

Technology/Information Literacy Standards.

Student Standards and Proficiencies

The Summit Schools must produce technologically and information literate students. In the information-rich age that we live in, students must be able to effectively use technology. We expect our students to become:

- Capable information technology consumers and users
- Information seekers, analyzers and evaluators
- Problem solvers and decision makers
- Creative and effective users of productivity tools
- Communicators, collaborators, publishers and producers
- Informed, responsible and contributing citizens

(National Education Technology Standards for Students, ISTE, 1998)

The standards for technology knowledge and information literacy and use presented in this document reflect the skills that teachers in the Summit School district are developing in students. These standards, proficiencies and benchmarks are a part of a learning process where technology is one of many tools that educators and learners deploy to reach district content standards and curriculum goals.

Vision for Learning:

The technology mission of the Summit School District is to ensure that students who have completed the 12th grade will . . .

- Meet the requirements outline in the *Summit School District Student Technology Standards and Proficiencies*.
- Meet the standards outlined in the *Information Literacy Standards for Colorado* as presented by the Colorado Department of Education.
- Use technology as a tool to help access, evaluate, and communicate information and to collaborate, design, and create products.
- Solve problems independently and cooperatively in groups using appropriate and diverse technologies.
- Have an understanding of and availability to current and emerging technologies at all levels, providing real-life applications.
- Develop positive attitudes toward technology uses that support life-long learning and personal pursuits.

Kindergarten

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Develop fine motor skills, develop eye-hand coordination, and develop mouse skills
2. Can name basic computer components
3. Can handle disks properly
4. Can launch and exit an application
5. Can identify and use menus and icons
6. Can take proper care of computers
7. Knows that a computer can store information
8. Understands that people have jobs in the computer industry

Standard 1.2 Students are proficient in Keyboarding.

1. Can distinguish left and right side of keyboard with proper hand
2. Can use special function keys, including Return, Space Bar, and Shift
3. Use correct body position
4. Can type alphabetic and numeric entry in a keyboarding program

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task.

1. Student knows that a computer can produce documents

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Can use visual and audio aides to obtain information
2. Understands information comes from many sources
3. Understands fact from fiction

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Can type words and draw pictures
2. Understands that computers can print documents (when attached to a printer)

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Understands that the Internet is a source of information

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Can use programs which emphasize problem solving strategies
2. Can use programs designed to promote creative thinking

First Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Develop fine motor skills, develop eye-hand coordination, and develop mouse skills
2. Can name basic computer components
3. Can handle disks properly
4. Can launch and exit an application
5. Can open, close, print documents
6. Can identify and use menus and icons
7. Can take proper care of computers
8. Knows that a computer can open, save, print and close functions
9. Understands that people have jobs in the computer industry

Standard 1.2 Students are proficient in Keyboarding.

1. Can distinguish left and right side of keyboard with proper hand
2. Can use special function keys, including Return, Space Bar, Shift and Command
3. Use correct body position
4. Can type alphabetic and numeric entry in a keyboarding program

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Student knows that a computer can produce documents

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize

1. Can use visual and audio aides to obtain information
2. Understands information comes from many sources
3. Understands fact from fiction

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Can type words and draw pictures
2. Can create personal documents, saving and printing with assistance

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Understands that the internet is a source of information

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Can use programs which emphasize problem solving strategies
2. Can use programs designed to promote creative thinking

Second Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Develop eye-hand coordination, and develop mouse skills
2. Can name basic computer components
3. Can handle disks properly
4. Can launch and exit an application
5. Can open, close, print, and save documents
6. Can identify and use menus and icons
7. Can take proper care of computers
8. Understand the capabilities and uses of computers in society
9. Understands that people have jobs in the computer industry

Standard 1.2 Students are proficient in Keyboarding.

1. Can distinguish left and right side of keyboard with proper hand
2. Can use special function keys, including Return, Space Bar, Shift, Command, Control, Delete and the arrow keys.
3. Can use home row keys (emphasis on touch skills)
4. Use correct body position
5. Can produce a simple document

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Student knows that a computer can produce documents

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Understands information comes from many sources
2. Understands fact from fiction
3. Uses electronic sources to obtain information

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Can type sentences and draw pictures
2. Can create personal documents, saving and printing with assistance

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Understands that the internet is a source of information and a means of communication

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Can use programs which emphasize problem solving strategies
2. Can use programs designed to promote creative thinking
3. Can publish original work with assistance

Third Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Develop eye-hand coordination, and develop mouse skills
2. Have an expanded computer vocabulary
3. Can handle disks properly
4. Can launch and exit an application
5. Can open, close, print, and save documents
6. Can identify and use menus and icons
7. Can copy and rename files
8. Can log on to a network
9. Can take proper care of computers
10. Understand the capabilities and uses of computers in society
11. Knows about copyright law and its implications for computer
12. Know some specific jobs in the computer industry

Standard 1.2 Students are proficient in Keyboarding.

1. Uses correct finger placement on home row and all reaches
2. Can pass (a certain level) in keyboarding
3. Uses correct body position
4. Can produce documents

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Student knows that a computer can produce documents
2. Student can locate information on the Internet *with assistance*

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Student uses electronic sources to obtain information
2. Understands information comes from many sources
3. Understands fact from fiction

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Can type sentences and draw pictures
2. Can create personal documents, save and print
3. Can use computer graphics

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Understands that the Internet is a source of information
2. Can use on-line resources

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Can use programs which emphasize problem solving strategies
2. Can use programs designed to promote creative thinking
3. Can publish original work

Fourth Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Have an expanded computer vocabulary
2. Can handle disks properly
3. Can launch and exit an application
4. Can open, close, print, and save documents
5. Can identify and use menus and icons
6. Can copy, rename and delete files
7. Can log on to a network
8. Can take proper care of computers
9. Understand the capabilities and uses of computers in society
10. Knows about copyright law and its implications for computer
11. Know some specific jobs in the computer industry

Standard 1.2 Students are proficient in Keyboarding.

1. Can use correct finger placement on home rows
2. Can pass (so many levels) in a keyboarding program
3. Uses correct body position
4. Can produce documents

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Student knows that a computer can produce documents
2. Students knows what a spreadsheet is
3. Student can locate information on the Internet

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Can use visual and audio aides to obtain information
2. Understands information comes from many sources
3. Understands fact from fiction
4. Uses electronic sources in order to obtain information

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Can produce a one-page, double spaced word-processed document
2. Can produce a document with graphics
3. Can use graphic tools to create and manipulate graphics
4. Can use and understand databases
5. Uses audio technology

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Understands that the Internet is a source of information
2. Can use on-line resources

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Can use programs designed to promote problem solving strategies
2. Can use programs designed to promote creative thinking
3. Publishes original works
4. Has an understanding of closed circuit communication

Fifth Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Have an expanded computer vocabulary
2. Can handle disks properly
3. Can launch and exit an application
4. Can open, close, print, and save documents
5. Can identify and use menus and icons
6. Can copy, rename and delete files
7. Can log on to a network
8. Can take proper care of computers
9. Understand the capabilities and uses of computers in society
10. Knows about copyright law and its implications for computer
11. Know some specific jobs in the computer industry

Standard 1.2 Students are proficient in Keyboarding.

1. Can use correct finger placement on home row and all reaches.
2. Can pass (so many levels) in a keyboarding program
3. Uses correct body position
4. Can produce documents

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Student knows that a computer can produce documents
2. Students knows what a spreadsheet is
3. Student can locate information on the internet
4. Student can send and open email

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Can use visual and audio aides to obtain information
2. Understands information comes from many sources
3. Understands fact from fiction
4. Uses electronic sources in order to obtain information

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Can produce a two-page, double spaced word processed document
2. Can produce a document with text and graphics
3. Can use and understand databases
4. Uses audio technology
5. Uses graphic tools to create and manipulate graphics

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Understands that the Internet is a source of information
2. Can use on-line resources
3. Can send and receive electronic mail

Fifth Grade, continued

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Creates presentations with assistance
2. Can use programs designed to promote creative thinking
3. Publishes original works
4. Has an understanding of closed circuit communications

Sixth Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Have an expanded computer vocabulary
2. Can handle disks properly
3. Can launch and exit an application
4. Can open, close, print, and save documents
5. Can identify and use menus and icons
6. Can copy, rename and delete files
7. Can log on to a network
8. Can take proper care of computers
9. Understand the capabilities and uses of computers in society
10. Knows about copyright law and its implications for computer
11. Know some specific jobs in the computer industry

Standard 1.2 Students are proficient in Keyboarding.

1. Students can keyboard at 20-25 wpm with correct fingering positions on all keys using touch skills 80% of the time
2. Use special keys, open, close, copy, cut, paste
3. Produce word processed document with fonts, tabs and formatting

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Demonstrate keyword search strategies in electronic publications.
2. Students knows what a spreadsheet is
3. Student can locate information on the internet
4. Student can send and open email

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Can use keyword search strategies with library databases
2. Can use visual and audio aides to obtain information
3. Print information from CD-ROM materials
4. Use appropriate electronic technologies to organize and present research findings.
5. Use technology to collaborate on research projects.
6. Use content-specific tools, software, and simulations to support research.

Sixth Grade, continued

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Produce a three-page, double spaced word processed document
2. Produce three-page document with text and graphics
3. Operate and use information output devices (i.e. printer, monitor, CD player)
4. Create images using draw and paint tools
5. Load, edit and generate maps and diagrams
6. Use graphics tools to create and manipulate graphics
7. Use audio technology
8. Utilize databases

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Uses electronic encyclopedias
2. Can use on-line resources
3. Can send and receive electronic mail
4. Can use cable and modem/network delivered services
5. Investigate telecommunications issues

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Uses simulation programs
2. Creates presentations
3. Practices problem solving and creative thinking
4. Creates graphics
5. Publishes original works
6. Develops visual and graphic art skills
7. Uses cable-delivered services

Seventh Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Students know how to use computers
2. Students know how to care for computers properly
3. Students understand the ethical issues pertaining to computers, software, their use and application

Standard 1.2 Students are proficient in Keyboarding.

1. Use standard word processing applications.
2. Demonstrate proper use of special command keys
3. Demonstrate touch skills and correct fingering positions
4. Use different tools and toolbars while word processing

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Proofread and edit documents for language mechanics, grammar and content
2. Use an electronic spell checker
3. Use voice mail to access school information (announcements, assignments, etc.)
4. Use calculators beyond four functions (decimal, percent, fractions, roots, and memory)
5. Use database
6. Use clipart gallery

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Demonstrate keyword search strategies in electronic publications.
2. Print information from electronic materials
3. Use appropriate electronic technologies to organize and present research findings
4. Use technology to collaborate on research projects.
5. Use content-specific tools, software, and simulations to support research.

Seventh Grade, continued

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Produce a three page, double spaced word processed document
2. Produce three-page document with text and graphics
3. Operate and use information output devices (i.e. printer, monitor, laserdisc player)
4. Create a one and one half page document at the keyboard
5. Use graphics tools to create and manipulate graphics
6. Use audio technology

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Use electronic encyclopedias and databases to retrieve, download, select, and present pertinent information
2. Develop presentations
3. Use cable and modern / network delivered services to access information from TV and other electronic databases
4. Collect data, build database, manipulate and interpret data
5. Use/Apply web search strategies

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Uses simulation programs
2. Creates presentations
3. Practices problem solving and creative thinking
4. Create graphics
5. Publish original works
6. Use closed circuit communications
7. Use cable and modem / network delivered services
8. Use technology to explore career options

Eighth Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Students know how to use computers
2. Students know how to care for computers properly
3. Students understand the ethical issues pertaining to computers, software, their use and application

Standard 1.2 Students are proficient in Keyboarding.

1. Use standard word processing applications.
2. Demonstrate proper use of special command keys
3. Demonstrate touch skills and correct fingering positions
4. Use different tools and toolbars while word processing

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Proofread and edit documents for language mechanics, grammar and content
2. Use an electronic spell checker
3. Use voice mail to access school information (announcements, assignments, etc.)
4. Use calculators beyond four functions (decimal, percent, fractions, roots, and memory)
5. Create and use spreadsheets
6. Use clipart gallery

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Demonstrate keyword search strategies in electronic publications.
2. Print information from electronic materials
3. Use appropriate electronic technologies to organize and present research findings
4. Use technology to collaborate on research projects.
5. Use content-specific tools, software, and simulations to support research.

Eighth grade, continued

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Produce a three page, double spaced word processed document
2. Produce three-page document with text and graphics
3. Operate and use information output devices (i.e. printer, monitor, laserdisc player)
4. Create a one and one half page document at the keyboard
5. Use graphics tools to create and manipulate graphics
6. Use audio technology

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Use electronic encyclopedias and databases to retrieve, download, select, and present pertinent information
2. Develop presentations
3. Use cable and modem / network delivered services to access information from TV and other electronic databases
4. Collect data, build database, manipulate and interpret data
5. Apply web search strategies

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Uses simulation programs
2. Creates presentations
3. Practices problem solving and creative thinking
4. Create graphics
5. Publish original works
6. Use closed circuit communications
7. Use cable and modem / network delivered services
8. Use technology to explore career options
9. Gain technological skills to aid with educational tasks
10. Develop visual and graphic arts skills

Ninth Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Use appropriate technology
2. Students know how to care for computers properly
3. Demonstrate an understanding of the limitations of various technology options
4. Students understand the ethical issues pertaining to computers, software, their use and application
5. Students make informed choices among available technology systems, resources and services

Standard 1.2 Students are proficient in Keyboarding.

1. Use standard word processing applications.
2. Demonstrate proper use of special command keys
3. Demonstrate touch skills and correct fingering positions
4. Use different tools and toolbars while word processing to produce required formats such as bibliographies and footnotes

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Proofread and edit documents for language mechanics, grammar and content
2. Use an electronic spell checker
3. Use appropriate calculator for problem solving (four function to graphing)
4. Use databases
5. Create and use presentations
6. Create and use spreadsheets.
7. Use clipart gallery

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Demonstrate keyword search strategies using electronic resources
2. Print information from various sources
3. Use appropriate electronic technologies to organize and present research findings.
4. Use technology to collaborate on research projects.
5. Use content-specific tools, software, and simulations to support research.
6. Use technology to collaborate on research projects.
7. Select and apply technology tools for research, information analysis, problem solving and decision-making in content learning.
8. Cite electronic information sources properly.

Ninth Grade, continued

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Produce a double spaced word-processed document using MLA format
2. Produce and demonstrate a presentation
3. Produce and interpret a spreadsheet document
4. Operate and use information output devices (i.e. printer, monitor, Audio/Visual equipment) as well as input devices such as scanners and mice
5. Use graphics tools to create and manipulate graphics
6. Use audio technology
7. Apply visual art and digital photographic techniques

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Use electronic encyclopedias and catalogs
2. Retrieve and present information from databases
3. Use cable and network delivered services to access information from TV and other sites
4. Demonstrate search strategies on Internet

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Creates presentations
2. Practices problem solving and creative thinking
3. Publish original works
4. Use closed circuit communications
5. Use cable and modem / network delivered services
6. Develop visual and graphics arts skills
7. Use technology to explore career and education options
8. Gain technological skills to prepare for the future

Tenth Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Use appropriate technology
2. Students know how to care for computers properly
3. Demonstrate an understanding of the limitations of various technology options
4. Students understand the ethical issues pertaining to computers, software, their use and application
5. Students make informed choices among available technology systems, resources and services

Standard 1.2 Students are proficient in Keyboarding.

1. Use standard word processing applications.
2. Demonstrate proper use of special command keys
3. Demonstrate touch skills and correct fingering positions
4. Use different tools and toolbars while word processing to produce required formats such as bibliographies and footnotes

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Proofread and edit documents for language mechanics, grammar and content
2. Use an electronic spell checker
3. Use appropriate calculator for problem solving (four function to graphing)
4. Use databases
5. Create and use presentations
6. Create and use spreadsheets.
7. Use clipart gallery

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Demonstrate keyword search strategies using electronic resources
2. Print information from various sources
3. Use appropriate electronic technologies to organize and present research findings.
4. Use technology to collaborate on research projects.
5. Use content-specific tools, software, and simulations to support research.
6. Use technology to collaborate on research projects.
7. Select and apply technology tools for research, information analysis, problem solving and decision-making in content learning.
8. Cite electronic information sources properly.

Tenth Grade, continued

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Produce a double spaced word-processed document using MLA format
2. Produce and demonstrate a presentation
3. Produce and interpret a spreadsheet document
4. Operate and use information output devices (i.e. printer, monitor, Audio/Visual equipment) as well as input devices such as scanners and mice
5. Use graphics tools to create and manipulate graphics
6. Use audio technology
7. Apply visual art and digital photographic techniques

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Use electronic encyclopedias and catalogs
2. Retrieve and present information from databases
3. Use cable and network delivered services to access information from TV and other sites
4. Use E-mail (electronic mail) to gain information from an expert outside the district
5. Demonstrate search strategies on Internet

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Creates presentations
2. Practices problem solving and creative thinking
3. Publish original works
4. Use closed circuit communications
5. Publish original works
5. Use cable and modem / network delivered services
7. Develop visual and graphics arts skills
8. Use technology to explore career and education options
9. Gain technological skills to prepare for the future

Eleventh Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Use appropriate technology
2. Students know how to care for computers properly
3. Demonstrate an understanding of the limitations of various technology options
4. Students understand the ethical issues pertaining to computers, software, their use and application
5. Students make informed choices among available technology systems, resources and services
6. Apply strategies for identifying and solving routine problems that occur during everyday use

Standard 1.2 Students are proficient in Keyboarding.

1. Use standard word processing applications.
2. Demonstrate proper use of special command keys
3. Demonstrate touch skills and correct fingering positions
4. Use different tools and toolbars while word processing to produce required formats such as bibliographies and footnotes

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Proofread and edit documents for language mechanics, grammar and content
2. Use an electronic spell checker
3. Use appropriate calculator for problem solving (four function to graphing)
4. Use databases
5. Create and use presentations
6. Create and use spreadsheets.
7. Use clipart gallery

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Demonstrate keyword search strategies using electronic resources
2. Print information from various sources
3. Use appropriate electronic technologies to organize and present research findings.
4. Use technology to collaborate on research projects.
5. Use content-specific tools, software, and simulations to support research.
6. Use technology to collaborate on research projects.
7. Select and apply technology tools for research, information analysis, problem solving and decision-making in content learning.
8. Cite electronic information sources properly.

Eleventh Grade, continued

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Produce a double spaced word-processed document using MLA format
2. Produce and demonstrate a presentation
3. Produce and interpret a spreadsheet document
4. Operate and use information output devices (i.e. printer, monitor, Audio/Visual equipment) as well as input devices such as scanners and mice
5. Use graphics tools to create and manipulate graphics
6. Use audio technology
7. Apply visual art and digital photographic techniques

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Use electronic encyclopedias and catalogs
2. Retrieve and present information from databases
3. Use cable and network delivered services to access information from TV and other sites
4. Develop presentations using video and audio and/or other Applied Arts technologies
5. Demonstrate search strategies on Internet

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Creates presentations
2. Practices problem solving and creative thinking
3. Create graphics
4. Publish original works
5. Use closed circuit communications
6. Know about the development of computer programs
7. Use cable and modem / network delivered services
8. Develop visual and graphics arts skills
9. Create student body publications
10. Use technology to explore career and education options
11. Gain technological skills to prepare for the future

Twelfth Grade

Standard 1: Understanding Technology

Standard 1.1 All students will be able to use technological systems.

1. Use appropriate technology
2. Students know how to care for computers properly
3. Demonstrate an understanding of the limitations of various technology options
4. Students understand the ethical issues pertaining to computers, software, their use and application
5. Students make informed choices among available technology systems, resources and services
6. Apply strategies for identifying and solving routine problems that occur during everyday use
7. Demonstrate awareness of technological advances

Standard 1.2 Students are proficient in Keyboarding.

1. Use standard word processing applications.
2. Demonstrate proper use of special command keys
3. Demonstrate touch skills and correct fingering positions
4. Use different tools and toolbars while word processing to produce required formats such as bibliographies and footnotes

Standard 2: Choosing Tools

Standard 2.1 Students will be able to choose appropriate technological tools to complete a task

1. Proofread and edit documents for language mechanics, grammar and content
2. Use an electronic spell checker
3. Use appropriate calculator for problem solving (four function to graphing)
4. Use databases
5. Create and use presentations
6. Create and use spreadsheets.
7. Use clipart gallery

Standard 3: Gathering Information

Standard 3.1 Students will be able to access a variety of information sources to retrieve, interpret and synthesize information

1. Demonstrate keyword search strategies using electronic resources
2. Print information from various sources
3. Use appropriate electronic technologies to organize and present research findings.
4. Use technology to collaborate on research projects.
5. Use content-specific tools, software, and simulations to support research.
6. Use technology to collaborate on research projects.
7. Select and apply technology tools for research, information analysis, problem solving and decision-making in content learning.
8. Cite electronic information sources properly.

Twelfth Grade, continued

Standard 4: Producing and Communicating

Standard 4.1 Students use technology to enhance learning, increase productivity and promote creativity

1. Produce a double spaced word-processed document using MLA format
2. Produce and demonstrate a presentation
3. Produce and interpret a spreadsheet document
4. Operate and use information output devices (i.e. printer, monitor, Audio/Visual equipment) as well as input devices such as scanners and mice
5. Use graphics tools to create and manipulate graphics
6. Use audio technology
7. Apply visual art and digital photographic techniques

Standard 4.2 Students use telecommunications to collaborate with peers and experts

1. Use electronic encyclopedias and catalogs
2. Retrieve and present information from databases
3. Use cable and network delivered services to access information from TV and other sites
4. Develop presentations using video and audio and/or other Applied Arts technologies
5. Demonstrate search strategies on Internet

Standard 5: Integrating

Standard 5.1 Students will understand and apply technology in their daily activities

1. Creates presentations
2. Practices problem solving and creative thinking
3. Create graphics
4. Publish original works
5. Use closed circuit communications
6. Know about the development of computer programs
7. Use cable and modem / network delivered services
8. Develop visual and graphics arts skills
9. Create student body publications
10. Use technology to explore career and education options
11. Gain technological skills to prepare for the future

Information Literacy Standards for Colorado

Information literacy is the ability to identify information needs, seek out resources to meet those needs, and then analyze, synthesize, evaluate, and communicate the resulting knowledge.

Information Literacy

The information literate student...

...accesses information efficiently and effectively. (standard 1)

...evaluates information critically and competently. (standard 2)

...uses information accurately and creatively. (standard 3)

Independent Learning.

The information literate student is an independent learner who...

...pursues information related to personal interests. (standard 4)

...appreciates literature and other creative expressions of information. (standard 5)

...strives for excellence in information seeking and knowledge generation. (standard 6)

Social Responsibility

The information literate student contributes positively to the learning community and to society and...

...recognizes the importance of information to a democratic society. (standard 7)

...practices ethical behavior in regard to information and information technology. (standard 8)

...participates effectively in groups to pursue and generate information. (standard 9)