

## Technology Standards

Prior to completion of twelfth grade, students will:

Standard 1: Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software and connectivity.

Standard 2: Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.

Standard 3: Demonstrate ability to use technology for research, problem-solving and communication. Students will locate, evaluate, collect, and process information from a variety of electronic sources. Students will use telecommunications and other media to interact or collaborate with peers, experts, and other audiences.

### Performance Indicators:

- Demonstrate file management skills (e.g. install new software, compress and expand files, download files)
- Run multiple applications simultaneously, alternating among them.
- Identify and use methods for transferring, downloading, and converting graphic, sound and video files. Use different graphic file formulas where appropriate.
- Save (also retrieve, load, and import) a word processed document in different file formats (e.g. HTML, RTF)
- Use a variety of external peripherals (e.g. printers, Zip drives, scanner, digital camera) and understand how they connect to a computer
- Perform efficient keyboarding technique.
- Import/export and link data between word processed document and other applications.
- Duplicate database structure without data.
- Use features of a database program such as mailing labels and mail merges.
- Import/export and link data between database and other applications.
- Use advanced formatting features of a spreadsheet application (e.g. reposition columns and rows, add and name worksheets).
- Use formulas in a spreadsheet application.
- Import/export data between spreadsheet and other applications.
- Customize formatting of charts or graphs created in spreadsheet.
- Define and use functions of a spreadsheet such as sort, filter, and find.
- In a spreadsheet application, use various number formats (e.g. scientific notation, percentages, exponents) as appropriate.
- In a browser, organize bookmarks into folders for further reference.
- Know how to select and use search engines. Understand the difference between search engines.

- Using email, create an address book.
- Share files as attachments in an email message (e.g. text, graphics, sound).
- Create a multimedia presentation, desktop-published report, or Web page that incorporates data from other files.
- Create and manipulate illustrations using a drawing or painting program (e.g. adjust scale, size, shape).
- Identify capabilities of technology resources and understand how they can be used for lifelong learning.
- Select the appropriate technology tool for a task.
- Identify ways in which technology is used in the workplace and in society.
- Demonstrate a clear understanding of the school district's Acceptable Use Policy.
- Explain laws restricting use of copyrighted materials on the Internet.
- Explain how to evaluate electronic sources of information.
- Cite electronic sources correctly.
- Understand issues of ergonomics and practice safe use of equipment.
- In conducting research use all appropriate electronic sources (e.g. web sites, online periodical databases, online catalogs).
- Integrate (with correct citations) electronic research results into a research project.
- Routinely evaluate websites for authenticity when using them.
- Present information, ideas, and results of work using any of a variety of communications technologies (e.g. multimedia presentation, web pages, videotapes, desktop-published documents)
- Collect, organize, analyze, and graphically present data using the most appropriate tools (e.g. spreadsheet, database, graphing, and concept-mapping tools).
- Import graphics, photos, and other media into report or presentation, citing sources appropriately).
- Create multiple links among various pieces of information residing in different applications (e.g. a chart imported from a spreadsheet into a word processed report can be linked to update automatically when the data is changed in the spreadsheet).
- Demonstrate how specialized technology tools can be used for problem solving, decision making, and creativity (e.g. simulation software, environmental probes, computer-aided design, geographic information systems, dynamic geometric software, graphing calculators, art and music composition software).
- Demonstrate the function of electronic conferencing tools such as Internet bulletin boards, listserv, electronic classrooms, and interactive video.
- Exchange email independently and appropriately.