

B) Beginning D) Developing S) Secure

9th Grade

Date Implemented

D) Use the menu/tool bar functions to format, edit and print a document				
B) Can associate document extensions with appropriate file types				
D) Use basic troubleshooting steps to solve technical problems independently				
B) Calculate numerical equations using spreadsheet formulas and functions				
B) Designate the format of a cell to accommodate different kinds of text and numerical data				
B) Enter/edit data and text into a database and use queries to find information				
D) Use spreadsheets and databases to make predictions, solve problems and draw conclusions				
D) Build a positive digital footprint/reputation				
D) Set appropriate profile pictures and other profile content across social media, web pages, blogs, etc.				
D) Recognize the difference between active and passive data collection when using the internet and social media sites				
B) Download, upload, attach and zip files and folders via email or cloud services				
D) Understand how to be safe online and in a digital world				
D) Understand how to practice safe internet searches				
D) Evaluate whether sources/websites are safe to conduct research				
D) Understand the difference between CC (carbon copy) and BCC (blind carbon copy) and use them appropriately				

B) Beginning D) Developing S) Secure

10th Grade

Date Implemented

S) Use basic troubleshooting steps to solve technical problems independently				
S) Set appropriate profile pictures and other profile content across social media, web pages, blogs, etc.				
S) Recognize the difference between active and passive data collection when using the internet and social media sites				
S) Is polite and respectful in all communications and collaborations using technological tools, using appropriate language at all times				
D) Locate required citation information on web pages and other digital resources and cite in the appropriate style				
S) Create and maintain a digital portfolio or collection of works related to one's learning				
D) Use audience response tools and apps to participate in class discussions				
D) Set up, share and utilize collaborative workspaces, documents or other digital tools for asynchronous and synchronous collaboration				
S) Use email, messaging and other tools to share information and communicate ideas with others				
S) Understand the difference between Reply, Send, Reply All and Forward when responding to an email				
D) Understand the difference between CC (carbon copy) and BCC (blind carbon copy) and use them appropriately				
B) Calculate numerical equations using spreadsheet formulas and functions				
B) Designate the format of a cell to accommodate different kinds of text and numerical data				

B) Beginning D) Developing S) Secure

11th Grade

Date Implemented

D) Evaluate whether sources/websites are safe to conduct research				
D) Understand the positive and negative effects social media sites can have on one's life				
D) Recognize how overuse of technology can impact one's mental, physical and emotional health				
S) Build a positive digital footprint/reputation				
S) Understand that digital content is permanent and cannot be deleted				
D) Use digital tools such as blogs, websites and social media to crowdsource, crowd fund and mobilize a community toward a goal				
D) Use 3D design tools to create prototypes, models and simulations to demonstrate solutions and ideas				
D) Use digital tools to create timelines of people, historical events, etc. to organize information sequentially				
D) Calculate numerical equations using spreadsheet formulas and functions				
D) Designate the format of a cell to accommodate different kinds of text and numerical data				
D) Download, upload, attach and zip files and folders via email or cloud services				
D) Can associate document extensions with appropriate file types				
D) Calculate numerical equations using spreadsheet formulas and functions				
D) Designate the format of a cell to accommodate different kinds of text and numerical data				
D) Enter/edit data and text into a database and use queries to find information				

B) Beginning D) Developing S) Secure

12th Grade

Date Implemented

S) Evaluate whether sources/websites are safe to conduct research				
S) Recognize how overuse of technology can impact one's mental, physical and emotional health				
S) Use digital tools such as blogs, websites and social media to crowdsource, crowd fund and mobilize a community toward a goal				
S) Use 3D design tools to create prototypes, models and simulations to demonstrate solutions and ideas				
S) Use digital tools to create timelines of people, historical events, etc. to organize information sequentially				
S) Calculate numerical equations using spreadsheet formulas and functions				
S) Designate the format of a cell to accommodate different kinds of text and numerical data				
S) Download, upload, attach and zip files and folders via email or cloud services				
S) Can associate document extensions with appropriate file types				
S) Calculate numerical equations using spreadsheet formulas and functions				
S) Designate the format of a cell to accommodate different kinds of text and numerical data				
S) Enter/edit data and text into a database and use queries to find information				