

Digital Literacy

In Twelveth Grade, students will...

<u>Standard</u>	Basic Operations
Technology Operations and Concepts W6	<input type="checkbox"/> Identify successful troubleshooting strategies for minor hardware/software problems <input type="checkbox"/> Independently operate of peripheral equipment (scanner, digital camera) if available <input type="checkbox"/> Compress and expand large files <input type="checkbox"/> Identify types of storage and rational for using certain medium for a specific purpose <input type="checkbox"/> Keyboarding skills by increasing accuracy and speed. WPM= 60 <input type="checkbox"/> Identify and assess the capabilities and limitations of emerging technologies
<u>Standard</u>	Word Processing
W5, W6, W10, SL5	<input type="checkbox"/> Demonstrate the use of intermediate features (e.g. tabs, indents, headers and footers, bullets, and tables) <input type="checkbox"/> Apply formatting and page layout features (e.g. columns, templates and styles) <input type="checkbox"/> Highlight text, copy and paste text <input type="checkbox"/> Use comment function in word processing for peer editing of documents <input type="checkbox"/> Understand and Use “change tracker” feature for peer editing
<u>Standard</u>	Spreadsheets (Tables, Charts and Graphs)
F, EE, SMP5, RI7	<input type="checkbox"/> Use spreadsheets to calculate, graph, organize and present data in a variety of real-world settings <input type="checkbox"/> Enter formulas and functions. Use auto-fill feature in spreadsheet application <input type="checkbox"/> Use functions of a spreadsheet (e.g. sort, filter and find) <input type="checkbox"/> Use various formats (e.g. scientific notation, percentages, exponents) as appropriate <input type="checkbox"/> Use advanced formatting features of a spreadsheet (e.g. reposition columns and rows, add and name worksheets) <input type="checkbox"/> Differentiate between formulas with absolute and relative cell references <input type="checkbox"/> Use multiple sheets within a workbook, and create links among worksheets to solve problems <input type="checkbox"/> Import and export data between spreadsheets and other applications
<u>Standard</u>	Mathematical Applications
SMP5, EE, A, F, SP, W8, SL 5	<input type="checkbox"/> Draw two and three dimensional geometric shapes using a variety of technology tools <input type="checkbox"/> Explain and demonstrating how specialized technology can be use for problem solving, decision making and creativity in all subject areas (e.g. simulation software, computer aided design, graphing calculators, geographic information systems. <input type="checkbox"/> Use and interpret scientific notation using a variety of technological applications
<u>Standard</u>	Multimedia and Presentation Tools
SL4, SL5, SMP3,SMP5 W6, RL7, RI7	<input type="checkbox"/> Create and present presentations with LIMITED text or graphics per slide in order to avoid plagiarism, engage audiences and prove content knowledge. <input type="checkbox"/> Create presentations for a variety of audiences and purposes with transitions and animations <input type="checkbox"/> Use a variety of technology tools (dictionary, thesaurus, grammar checker) to maximize accuracy of work <input type="checkbox"/> Make strategic use of digital media (video, audio) in presentations <input type="checkbox"/> Use note-taking skills while viewing online videos and using the play, pause, rewind and stop buttons <input type="checkbox"/> Use painting and drawing tools/ applications to create and edit work <input type="checkbox"/> Independently use technology tools (e.g. , audio, visual) to define problems and propose hypotheses.

Standard

Acceptable Use, Copyright and Plagiarism

- Comply with district’s Acceptable Use Policy
- Explain Fair Use guidelines for using copyrighted material and consequences (e.g. images, music, video) in projects.
- Digital Analyze and explain how media and technology can distort, exaggerate or misrepresent information
- Citizenship Give examples of hardware and applications that enable people with disabilities to use technology
- Explain the potential risks associate with the use of network digital environments (e.g. internet, mobile phones, wireless) and sharing personal data

Standard

Research (Gathering and Using Information)

- Identify probable types and locations of Web sites by domain names (e.g. edu, com, org, gov)
- Use effective search strategies for locating and retrieving information (e.g. natural language vs. Boolean operators)
- Use various search engines and online directories. Explain how various search engines differ
- Use appropriate academic language in online learning environments (e.g. post, thread, account)
- RI5, RI7, Explain how technology can support communication and collaboration, personal and professional productivity and lifelong learning
- RI10, SMP3, Write/Create correct in-text citations and reference lists for text and images from all sources in acceptable formats.
- SMP5 Use Web browsing to access information (e.g., enter a URL, access links, create bookmarks/favorites, print
- Use and modifying databases and spreadsheets to analyze data and propose solutions
- Develop and use guidelines to evaluate the content, organization, design, use of citations, and presentation of technically enhanced projects

Standard

Communication and Collaboration

- Use a variety of media to present information for specific purposes (e.g., reports, research papers, presentations,
- W6, W10, Demonstrate how the use of various techniques and effect (e.g., editing, music, color, rhetorical devices) can be
- SL5, SL2, Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations
- SL3, RI6, Plan and implement a collaborative project with students in other classroom and schools using telecommunication
- RI7, RI9, tools (e.g., email, discussion forums, groupware, interactive Web sites, video conferencing, collaborative software)
- SMP3

English Language Arts Anchor Standards	Mathematical Standards
RL– Reading Standards for Literature	MD– Measurement and Data
RI– Reading Standards for Informative Text	G– Geometry
W– Writing	EE– Expressions and Equations
SL–Speaking and Listening	A– Algebra
L– Listening	F– Functions
	SP– Statistics and Probability
	SMP– Standards for Mathematical Practice