

## **Instructional Technology Standards Grade 7**

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

- 1.11 Identify components of a computer system, understand their functions, and use appropriate terminology in speaking about them (e.g., operating system, hard drive, memory, window).
- 1.12 Identify and use basic features of a computer operating system (e.g., format/initialize disks, access information on size and format of a file, create folders on local hard drive).
- 1.13 Save a file to the desktop, the hard drive, and external storage spaces (e.g., floppy disk, CD-ROM, virtual electronic space).
- 1.14 Select a printer and print a document with appropriate page setup and orientation.
- 1.15 Operate peripheral equipment (e.g., scanner, digital camera, camcorder).
- 1.17 Identify and use editing and formatting features of a word processing program (e.g., centering, line spacing, margins, cut and paste, fonts, styles, spelling, page numbers).
- 1.20 Create an original database, defining field formats and adding new records.
- 1.21 Perform simple operations in a database (e.g., browse, sort, search, delete, add data).
- 1.22 Describe structure and function of spreadsheet (e.g., cells, rows, columns, formulas) and apply formatting features.
- 1.23 Create an original spreadsheet, entering simple formulas.
- 1.26 Using a browser, "bookmark" a Web site for future reference.
- 1.27 Identify basic elements of a Web site (e.g., URL, hyperlinks, site map, etc.).
- 1.28 Copy an image from a Web site into a file on the desktop; write a correct citation caption in keeping with copyright law.
- 1.32 Create a slide presentation using appropriate applications.

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

- 2.7 Explain and demonstrate ethical and legal behavior in copying files, applications, and media.
- 2.9 Explain safe practices for sharing personal information via e-mail and the Internet. (Use of e-mail is at district discretion.)
- 2.10 Explain proper e-mail etiquette.
- 2.11 Describe and demonstrate knowledge of the school's Acceptable Use Policy, and know the consequences of violating that policy.
- 2.12 Validate a Web site for authenticity (e.g., find site sponsor, author, and date the site was last updated).
- 2.13 Explain how media and technology can be misused to distort or exaggerate information.
- 2.14 Write correct citations for text and images gathered from electronic sources. Understand that use of materials is limited by the fair use rule of copyright law.
- 2.15 Develop an awareness of the issue of ergonomics (e.g., Repetitive Stress Injuries) and how to use equipment safely.

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

3.6 In keeping with the research process outlined in Standard 24 of the *English Language Arts Curriculum Framework*, identify electronic sources of information (e.g., Internet, CD-ROM, online periodical databases, and online catalogs).

3.7 Use search engines effectively to find relevant, unbiased, and current information on a subject. (Standard 2 performance indicators apply—i.e., evaluate Web sites and write correct citations for sources.)

3.8 Organize information that is collected using a variety of tools (e.g., spreadsheet, database, saved files).

3.9 Communicate results of research and learning with others using the most appropriate tools (e.g., desktop-published or word-processed report, multimedia presentation).

3.10 Manipulate data using charting tools and graphic organizers (e.g., concept mapping, flow charting, and outlining software) to connect ideas and organize information.