

LGUSD Student Technology Skills Scope & Sequence K-8	Key:	I – Introduce	R – Reinforce	P – Proficient	O – Optional
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INTRODUCTION: This Scope and Sequence was adapted from the Fresno County Office of Education Recommended Digital Literacy and Technology Skills and the Long Beach K-12 Technology Skills Scope and Sequence with additional editing and adaptation by the Los Gatos Union School District Technology Advisory Team.

The Scope and Sequence identifies which grade levels the skills need to be Introduced (I), Reinforced (R) and Proficient (P). Skills identified as Optional for Grade Level (O) are left to the discretion of the teacher who may choose to teach the skills to the students.

The skills identified for each grade level align to the Common Core State Standards (CCSS) for Mathematics and English Language Arts as well as skills required to take the Smarter Balanced Assessment Consortium's (SBAC) Computer Adaptive Assessments. Additional skills identified are from the 2016 ISTE Standards for Students. Even though students in grades K, 1, 2 are not tested for CCSS, the skills help build basic technology competencies to support the grade levels at which the students are tested. Mathematics standards are focused mainly in grades 6-8 as there are no technology requirements in grades K-5. Most of the SBAC Testing Skills cover the skills that students will be required to have to take the online assessment.

CCSS - English Language Arts Anchor Standards		CCSS - Mathematics Standards		ISTE Standards for Students 2016								
RL - Reading Standards for Literature; RI - Reading Standards for Informational Text; W - Writing; SL - Speaking and Listening; L - Language.		MD – Measurement and Data G - Geometry EE - Expressions and Equations A - Algebra F - Functions SP - Statistics and Probability SMP - Standards of Mathematical Practice		EL – Empowered Learner DC – Digital Citizen KC – Knowledge Constructor ID – Innovative Designer CT – Computational Thinker CC – Creative Communicator GC – Global Collaborator								
Digital Literacy Category	Standards Alignment to CCSS, SBAC, ISTE	Skills	K	1st	2nd	3rd	4th	5th	6th	7th	8th	
	SBAC test taking skills	Turn on a device and login	I	R	P	P	P	P				
	SBAC test taking skills	Use pointing device such as a mouse, trackpad or finger to manipulate shapes, icons; click on urls, radio buttons, check boxes; use scroll bar	I	R	P	P	P	P				
	SBAC test taking skills	Use icons, windows and menus to open applications and documents	I	R	P	P	P	P				
	SBAC test taking skills	File management – saving and/or titling documents	O	I	R	P	P	P				
Basic Operations	W6	Keyboarding • Use proper posture and ergonomics • Locate and use letter and numbers keys with left and right hand placement. • Locate and use correct finger, hand for space bar, return/enter and shift key • Gain proficiency and speed in touch typing • Demonstrate automaticity in keyboarding skills by increasing accuracy and speed See LGUSD Keyboarding Scope and Sequence 2020 bit.ly/Keyboarding2020										
				O	I	R	R	R	P	P		
	W6, CC	Demonstrate automaticity in keyboarding skills by increasing accuracy and speed							R	P	P	
	W7,W8	Identify and use age-appropriate online tools and resources (e.g. tutorial, assessment, web browser)		I	R	I	R	R	R	R	R	
	CT	Independently operate peripheral equipment (e.g., scanner, digital camera, camcorder), if available.							O	I	R	
	CT	File Compression options and awareness of audience							O	I	R	



	F, SMP5, RI7, CT, KC	Use advanced formatting features of a spreadsheet application (e.g., reposition columns and rows, add and name worksheets).							I	R	P
	SMP5, RI7, CT, KC	Differentiate between formulas with absolute and relative cell references.									I
	SMP5, RI7, CT, KC	Use multiple sheets within a workbook, and create links among worksheets to solve problems.								O	I
	SMP5, RI7, CT, KC	Import and export data between spreadsheets and other applications.								O	I
Digital Literacy Category	Standards Alignment	Skills	K	1st	2nd	3rd	4th	5th	6th	7th	8th
Mathematical Applications	G, SMP5, ID	Draw two and three dimensional geometric shapes using a variety of technology tools							I	R	P
	EE, SMP5, CT, KC	Use and interpret scientific notations using a variety of technology applications such as calculators and spreadsheets.								O	I
	W8, SL5, EE, A, F, SP, SMP5, ID, CT	Explain and demonstrate how specialized technology tools can be used for problem solving, decision making, and creativity in all subject areas (e.g., simulation software, environmental probes, computer aided design, geographic information systems, dynamic geometric software, graphing calculators).							O	O	O
Digital Literacy Category	Standards Alignment	Skills	K	1st	2nd	3rd	4th	5th	6th	7th	8th
	W6, SL5, ID	Copy and paste or import graphics; change their size and position on a slide			O	I	R	P			
	W6, SL5, ID, CC	Use painting and drawing tools/ applications to create and edit work	I	R	R	I	R	R			
	W6, RL7, SBAC	Watch online videos and use play, pause, rewind and forward buttons			I	R	P	P			
	W6	Create, edit and format text on a slide			O	I	R	P			
Multimedia and Presentation Tools	W6, ID, CT	Create a series of slides and organize them to present research or convey an idea				I	R	P			
	SL5, SMP3, CC, ID	Create presentations for a variety of audiences and purposes with use of appropriate color, text (font, size), images and transitions and animations to add interest without taking away from the informational content of the slide.							I	R	P
	W6, SMP5, CC, ID	Use a variety of technology tools (e.g., dictionary, thesaurus, grammar checker, calculator/graphing calculator) to maximize the accuracy of work.							I	R	P
	SL5, CC, ID	Make strategic use of digital media to enhance understanding							I	R	P
	W6, SL5, ID, CC	Use painting and drawing tools/ applications to create and edit work							I	R	P
	SL5, SMP3, CT, KC	Independently use appropriate technology tools (e.g., graphic organizer, audio, visual)							I	R	P
	Digital Literacy Category	Standards Alignment	Skills	K	1st	2nd	3rd	4th	5th	6th	7th
Acceptable Use, Copyright and Plagiarism	DC	Explain and demonstrate compliance with classroom, school rules (Acceptable Use Policy) regarding responsible use of devices and networks	I	R	R	I	R	P	P		
	DC	Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use	I	R	P	P	P	P	P		
	DC	Explain Fair Use guidelines for the use of copyrighted materials (e.g. text, images, music, video) in student projects and giving credit to media creators			O	I	R	R	R	P	P
	DC	Identify and explain the strategies for the safe and efficient use of devices (e.g. passwords, virus protection software, spam filters, popup blockers)				I	R	R	I	R	P



