W	W	M	C	C
	Know how to use online video and audio players to access multimedia content			I	W	M	C	C
	Know how to use embedded link (Ctrl+click)				I	W	M	C
Desktop Publishing								
	Know when to use Publisher to share information(i.e. create a flyer, newsletter, cards)			I	W	W	W	W
	Know how to plan a publication			I	W	W	M	C
	Know how to insert a picture, blank page, text box, footer, border			I	W	W	W	W
	Know how to work with font and color schemes			I	W	W	M	C

Presentations		K	1	2	3	4	5	6
	Know when to use PowerPoint			I	W	W	M	C
	Understand how to deliver a professional presentation			I	W	W	M	C
	Know how to add/rearrange slides and auto-advance			I	W	W	M	C
	Know how to add a variety of backgrounds, animations/movies, effects and transitions			I	W	W	M	C
	Know how to insert and resize pictures from file, internet, clip-art and position on slide			I	W	W	M	C
	Know how to insert text boxes			I	W	W	M	C
Spreadsheets								
	Know how to add rows & columns, header & footer, and use basic formatting of data			I	W	W	W	M
	Know how to add text, graphics, data, color			I	W	W	M	C
	Know how to use shade/fill color and apply border to the cells			I	W	W	M	C
	Know how to add and subtract formulas				I	W	M	C
	Know how to label x and y axis on graphs			I	W	W	M	C
	Know how to name a chart			I	W	W	M	C
	Know how to recolor tabs; rename worksheets			I	W	W	M	C
	Know how to sort data alphabetically			I	W	W	M	C
Internet								
	Know elements of a web address (i.e. web browser, url, www, domain name, search engine, links)		I	W	W	W	M	C
	Know how to open a browser and bookmark a webpage or save to Favorites	I	W	W	M	C	C	C
	Know how to use a website—Home and Back button, links, scroll bars, toggle pages, and search in Favorites	I	W	W	M	C	C	C
	Know how to identify reliable resources (i.e. factual sources)				I	W	W	W
Digital Storytelling								
	Know how to compose short stories in online tools	I	W	M	C	C	C	C
	Know how to collaborate and share stories in an online tool		I	W	M	C	C	C
	Know how to use select digital tools to collaborate and publish with peers employing a variety of digital environments and media	I	W	M	C	C	C	C
	Know how to use drawing software and web-based tools efficiently	I	W	M	C	C	C	C
	Know how to insert images/clipart	I	W	W	W	M	C	C
	Know how to import/upload a file			I	W	M	C	C
	Know how to resize/move/crop/wrap an image/clipart	I	W	W	W	M	C	C
	Know how to mix text and pictures to convey unique message	I	W	W	W	W	M	C
2	Responsible Use of Technology	K	1	2	3	4	5	6
Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school and in society								
Computers and Society								
	Know how to use safe, responsible and ethical behaviors on the internet.			I	W	M	C	C
	Recognize irresponsible and unsafe practices on the internet				I	W	M	C
	Know how to introduce the concept of 'cyber-bullying' and how to avoid it				I	W	M	C
	Understand plagiarism and how to cite sources				I	W	M	C
	Understand various forms of copyright rules and guidelines		I	W	W	W	W	M
	Demonstrate personal responsibility for lifelong learning (i.e. respectfulness)	I	W	M	C	C	C	C

		Understand netiquette expected on digital citizens	I	W	M	C	C	C	C
		Know when to keep out of others' files and folders unless permitted	I	W	M	C	C	C	C
	Ethics and Society								
		Follow classroom rules for the responsible use of computers peripheral devices, and resources	I	W	W	M	C	C	C
		Explain the importance of giving credit to media creators when using their work in student projects.	I	W	W	M	C	C	C
		Explain and follow school rules for safe and ethical Internet use	I	W	W	M	C	C	C
		Explain that a password helps protect the privacy of information	I	W	W	M	C	C	C
3	Communication and Collaboration		K	1	2	3	4	5	6
Students use digital media and environments to communicate/ work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.									
		Know how to interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media			I	W	M	C	C
		Understand how to communicate information and ideas effectively to multiple audiences using a variety of media and formats	I	W	M	C	C	C	C
		Develop cultural understanding and global awareness by engaging with learners of other cultures	I	W	W	W	M	C	C
		Know how to compare and contrast documents across varied digital media	I	W	W	W	M	C	C
		Know how to use technology to produce and publish writing, and interact/collaborate with others	I	W	W	W	M	C	C
		Explore digital tools to produce and publish writing	I	W	W	W	M	C	C
		Explore digital tools to collaborate with peers	I	W	W	W	M	C	C
		Know how to use multimedia to aid comprehension	I	W	W	W	M	C	C
		Know how to ask and answer questions from information presented from various media	I	W	W	W	M	C	C
		Know how to include audio recordings and multimedia displays to enhance main ideas	I	W	W	W	M	C	C
		Know how to use multimedia to organize ideas, concepts, info to aid comprehension	I	W	W	W	M	C	C
		Know how to interact, collaborate, and publish with peers employing of digital media			I	W	W	W	W
		Know how to contribute to project team to produce original work or solve project		I	W	W	W	W	W
4	Research and Information Literacy		K	1	2	3	4	5	6
Students apply digital tools to gather, evaluate, and use information									
		Know how to locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media		I	W	W	W	W	W
		Evaluate and select information sources and digital tools based on task			I	W	M	C	C
		Understand how to read search results before clicking link			I	W	M	C	C
		Know how to copy-paste from internet for a project with correct citation			I	W	M	C	C
		Know how to gather relevant information from multiple digital sources			I	W	W	W	W
		Assess credibility of digital sources used for research			I	W	W	W	W
		Integrate and evaluate information from diverse media			I	W	W	W	W
		Know how to use age-appropriate digital media to express information			I	W	W	W	W
		Know how to draw on information from multiple digital sources, demonstrating the ability to locate an answer or solve a problem and integrate it into research			I	W	W	W	W
		Know how to gather information from digital sources, summarize in notes, and provide sources			I	W	W	W	W

5	Critical thinking, Problem solving and Decision making	K	1	2	3	4	5	6
<b>Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources</b>								
	Know when to use appropriate programs: Word Processing, Excel, Publisher and PowerPoint			I	W	M	C	C
	Plan and manage activities to develop a solution or complete a project that coordinates with classroom units		I	W	W	W	W	M
	Know how to use web-based calculators, data analysis tools and rulers			I	W	W	M	C
	<b>Critical thinking &amp; Problem solving</b>							
	Understand how to identify, define authentic problems and questions	I	W	W	W	W	W	W
	Know why a particular digital tool is suited to a specific need		I	W	M	C	C	C