

Wright School District

K-8 Digital Literacy Skills Scope and Sequence:

(updated March 7, 2017)



Purpose: The students learning in the 21st century must acquire skills appropriate for their future. This scope and sequence assists teachers and students on a strategic path for learning skills necessary for using new-media technology and overall digital literacy that is inherently connected to these tools.



Tool: This Scope and Sequence document is a K-8 guide to identify digital skills needed and when these skills should be introduced, reinforced and mastered.



Evidence: Teachers will use this scope and sequence guide, in combination with observations and tangible evidence from classroom projects, tasks, or rubric assessments to demonstrate mastery in each area relative to the grade level he or she teaches.

Introduction to the Scope and Sequence Document

The skills identified for each grade level align to the Common Core State Standards (CCSS) for Mathematics and English Language Arts & Literacy in History/Social Studies, Science and Technical Subjects as well as the skills required to complete on-going digital assessments (i.e. California Smarter Balanced Assessments). Additional skills identified in this scope and sequence are taken from the International Society for Technology in Education Standards (ISTE 2016) and the National Educational Technology Standards (NETS 2007): Creativity and Innovation; Digital Literacy; and Technical Operations and Concepts.

Keys for Scope and Sequence

I = Introduce R = Reinforce M = Mastery O = Optional

<u>ISTE/NETS</u> (International Society for Technology in Education)	Common Core Standards CA English Language Arts doc PDF CA Math Standards doc PDF
<p>CI - Creativity and Innovations (area 1) CC - Communication and Collaboration (area 2) RIF - Research and Information Fluency (area 3) CT - Critical Thinking, Problem Solving, and Decision Making (area 4) DC - Digital Citizenship (area 5) OC - Technology Operations and Concepts (area 6)</p>	<p>MD - Measurement and Data G - Geometry EE -Expressions and Equations A - Algebra F - Functions SP - Statistics and Probability SMP - Standards of Mathematical Practice ----- RL - Reading Standards for Literature RI - Reading Standards for Informational Text W - Writing SL - Speaking L - Language ----- RST - History/Social Studies RST - Science & Technical Subjects</p>

Adapted from Long Beach District & Fresno County Office of Ed., MNPS Learning Tech, Common Sense Ed., & IOS Summit <http://sonoma.iossummits.com/>

Digital Literacy Rubric: Wright School District

Key: I = Introduce R = Reinforce M = Mastery O = Optional

COMPUTER SKILLS	Alignment to IETS	Alignment to CCSS	Technology Concepts/Operations	K	1	2	3	4	5	6	7	8
Basic Operations	OCa	RST.6-8.3	<ul style="list-style-type: none"> Safely turn off/on tablet or computer 	I	R	R	M	M	M	M	M	M
	OCa	RST.6-8.3	<ul style="list-style-type: none"> Learn to operate/control ipad/tablet with one finger (includes slide/unlock, power, home button, volume, use of headphones, attach/detach wires properly) 	I	R	M	M	M	M	M	M	M
	OCa	RST.6-8.3	<ul style="list-style-type: none"> Chromebook skills: log in (using school credentials), headphone use, volume, app launcher 				I	R	R	R	M	M
	OCa	RST.6-8.3	<ul style="list-style-type: none"> Mouse skills: right click, drag/drop, highlight, scrolling 				I	R	R	M	M	M
	OCb	RST.6-8.3	<ul style="list-style-type: none"> Recognize functions of basic file menu commands Copy/edit/paste open/close, save, copy and delete files/application 				I	R	R	R	M	M
	OCb CT	W6 RL7 R3	<ul style="list-style-type: none"> Navigate websites effectively: <ul style="list-style-type: none"> identify links locate/use navigation bar pause, rewind, playback, quit video player Open an URL accurately Open tabs and Bookmark URL Know difference between a browser and website 				I	R	R	R	M	M

COMPUTER SKILLS	Alignment to IETS	Alignment to CCSS	Technology Concepts/Operations	K	1	2	3	4	5	6	7	8
Word Processing	TOC	W5 W10	<ul style="list-style-type: none"> • Keyboarding • Know simple key strokes; copy/edit/paste 			I	I	R	R	R	R	M
	OC	W6	<ul style="list-style-type: none"> • Insert clip art, images, links into document 					I	R	R	M	M
	OC	W6 W10	<ul style="list-style-type: none"> • Execute most formatting, edit, print, and save (if necessary) a word processing program (Google Docs suggested) 					I	R	R	M	M
	OC	L4	<ul style="list-style-type: none"> • Execute revision tools; spell check, grammar, thesaurus 				I	R	R	M	M	M
	OC	W6	<ul style="list-style-type: none"> • Demonstrate use of word processing features: • Know how to navigate basic tool bar • Skills: including margins, spaces, fonts, tabs, headers, bullets, numbering, inserting tables 					I	R	R	M	M

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DIGITAL CITIZENSHIP: Responsible Use & Personal Responsibility	Alignment to IETS	Alignment to CCSS	Technology Concepts /Operations <small>(Team Notes: Lesson for all these areas can be found at https://www.common sense media.org/educators/scope-and-sequence)</small>	K	1	2	3	4	5	6	7	8
				Digital Citizenship	DC	W.2, W.5, W.7, W.8, L.6	<ul style="list-style-type: none"> Internet / Privacy Safety: visiting appropriate websites (K, 1, 2, 3, 4, 5, 6, 7, 8) 	I	I	I	R	R
	DC	RI.1, RI.4, RI.10, W.7, L.6	<ul style="list-style-type: none"> Anti-bullying & Digital Drama: Students should know how to handle cyberbullying and how to respond in the face of upsetting language online (K, 1, 2, 3, 4, 5, 6, 7, 8) 	I	I	I	R	R	R	M	M	M
	DC	RI.1, RI.4, RL.10, W.6, W.7, L.6, SL	<ul style="list-style-type: none"> Digital Footprint & Reputation: take precaution by not giving out personal information, protecting password and asking for help when needed (K, 1, 2, 3, 4, 5, 6, 7, 8) 	I	I	I	R	R	R	M	M	M
Digital Citizenship	DC	W.7, W.8, L.6, SL	<ul style="list-style-type: none"> Self-Image & Identity: Students learn that presenting themselves in different ways online carries benefits and risks (K, 1, 2, 3, 4, 5, 6, 7, 8) 	I	I	I	R	R	R	M	M	M
	DC	RI.1, RI.4, W.7, W.8, W.10. L.6, SL	<ul style="list-style-type: none"> Information Literacy Demonstrate the ability to fluently <i>read</i> text of multiple genres (images, text, infographics, charts, essays, blogs, etc. (K, 1, 2, 3, 4, 5, 6, 7, 8)) 	I	I	I	R	R	R	M	M	M

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				DC	RI.1, RI.4, RI.10, RF.4a, W.4, W.10, L.6, SL	<ul style="list-style-type: none"> Character Education (K, 1, 2, 3, 4, 5, 6, 7, 8) 	I	I	I	R	R	R
DC	RI.1, RI.10, RF.4, W.2, L.6, SL	<ul style="list-style-type: none"> Relationships and communication (K, 1, 2, 3, 4, 5, 6, 7, 8) 	I	I	I	R	R	R	M	M	M	
DC	RI.1, RI.4, RI.10, RF.4, SL, L.6	<ul style="list-style-type: none"> Media Literacy - including social media (K, 1, 2, 3, 4, 5, 6, 7, 8) 	I	I	I	R	R	R	M	M	M	
DC	RI.5, RI.7	<ul style="list-style-type: none"> Creative Credit & Copyright: Explain Fair Use guidelines for using copyrighted materials (e.g. images, music, video, and text) 							I	R	M	
CI, CC	W.6, SL.5,	<ul style="list-style-type: none"> Understanding visual storytelling in the digital landscape (Create a series of slides and organize them to present research or a story) 					I	I	R	R	M	
RIF, TOC	W.6, W.10, SL.2, SL.5	<ul style="list-style-type: none"> Image Literacy: Discover visual thinking techniques; ways in which images are created, modified and purposed 					I	R	R	M	M	

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RESEARCH, COMMUNICATION, COLLABORATION	Alignment to IETS	Alignment to CCSS	Technology Concepts/Operations	K	1	2	3	4	5	6	7	8
Research Skills	RI	W.8	<ul style="list-style-type: none"> • Explain origin of sources; tell teachers, peers and family about where they discover new media information about a given topic 	I	R	M	M	M	M	M	M	M
	RI	W.6	<ul style="list-style-type: none"> • Collect, organize content from media sources for specific purposes 					I	R	M	M	M
	RI	W.8	<ul style="list-style-type: none"> • Analyze & evaluate internet resources 					I	R	R	M	M
	RI	W.8	<ul style="list-style-type: none"> • Cite digital and print sources used in projects or documents 						I	R	R	M
	RI	RI.5 RI.7	<ul style="list-style-type: none"> • Use a variety of computing devices (e.g. tablets, cameras, desktop computers to collect, analyze and present information for curriculum assignments 						I	R	R	R
Data Analysis	RI	RI.5 RI.7	<ul style="list-style-type: none"> • Do simple searches of existing databases (e.g. online library catalog, Google Scholar, etc.) 			I	I	R	R	M	M	M
	RI	W.8	<ul style="list-style-type: none"> • Understand computers can store and organize information so that it can be searched, tagged and sourced 					I	R	M	M	M
Data Analysis	CT	MD	<ul style="list-style-type: none"> • Apply data to a simple graphing application to display data 					I	R	R	R	R
Communication Skills	CT	W.6, W.10, SL.2, SL.5	<ul style="list-style-type: none"> • Create projects that use text and various forms of graphics, audio, and video to communicate ideas 				I	I	R	R	R	R

RESEARCH, COMMUNICATION, COLLABORATION	Alignment to IETS	Alignment to CCSS	Technology Concepts/Operations	K	1	2	3	4	5	6	7	8
	CT	W.6	<ul style="list-style-type: none"> • Use a variety of technologies to communicate, exchange, and build/Collaborate ideas (such as audio files, skype, Facetime, google slides) 					I	I	R	R	M
	CC	W.6, W.10, SL.2, SL.5	<ul style="list-style-type: none"> • Plan, design and develop multimedia products to present research findings and creative ideas effectively (presentation applications, video/audio editing skills) 					I	R	R	M	M
	CC	W.6, W.10, SL.2, SL.5	<ul style="list-style-type: none"> • Use a variety of telecommunication tools (e.g. GOOGLE Apps, email, discussion groups, web pages, blogs, conferences to communicate with peers, experts, and other audiences.) 							I	R	R

Terms to know:

COMPUTER SKILLS

Term	Definition
Bookmark	This saves a website address within the web browser program (such as Chrome or Safari) or via bookmarking service website (such as Pocket).
Change web browser	Open and close an independent website browser/engine. This may be helpful for certain websites that behave differently on different web engines.
Cut	To remove text/image/code from a document or file.
Drag	To select a file or set of text and move it to a new location.
Follow a link/URL	A website address/domain such as .com/.net/.gov./.biz./etc. There are hundreds of country-specific top-level domains. For example, the .uk domain is for the United Kingdom, the .ca domain is for Canada, and the .fr domain is for France.
Highlight	Select a group of text to make ready for editing or formatting.
Locate URL	Identify and cite a website.
Log in/ log out	Log in requires typing in a username and password credentials to enter a membership or access to an account created after sign up. Logout is a purposeful and final exit process (by clicking with words “log out” on the website or application) from an account or membership website that secures your information from others that use the device you logged into.

Open “tabs” and “windows”	Trigger a command to start a file or web browser and make active (a tab does not start a new window – it adds a space/environment and will replace visible area when clicked on).
Open new web browser	Locate, and click or command that web browser to open a window making ready to receive search terms or URL- addresses within the internet.
Paste	To place text/image in a specific location.
Print	To transfer digital text/image onto physical paper.
URL	A website address; universal resource locator.
Waffle	The colorful nine square icon for Google Apps.

DIGITAL CITIZENSHIP

Term	Definition
Digital foot print	Refers to traces of your existence on the internet.
Cyber Bullying	Harassment, bullying, intended mean actions or words exchanged, written, recorded or spoken to another person or group of people on some online space (i.e. comments on Facebook, in a chat room, email or video sharing)
Digital Identity	Information on an entity used by computer systems to represent an external agent. That agent may be a person, organization, application or device.

Social Media	Computer mediated technologies that allow the creating and sharing of information, ideas, career interests and other forms of expression via virtual communities and networks.
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RESEARCH, COMMUNICATION, COLLABORATION

Term	Definition
Analysis	Detailed examination of the elements or structure of something, typically as a basis for discussion or interpretation.
Blog	Short for “Web Log”. A regularly updated log of ideas, thoughts, experiences, etc.
Domain	A domain name is an identification string that defines a realm of administrative autonomy, authority or control within the Internet .
ERIC	The Education Resources Information Center (ERIC) is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences of the United States Department of Education.
Google	The company that started out as a search engine that now includes almost everything. They have a suite of free apps for education.
Google Scholar	This is a search engine specifically providing a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites.
http	Hypertext Transfer Protocol

Internet	A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
Intranet	A network that stays within an organization (not including the internet landscape).
Meme	A humorous image, video, piece of text, etc., that is copied (often with slight variations) and spread rapidly by Internet users.
Peer review	The evaluation of scientific, academic, or professional work by others working in the same field.
Search term	A word or phrase that is typed or spoken into a web browser/engine or URL field box for the purpose of gaining information about that term or phrase.
URL	Website address; universal resource locator
Vine	A video-sharing app designed to film short, separate experiences to be linked together for a total of six seconds. Each short video plays in a continuous loop, and are viewed directly in Twitter's timeline or embedded into a web page. (Recently "vine" refers to any video that takes separate video clips and links them together in an intentional way.)
Website	A location connected to the Internet that maintains one or more pages on the world wide web.
Wiki	A website that allows collaborative editing of its content and structure by its users.
WWW	The world wide web. The part of the internet that contains web pages.