

# Technology

# K

# Student Proficiencies

## **Creativity and Skills**

- Apply prior knowledge to develop new ideas, products, and processes
- Create original products using a variety of resources
- Explore virtual environments, simulations, models, and programming languages to enhance learning
- Create and execute steps to accomplish a task
- Evaluate and modify steps to accomplish a task

## **Communication and Collaboration**

- Use communication tools that allow for anytime, anywhere access to interact, collaborate, or publish with peers locally and globally
- Participate in digital environments to develop cultural understanding by interacting with learners of multiple cultures
- Format digital information, including font attributes, color, white space, graphics, and animation, for a defined audience and communication medium
- Select, store, and deliver products using a variety of media, formats, devices, and virtual environments.

## **Research and Information Fluency**

- Use search strategies to access information to guide inquiry
- Use research skills to build a knowledge base regarding a topic, task, or assignment
- Evaluate the usefulness of acquired digital content

## **Digital Citizenship**

- Adhere to acceptable use policies reflecting appropriate behavior in a digital environment
- Comply with acceptable digital safety rules, fair use guidelines, and copyright laws
- Practice the responsible use of digital information regarding intellectual property, including software, text, images, audio, and video.

## **Critical Thinking, Problem Solving, and Decision Making**

- Identify what is known and unknown and what needs to be known regarding a problem and explain the steps to solve the problem
- Evaluate the appropriateness of a digital tool to achieve the desired product
- Evaluate products prior to final submission
- Collect, analyze, and represent data using tools such as word processing, spreadsheets, graphic organizers, charts, multimedia, simulations, models, and programming languages

## **Technology Operations and Concepts**

- Use appropriate terminology regarding basic hardware, software applications, programs, networking, virtual environments, and emerging technologies
- Use appropriate digital tools and resources for storage, access, file management, collaboration, and designing solutions to problems
- Perform basic software application functions, including opening an application and creating, modifying, printing, and saving files
- Use a variety of input, output, and storage devices
- Use proper keyboarding techniques such as ergonomically correct hand and body positions appropriate for K-2 learning
- Demonstrate keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys appropriate for K-2 learning
- Use the help feature online and in applications.

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## Communication and Collaboration

- Draft, edit, and publish products in different media individually and collaboratively
- Use font attributes, color, white space, and graphics to ensure that products are appropriate for multiple communication media, including monitor display, web, and print
- Collaborate effectively through personal learning communities and social environments
- Select and use appropriate collaboration tools
- Evaluate the product for relevance to the assignment or task
- Perform basic software application functions, including opening applications and creating, modifying, printing, and saving files.

## Digital Citizenship

- Adhere to acceptable use policies reflecting positive social behavior in a digital environment
- Respect the intellectual property of others
- Abide by copyright law and the Fair Use Guidelines for Educational Multimedia
- Report and honor the individual property of oneself and others
- Follow the rules of digital etiquette
- Practice safe, legal, and responsible use of information and technology
- Comply with Fair Use Guidelines and digital safety rules.

## Critical Thinking, Problem Solving, and Decision Making

- Identify information regarding a problem and explain the steps toward the solution
- Collect, analyze, and represent data to solve problems using tools such as word processing, databases, spreadsheets, graphic organizers, charts, multimedia, simulations, models, and programming languages
- Evaluate student-created products through self and peer review for relevance to the assignment or task
- Evaluate technology tools applicable for solving problems

## Creativity and Innovation

- Create original products using a variety of resources
- Analyze trends and forecast possibilities, developing steps for the creation of an innovative process or product.
- Use virtual environments to explore systems and issues

## Technology Operations and Concepts

- Demonstrate an understanding of technology concepts, including terminology for the use of operating systems, network systems, virtual systems, and learning systems appropriate for Grade 3-5 learning
- Manipulate files using appropriate naming conventions; file management, including folder structures and tagging; and file conversions
- Navigate systems and applications accessing peripherals both locally and remotely
- Troubleshoot minor technical problems with hardware and software using available resources such as online help and knowledge bases
- Use proper touch keyboarding techniques and ergonomic strategies such as correct hand and body positions and smooth and rhythmic keystrokes.

## Research and Information Fluency

- Use various search strategies such as keyword(s); the Boolean identifiers *and*, *or*, and *not*; and other strategies appropriate to specific search engines.
- Collect and organize information from a variety of formats, including text, audio, video, and graphics
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