

Grades 6, 7, 8

Adopted 2016

Digital Citizenship

DCT-1. Students understand how to use technology in a safe, legal and ethical manner to be good digital citizens and lifelong learners. DCT-1

1. Investigate the risk and use of technology in a positive, safe, legal, and ethical way including social interactions online or when using networking devices **DCT-1.1**
2. Differentiate between appropriate technology uses in different settings (School, Home, Work, etc) **DCT-1.2**
3. Prove responsible use of technology, including social media, and lifelong learning **DCT-1.3**
4. Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. **DCT-1.4**
5. Management of one's digital footprint, identity, reputation, and awareness of the permanence of actions in the digital world related to personal data, digital privacy and security, and data collection technology used to track navigation online. **DCT-1.5**

Technology Operation Skills

DCT-2. Students establish knowledge about the functions of computers in order to operate technology efficiently. DCT-2

1. Identify and use hardware components, input devices, output devices **DCT-2.1**
2. Differentiate different type of computers and how they process information **DCT-2.2**
3. Demonstrate how to maintain and solve common problems of computer equipment **DCT-2.3**
4. Identify and use operating systems and software applications **DCT-2.4**
5. Illustrate how to manipulate a computer's desktop, files, disks and system settings **DCT-2.5**
6. Demonstrate the appropriate technique to add and remove software **DCT-2.6**
7. Use mobile computing devices and software **DCT-2.7**
8. Investigate the internet as a tool **DCT-2.8**

DCT-3. Students establish improved keyboarding techniques for effective personal and professional use. DCT-3

1. Demonstrate correct home row keys hand positions and key stroking DCT-3.1
 2. Demonstrate appropriate technique for alphabetic and special purpose keys DCT-3.2
 3. Improve speed proficiency consistently DCT-3.3
 4. Improve proficiency in accuracy DCT-3.4
 5. Apply ergonomic principles to workspace/desk DCT-3.5
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Word Processing Software

DCT-4. Students establish knowledge and skills of word processing software to be effective 21st Century Learners. DCT-4

1. Use common editing and formatting functions, including automatic tools DCT-4.1
 2. Apply word processing tools to automate process and increase efficiency DCT-4.2
 3. Use common importing, exporting, and printing functions DCT-4.3
 4. Demonstrate common file-management functions DCT-4.4
 5. Apply and adapt file-management best practices DCT-4.5
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Spreadsheet Software

DCT-5. Students establish knowledge and skills of spreadsheet software to be effective 21st Century Learners. DCT-5

1. Create a spreadsheet and workbook DCT-5.1
 2. Manage worksheet data, structure and formatting DCT-5.2
 3. Use tools to sort and manipulate data DCT-5.3
 4. Evaluate data through the development and effective use of charts DCT-5.4
 5. Construct formulas and calculations DCT-5.5
 6. Collect data and identify relevant data sets to analyze and represent the data in various ways to facilitate problem-solving and decision-making DCT-5.6
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Presentation Software

DCT-6. Students establish knowledge and skills of presentation software to be effective 21st Century Learners. DCT-6

1. Manage presentation data using tools DCT-6.1
 2. Apply and manipulate themes DCT-6.2
 3. Improve the use of slide show notes DCT-6.3
 4. Manage a presentation by manipulating and reordering slides DCT-6.4
 5. Practice presentation skills using the presenter view DCT-6.5
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Digital Audio, Video and Images

DCT-7. Students adapt digital audio, video and images to improve the look of documents or presentations. DCT-7

1. Import and export digital audio, video and images DCT-7.1
 2. Modify digital images using editing functions DCT-7.2
 3. Use audio, video and images in other software programs DCT-7.3
 4. Review copyright laws related to digital media DCT-7.4
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Communications Software

DCT-8. Students establish knowledge and skills of communications software to be effective 21st Century Learners. DCT-8

1. Use common editing and formatting functions, including automatic tools DCT-8.1
2. Apply communication tools to automate process and increase efficiency DCT-8.2
3. Use common importing, exporting, and printing functions DCT-8.3
4. Demonstrate common file-management functions DCT-8.4
5. Apply and adapt file-management best practices DCT-8.5