# Digital Literacy
# In Seventh Grade, students will...

| Standard | Basic Operations |
|---|---|
| Technology Operations and Concepts W6 | ☐ Identify successful troubleshooting strategies for minor hardware/software problems |
| | ☐ Independently operate of peripheral equipment (scanner, digital camera) if available |
| | ☐ Compress and expand large files |
| | ☐ Identify types of storage and rational for using certain medium for a specific purpose |
| | ☐ Keyboarding skills by increasing accuracy and speed. WPM= 35 |
| | ☐ Identify and assess the capabilities and limitations of emerging technologies |

| Standard | Word Processing |
|---|---|
| W5, W6, W10, SL5 | ☐ Demonstrate the use of intermediate features (e.g. tabs, indents, headers and footers, bullets, and tables) |
| | ☐ Introduce applying formatting and page layout features (e.g. columns, templates and styles) |
| | ☐ Highlight text, copy and paste text |
| | ☐ Use comment function in word processing for peer editing of documents |
| | ☐ Understand and Use "change tracker" feature for peer editing |

| Standard | Spreadsheets (Tables, Charts and Graphs) |
|---|---|
| F, EE, SMP5 RI7 | ☐ Use spreadsheets to calculate, graph, organize and present data in a variety of real-world settings |
| | ☐ Enter formulas and functions. Use auto-fill feature in spreadsheet application |
| | ☐ Use functions of a spreadsheet (e.g. sort, filter and find) |
| | ☐ Use various formats (e.g. scientific notation, percentages, exponents) |
| | ☐ Use advanced formatting features of a spreadsheet (e.g. reposition columns and rows, add and name |

| Standard | Mathematical Applications |
|---|---|
| SMP 5 EE, A,F, SP, W8, SL 5 | ☐ Draw two and three dimensional geometric shapes using a variety of technology tools |
| | ☐ 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. |

| Standard | Multimedia and Presentation Tools |
|---|---|
| SL4, SL5, SMP3,SMP5, W6, RL7, RI7 | ☐ Create and present presentations with LIMITED text or graphics per slide in order to avoid plagiarism, engage audiences and prove content knowledge. |
| | ☐ Create presentations for a variety of audiences and purposes with transitions and animations |
| | ☐ Use a variety of tools (dictionary, thesaurus, grammar checker) to maximize accuracy of work |
| | ☐ Make strategic use of digital media (video, audio) in presentations |
| | ☐ Use note-taking skills while viewing online videos and using the play, pause, rewind and stop buttons |
| | ☐ Use painting and drawing tools/ applications to create and edit work |
| | ☐ Independently use technology tools (e.g. , audio, visual) to define problems and propose hypotheses. |

***Banning Unified School District***: Adapted from Capistrano Unified School District, Long Beach Unified School District, Jurupa Unified School District, Rescue Unified School District and Fresno County Office of Education

| Standard | Acceptable Use, Copyright and Plagiarism |
|---|---|
| Digital Citizenship | ☐ Comply with district's Acceptable Use Policy |
| | ☐ Explain Fair Use guidelines for using copyrighted material and consequences (e.g. images, music, video) in projects. |
| | ☐ Analyze and explain how media and technology can distort, exaggerate or misrepresent information |
| | ☐ 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) |
|---|---|
| RI5, RI7, RI10, SMP3, SMP5 | ☐ 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) |
| | ☐ Explain how technology can support communication and collaboration, personal and professional productivity and lifelong learning |
| | ☐ Write/Create correct in-text citations and reference lists for text and images from all sources in acceptable formats. |
| | ☐ Use Web browsing to access information (e.g., enter a URL, access links, create bookmarks/favorites, print webpages) |
| | ☐ 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 |
|---|---|
| W6, W10, SL5, SL2, SL3, RI6, RI7, RI9, SMP3 | ☐ Use a variety of media to present information for specific purposes (e.g., reports, research papers, presentations, newsletters, Web sites, podcasts, blogs), citing sources |
| | ☐ Demonstrate how the use of various techniques and effect (e.g., editing, music, color, rhetorical devices) can be used to convey meaning in media |
| | ☐ Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation and appropriateness of citations |
| | ☐ Plan and implement a collaborative project with students in other classroom and schools using telecommunication tools (e.g., email, discussion forums, groupware, interactive Web sites, video conferencing, collaborative software) |

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