

Madison County Schools

K-2nd
Technology Course of Study
Documentation Checklist

Updated: 1/21/10

Objective	Lesson #	Date Implemented
Technology Operations and Concepts		
1. Identify basic parts of various technology systems.		
<ul style="list-style-type: none"> Naming input and output devices Examples: input: keyboard-stylus output: printer 		
2. Identify applications and operations of various technology systems. Examples: applications: word processing, multimedia presentation software operations: opening, closing, and saving files		
<ul style="list-style-type: none"> Use accurate terminology related to technology. Example: “press”, not “hit” keys. 		
<ul style="list-style-type: none"> Using input devices to enter letters, numbers, & symbols 		
<ul style="list-style-type: none"> Using special functions of input devices Example: keyboard shortcuts-CTRL ALT DELETE-SHIFT 		
<ul style="list-style-type: none"> Labeling storage media 		
<ul style="list-style-type: none"> Removing storage media safely 		
3. Demonstrate correct posture and finger placement while using a technology system.		
<ul style="list-style-type: none"> Distinguish between correct/incorrect postures when using a computer. 		
<ul style="list-style-type: none"> Understand that there are specific finger positions used when selecting a letter, number, or symbol on the keyboard. 		
Digital Citizenship		
4. Identify safe use of technology systems and applications		
<ul style="list-style-type: none"> Protecting personal information online 		
<ul style="list-style-type: none"> Avoiding/exiting inappropriate sites 		
5. Practice responsible use of technology systems and applications. Example: maintaining proper settings		
<ul style="list-style-type: none"> Follow local acceptable use policies regarding technology. 		
<ul style="list-style-type: none"> Demonstrate care of digital equipment and media Example: washing hands, cleaning work area 		
<ul style="list-style-type: none"> Distinguish between ethical and unethical use of others’ work. Examples: avoiding plagiarism, avoiding manipulating others’ work without permission 		

6. Identify uses of technology systems in daily living.		
Research and Information Fluency		
7. Use digital tools to access and retrieve information.		
<ul style="list-style-type: none"> Using online libraries, multimedia dictionaries, search engines, directories 		
<ul style="list-style-type: none"> Evaluating accuracy of digital content. Example: determining fact vs. opinion 		
Communication and Collaboration		
8. Use digital environments to exchange ideas with individuals or groups. Examples: other classes, schools, states or countries		
<ul style="list-style-type: none"> Producing digital works collaboratively Examples: shared writing projects, creating language experience stories 		
Critical Thinking, Problem Solving, and Decision Making		
9. Identify digital tools used for problem solving		
<ul style="list-style-type: none"> Use spell check, digital graphic organizers, electronic drawing programs, simulation software 		
<ul style="list-style-type: none"> Use technology for problem solving-learning software, games 		
Creativity and Innovation		
10. Design original works using digital tools.		
<ul style="list-style-type: none"> Use digital drawing tools, music software, word processing software, digital cameras, podcasts, etc. 		

Teacher Name

School