

**Information Technology  
Grades 9-10**

		<b>Students will know and be able to:</b>	<b>Standards</b>
<b>Basic Operations, Concepts, and Productivity Tools</b>	<b>Basic Operations</b>	Identify the platform, version, properties, function, and interoperability of computer devices including a wide range of devices that compute and/or manage digital media.	1.1
		Use online help and other support to learn about features of hardware and software, as well as to assess and resolve problems.	1.2
		Explain effective backup and recovery strategies.	1.4
		Explain criteria for evaluating hardware and software appropriate for a given task (e.g., features, versions, capacity).	1.5
	<b>Word Processing</b>	Apply advanced formatting and page layout features when appropriate (e.g., columns, templates, and styles) to improve the appearance of documents and materials.	1.8
		Use editing features appropriately (e.g., track changes, insert comments, search and replace).	1.9
		Identify the use of word processing and desktop publishing skills in various careers.	1.10
	<b>Database</b>	Explain the importance of designing the structure of a database to meet its intended goals. Identify, search free and subscription databases.	1.11
	<b>Spreadsheet</b>	Define and use functions of a spreadsheet application (e.g., sort, filter, find).	1.18
		Enter formulas and functions; use the auto-fill feature in a spreadsheet application.	1.19
		Explain and use advanced formatting features of a spreadsheet application (e.g., sort, filter, find).	1.20
		Differentiate between formulas with absolute and relative cell references.	1.21

		<b>Students will know and be able to:</b>	<b>Standards</b>
		Use multiple sheets within a workbook, and create links among worksheets to solve problems.	1.22
		Import and export data between spreadsheets and other applications.	1.23
		Create and use pivot tables.	1.24
		Explain how various formatting options are used to convey information in charts or graphs.	1.26
	<b>Internet, Networking, Communication and Online Communication</b>	Use search engines and online directories. Explain the differences among various search engines and how they rank results.	1.27
		Explain and demonstrate effective search strategies for locating and retrieving electronic information (e.g., using syntax and Boolean logic operators).	1.28
		Describe good practices for password protection and authentication.	1.29
		Identify career options in network technologies	1.31
	<b>Multimedia</b>	Identify technology tools (e.g., authoring tools and other software resources) that can be used to create a multimedia product.	1.32
		Use a variety of applications to plan, create, and edit multimedia products (e.g., slide presentations, videos, animations, simulations, podcasts).	1.33
		Identify career options in multimedia and software development.	1.35
	<b>Web Authoring</b>	Distinguish between effective and ineffective Web site designs; explain the reasons.	1.36
		Explain terminology related to web page authoring (e.g., HTML, URL, links, browsers, plug-ins, web servers).	1.37
		Use HTML or Web-authoring tools to create, edit, and publish unified, well organized Web sites with effective navigation.	1.38
		Explain basic practices that contribute to a web site's accessibility to people with disabilities (e.g., using alternative text, captioning, consistent structure).	1.39
		Explain how to test and debug Web files for quality assurance.	1.40

		<b>Students will know and be able to:</b>	<b>Standards</b>	
		Identify career options in web design, development, and management.	1.41	
<b>Digital Citizenship, Ethics, Society, and Safety</b>	<b>Ethics</b>	Demonstrate compliance with the school's Acceptable Use Policy.	2.1	
		Explain issues related to the responsible use of technology, including privacy and security.	2.2	
		Explain laws restricting the use of copyrighted materials.	2.3	
		Identify examples of plagiarism, and discuss the possible consequences of plagiarizing the work of others	2.4	
		Write correct in-text citations and reference lists for text and images gathered from electronic sources.	2.5	
		Give examples of the appropriate and responsible use of communication tools such as chats, instant messaging, blogs, and wikis.	2.6	
		Discuss misuse of technology for personal and commercial reasons (e.g., software piracy, unauthorized file sharing/downloading, virus spreading, and hacking); explain possible consequences	2.7	
	<b>Society</b>	Design and implement a personal learning plan that includes the use of technology to support lifelong learning goals.	2.8	
		Evaluate the authenticity, accuracy, appropriateness, and bias of electronic resources, including web sites.	2.9	
			Analyze the values and points of view that are presented in media messages.	2.10
			Describe devices, applications, and operating system features that offer accessibility for people with disabilities.	2.11
			<b>Health and Safety</b>	Evaluate school and work environments in terms of ergonomic practices.
		Describe and use safe and appropriate practices when participating in online communities, such as discussion groups, blogs, and social networking sites.		2.13

		<b>Students will know and be able to:</b>	<b>Standards</b>
		Explain and use practices to protect one's personal safety online (e.g., not sharing personal information with strangers, being alert for online predators, reporting suspicious activities).	2.14
		Explain ways individuals can protect their technology systems and information from unethical users.	2.15
<b>Fluency in Research, Critical Thinking, Problem Solving, Decision Making, Communication, Collaboration, Creativity and Innovation</b>	<b>Research</b>	Devise and demonstrate strategies for efficiently collecting and organizing information from electronic sources.	3.1
		Compare, evaluate, and select appropriate electronic resources to locate specific information	3.2
		Select the most appropriate search engines and directories for specific research tasks.	3.3
		Search for information within an electronic source (e.g., using the find command).	3.4
	<b>Problem Solving</b>	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, art and music composition software).	3.5
	<b>Communication</b>	Use a variety of media to present information for specific purposes (e.g., reports, research papers, presentations, newsletters, web sites, podcasts, blogs), citing sources.	3.6
		Demonstrate how the use of various techniques and effects (e.g., editing, music, color, rhetorical devices) can be used to convey meaning in media	3.7
		Use online communication tools to collaborate with peers, community members, and field experts as appropriate (e.g., bulletin boards, discussion forums, listservs, Web conferencing).	3.8

		<b>Students will know and be able to:</b>	<b>Standards</b>
		Plan and implement a collaborative project with students in other classrooms and schools using telecommunications tools (e.g., e-mail, discussion forums, groupware, interactive Web sites, video conferencing).	3.9
		Provide opportunity for at least one online credit or non-credit course or tutorial; discuss the benefits and disadvantages of this method of learning.	3.10