	K	1	2	3	4	5	6	7	8	9	10	11	12
Use 21st Century Tools to Develop Learning Skills													
Creativity and Innovation													
A. Apply existing knowledge to generate new ideas/products				I	I	D	D	M	M	E	E	E	E
B. Select applications for demonstrating knowledge													
1. Use technology for creative self-expression	I	D	D	D	D	D	M	M	E	E	E	E	E
2. Create original work	I	D	D	D	D	D	M	M	E	E	E	E	E
3. Produce creative writing (fiction, poetry, personal experiences)	I	D	D	D	D	M	M	E	E	E	E	E	E
4. Develops an understanding that a system structure causes system behavior which can result in both positive and negative results. (i.e. Applications and digital devices can limit or enhance our capabilities. Itunes limits the user's ability to use their music on multiple devices but protects music copyrights.)					I	I	D	D	D	M	M	E	E
5. Generate and test hypotheses (i.e. scientific probes, calculators, Geometer's Sketchpad, etc.)						I	D	D	M	M	E	E	E
6. Collect, graph and analyze data			I	D	D	D	D	M	M	E	E	E	E
7. Select appropriate technology tool(s) to organize and manage projects and communicate findings						I	I	D	D	M	M	E	E
Emphasize Learning Skills													
Reading, Researching & Information Retrieval													
1. Demonstrate an appreciation of books and other media as sources of information and recreation	I	D	D	D	D	M	M	E	E	E	E	E	E
2. Locate, organize, analyze, evaluate and systhesize information using a variety of materials and equipment			I	D	D	D	D	M	M	E	E	E	E
3. Use proper citation methods for sources and pictures					I	D	D	D	D	M	M	E	E
Critical Thinking, Problem-Solving and Decision-Making													
A. Identify/define authentic questions & signifcant problems for inquiry													
1. Identify and define problem/questions					I	I	D	D	D	M	E	E	E
2. Plan/Design strategies for inquiry					I	I	D	D	D	M	E	E	E
Learn in a 21st Century Context													
Digital Citizenship													
A. Practice safe and ethical use of information and technology	I	I	D	D	M	M	E	E	E	E	E	E	E
1. Understand/adhere to district & school procedures	I	I	D	D	M	M	E	E	E	E	E	E	E
2. Practice safe searching and communications techniques			I	I	D	D	D	M	M	E	E	E	E
3. Understand/adhere to various copyright laws				I	I	I	D	D	M	M	E	E	E
4. Understand legal and ethical implications of improper online behavior			I	D	D	D	D	M	M	E	E	E	E
5. Understand implications of how information shared online may affect future career prospects					I	I	D	D	D	M	M	E	E
6. Practice Internet safety skills			I	I	I	D	D	D	M	M	E	E	E
7. Use Nettiquette at all times			I	I	I	D	D	D	M	M	E	E	E
8. Identify instances of and solutions to cyberbullying			I	I	I	D	D	D	M	M	E	E	E
B. Exhibit positive attitudes toward technology uses													
1. Work cooperatively and collaboratively with others when using technology inside and outside the classroom	I	D	D	D	M	M	E	E	E	E	E	E	E
2. Describe uses of technology in society		I	D	D	D	M	M	M	E	E	E	E	E
3. Post appropriate materials to a web-based collaborative site					I	I	D	D	D	M	M	E	E
5. Respond appropriately to the posts of others					I	I	D	D	D	M	M	E	E
6. Develop cultural understanding & global awareness by engaging with learners of other cultures through the Internet and collaborative web-based applications				I	D	D	D	D	M	M	E	E	E
Learn 21st Century Content													
Technology Operations and Concepts													
A. Understand and use technology systems													
1. Turn on/off a equipment properly	I	D	M	M	E	E	E	E	E	E	E	E	E
2. Save/retrieve work from multiple locations	I	D	M	M	M	E	E	E	E	E	E	E	E
3. Launch/close applications	I	I	D	M	M	E	E	E	E	E	E	E	E

4. Use technology vocabulary menu, icon, scroll bar, cursor, etc.	I	I	D	D	M	E	E	E	E	E	E	E	E
5. Use keyboards and other input devices (mice, trackpads, stylus, etc.)	I	I	D	D	M	E	E	E	E	E	E	E	E
6. Control ergonomic risk factors associated with technology use	I	I	D	D	M	E	E	E	E	E	E	E	E
7. Touch type 45 words per minute		I	D	D	D	D	D	M	M	E	E	E	E
8. Print (select printer, set number of copies)				I	D	D	M	M	E	E	E	E	E
9. Create 'strong' personal passwords			I	I	D	D	M	M	E	E	E	E	E
10. Understand appropriate use of 'save' and 'save as'		I	D	M	E	E	E	E	E	E	E	E	E
11. Insert a hyperlink into a variety of applications					I	D	D	D	M	M	E	E	E
12. Manage files				I	D	M	M	E	E	E	E	E	E
B. Identify and use applications effectively and productively													
Word Processing													
1. Start/open a document from scratch or a template	I	D	D	M	M	E	E	E	E	E	E	E	E
2. Undo/redo text formating or editing													
3. Enter/delete text	I	I	D	M	M	E	E	E	E	E	E	E	E
4. Select text and format with options		I	D	M	M	E	E	E	E	E	E	E	E
5. Cut/copy/paste within documents				I	D	D	M	E	E	E	E	E	E
6. Use spell check				I	D	M	E	E	E	E	E	E	E
7. Import/manipulate graphics (clip art, drawings, pictures, etc.)				I	D	M	E	E	E	E	E	E	E
8. Use word art and add page borders				I	D	M	E	E	E	E	E	E	E
9. Use Find/Replace tool					I	D	M	E	E	E	E	E	E
10. Use the thesaurus and definitions					I	D	M	E	E	E	E	E	E
11. Use text boxes with format options	I	D	D	D	D	D	M	M	E	E	E	E	E
21. Edit alignment/justification, line spacing, and margins			I	D	D	D	M	M	E	E	E	E	E
13. Add headers & footers					I	D	M	E	E	E	E	E	E
14. Create forms and/or surveys					I	D	M	E	E	E	E	E	E
15. Use outlines, numbering and bullets					I	D	M	E	E	E	E	E	E
Spreadsheets													
1. Start/open a spreadsheet from scratch or a template					I	D	M	E	E	E	E	E	E
2. Recognize the elements of a spreadsheet				I	D	M	M	E	E	E	E	E	E
3. Format a cell or block of cells						I	D	D	D	D	M	M	E
4. Create a data table and insert data		I	I	D	D	M	M	E	E	E	E	E	E
5. Create an appropriate graph to display data		I	D	D	M	M	E	E	E	E	E	E	E
6. Copy/paste a graph into other applications					I	D	D	M	M	E	E	E	E
7. Format graph (background, font, text color, etc.) with appropriate labels				I	D	M	M	E	E	E	E	E	E
8. Use appropriate formula functions (sum, average, etc.)						I	D	D	D	D	M	M	E
Browser Navigation													
1. Understand the a site is a collection of related pages			I	D	M	E	E	E	E	E	E	E	E
2. Understand basic components of a web browser (ie. URL/address bar, bookmark, refresh, tabs, back button, forward button, RSS)			I	D	M	E	E	E	E	E	E	E	E
3. Use standard website navigation (links, icons, menus,)		I	I	D	D	M	M	E	E	E	E	E	E
4. Access a website by typing a URL				I	I	D	M	E	E	E	E	E	E
5. Differentiate between various types of sites based on extensions (ie. .gov, .edu, .com, .name. etc.)				I	I	D	D	M	M	E	E	E	E
Graphics													
1. Access/use drawing program (tools, text, animations)	I	I	D	M	M	E	E	E	E	E	E	E	E
2. Manipulate a graphic			I	I	D	M	E	E	E	E	E	E	E
3. Insert graphics into other applications				I	D	M	E	E	E	E	E	E	E
4. Search for, locate, download, and save non-copyrighted internet images.			I	I	D	E	E	E	E	E	E	E	E
5. Use digital image devices i.e. digital cameras, digital video cameras, scanners, etc.				I	I	E	E	E	E	E	E	E	E

Email and Other Digital Communication (i.e. Twitter, Blogging, etc.)													
1. Use email and other social networks to communicate effectively					I	D	D	D	M	M	E	E	E
2. Use appropriate message format to fit audience: formal, informal, personal or professional					I	D	D	D	M	M	E	E	E
3. Use subject line and EOM appropriately					I	D	D	D	M	M	E	E	E
4. Add electronic signature					I	I	D	D	M	M	E	E	E
5. Identify 'spam', 'phishing', and potential emails with viruses					I	I	D	D	M	M	E	E	E
6. Use 'reply' and 'reply all' appropriately					I	I	D	D	M	M	E	E	E
7. Use or identify common chat/texting acronyms (i.e. TTFN, BTW, IMHO, etc.)					I	I	D	D	M	M	E	E	E
Multimedia Presentations													
1. Start/open and plan a presentation from scratch or template			I	D	D	D	M	M	E	E	E	E	E
2. Add text and graphics			I	D	D	D	M	M	E	E	E	E	E
3. Add appropriate transitions and/or animations			I	D	D	D	M	M	E	E	E	E	E
4. Add appropriate sound effects and/or video/music			I	D	D	D	M	M	E	E	E	E	E
5. Start/open/insert an audio recording				I	D	D	M	M	E	E	E	E	E
6. Add sound effects or loops				I	D	D	M	M	E	E	E	E	E
7. Shoot and download video				I	D	D	M	M	E	E	E	E	E
8. Edit and organize video				I	D	D	M	M	E	E	E	E	E
C. Troubleshoot and maintain systems and applications													
1. Troubleshoot basic technology problems (reboot, check power, etc.)			I	I	D	D	D	D	M	M	E	E	E
2. Upload, download and customize files, programs, and plug-ins, as appropriate					I	I	D	D	M	M	E	E	E
D. Transfer current knowledge to learning of new technologies													
1. See similarities between various applications and use in new settings (File, Edit, View, Help menus, etc.)			I	I	D	D	D	D	M	M	E	E	E

The student will begin to use the concepts or skills according to his/her developmental level	**I**	INTRODUCE
The student will practice applying the concepts or skills to work toward independence.	**D**	DEVELOPING
The student will use the concepts or skills independently.	**M**	MASTERY
The student will use the concepts or skills to scaffold for deeper understanding and broader applications.	**E**	EXTENDING