## District Document 3: K-6 Technology Skills Scope and Sequence

Solana Beach School District K-6 Technology Scope and Sequence

I = Introduce M = Master E = Extend

Note: Technology Skills Scope and Sequence is to be used by instructional staff in the classrooms, media centers and computer labs district-wide. Technology skills are incorporated into curriculum-based projects across content areas, such as, math, science, language arts, art, music and social studies.

BASIC CONCEPTS	Objective	KG	One	Two	Three	Four	Five	Six
Identify the major parts of a computer, peripheral and mobile devices: CPU/hard drive, keyboard, mouse, monitor, printer, portable media (CD, DVD, key disk, etc.)   I/M   E   E   E   E   E   E   E   E   E								
keyboard, mouse, monitor, printer, portable media (CD, DVD, key disk, etc.) I/M E E E E E E E E E E E Develop technology vocabulary appropriate to grade level. I/M								
Identify desktop icons (hard drive, disk, file server, trash can, dock).		I/M	F	F	F	F	F	F
Develop technology vocabulary appropriate to grade level.    M								
Demonstrate the safe handling of portable media.  Demonstrate the proper use of special keys (refurn, escape, delete, spacebar, arrows, caps lock, enter, shift, control, alt, and command).  Demonstrate the direct manipulation of a mobile device using multi-touch features including the following gestures: swipe, tap, pinch, and reverse pinch  Utilize the mouse to move and point to a designated location; point and double clock; press and drag, and select options from the menu bar.  Select, open and quit programs.  If M E E E E E E E E E E E E E E E E E E					_			
Demonstrate the proper use of special keys (return, escape, delete, spacebar, arrows, caps lock, enter, shift, control, alt, and command).  Demonstrate the direct manipulation of a mobile device using multi-louch features including the following gestures: swipe, Lang, Jnnch, and reverse pinch  Utilize the mouse to move and point to a designated location; point and click; point and delete, open and print of a designated location; point and click; point and delete, open and select options from the menu bar.  Utilize the mouse to move and point to a designated location; point and click; point and decument and command.  If M E E E E E E E E E E E E E E E E E E								
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Add data to an existing database.								
Participate in database sorting activities.								E
Create a database; sort records in a database.								

Filter records in a database.						I/M	Е
SPREADSHEET						I/IVI	
0							
Identify the parts of a spreadsheet; explain the purposes of a spreadsheet				1/8.4	_	_	_
(charting and calculating).				I/M	E	E	E
Create a simple spreadsheet; create a chart (graph) from a spreadsheet.				I/M	Е	E	E
Enter a simple formula to calculate information in a spreadsheet.					I/M	Е	Е
INFORMATION ACQUISITION AND MANIPULATION/MULTIMEDIA							
Use a variety of multimedia programs.	I	I/M	Е	Е	Е	Е	Е
Participate in the creation of a multimedia class project.	I	ı	I/M	Е	Е	Е	Е
Create a multimedia presentation with teacher assistance.			I/M	Е	Е	Е	Е
Create a multimedia presentation.			I/M	Е	Е	Е	Е
Operate a digital camera, scanner or other peripheral device.					I/M	Е	Е
Use portable media and online databases for search and retrieval of information.		I/M	Е	Е	Е	Е	Е
Determine the usefulness, appropriateness, and reliability of information.					I/M	Е	Е
Use Boolean logic as appropriate in keyword searching.					I/M	Е	Е
Use effective strategies to send and retrieve data on a local area and a wide area network.				ı	М	Е	Е
Use electronic encyclopedias, indexes, and catalogs.				ı	М	Е	Е
Describe advantages and disadvantages of various computer processing, storage, retrieval, and transmission techniques.					I/M	Е	E
Describe the meaning of the terms copyright and plagiarism.			I		I/M	M	М
Use the correct sending, receiving, copying, or changing of copyrighted material with							
the required permission.		- 1	I	I	I/M	М	Е
CYBER CITIZENSHIP AND ETHICAL USE							
Understand and adhere to the District's Acceptable Use Policy and Procedures.	I	I	М	М	Е	Е	Е
Know when it is appropriate to use technology for entertainment and educational							
purposes.	1	I	М	М	Е	E	Е
Respect the work of other students.	I	I	I	М	M	Е	Е
Understand what constitutes Cyberbullying.			I		M	М	Е
Understand the importance of account security.			I	I	M	М	Е