

GRADE		K	1	2	3	4	5	6	7	8	9	10
	Describing basic issues related to the responsible and safe use of technology. (e.g., appropriate use of email, respect for others' electronic property, maintaining confidentiality)		I	P	A							
	Describing personal consequences of inappropriate use.		I	P	A							
	Describing personal and interpersonal consequences of inappropriate use.				I	P	A					
	Documenting sources of information obtained .. e.g., identifying author and URL			I	P	A						
	Documenting sources of information obtained ... using acceptable formats				I		A				P	A
	Exhibiting safe, legal and ethical behaviors when using technology.				I	P	A		P	A		
	Articulating and providing examples of relevant, reliable and unreliable Internet resources.				I	P	A	A				
	Demonstrating an understanding of copyright and fair use guidelines for educational purposes.				I	P	A	A				
	Documenting sources of information obtained through electronic resources using acceptable formats.					I			P	A		
	Explaining the accuracy and relevancy of the content						I	P	A	P	A	
	Comparing and contrasting information found on the internet for relevancy, accuracy, and reliability						I	P	A	P	A	
	Describing societal consequences of inappropriate use						I	P	A			
	Documenting sources of information obtained through electronic resources using acceptable formats							I				
	Applying copyright and fair use guidelines in student work							I	P	A		
	Comparing and contrasting copyright and fair use guidelines for education and other purposes								I	P	A	
	Defining, defending and demonstrating safe, legal and ethical behaviors among peers and community regarding the use of technology and information								I	P	A	
	PRODUCTIVITY TOOLS											
WP	Entering, selecting, deleting text	I	P	A								
	Manipulating styles (e.g., bold face, italicize and underline).	I	P	A								
	Manipulating styles (e.g., fonts, style, size, color of text, alignment)		I	P	A							
	Manipulating styles and formats (e.g. header, footer, borders, page breaks, lists).					P						
	Combining text with pictures on a single page (e.g., inserting clipart).			I	P	A						
	Adding non-textual elements (e.g., arrows, lines, shapes, etc).			I	A		A					
	Using spell check			I	A	P	A			P	A	A
	Adding non-textual elements (e.g., arrows, lines, shapes, etc.).				I	P						
	Using thesaurus.				I	P	A	A		P	A	A
	Embedding an original piece of art, applying text wrap and resizing.				I	P	A	A				
	Manipulating styles and formats (e.g. header, footer, borders, page breaks, lists).				I		A	A	A			
	Creating a table					I	P	A	A			
	Using grammar check						I		A	P	A	A
	Manipulating styles and formats (e.g., headers, footers, borders, page breaks, tabs and margins, multiple columns, text boxes)						I					
	Modifying Digital Image, flip, rotate						A					
	Linking text blocks, span multiple columns, masthead.						I	P	A			
	Applying styles and formats (e.g., headers, footers, footnotes/endnotes, borders, page breaks, tabs and margins, multiple columns, text boxes, section breaks, pagination, linking text blocks, span multiple columns to create a complex document)									I	P	A
	Merging from external data source									I	P	A
P&D	Illustrating a simple concept using a paint application	I	I	P	P	A	A					

