

COMMUNITY UNIT SCHOOL DISTRICT 200

Middle School Information Technology Middle School – Grade 8

- 1. Subject Expectation** **Social, ethical, and human issues**
(NETS 2)
(NBEA XVI) **Privacy and Ethics**

Essential Learning 1 (Learning Standard)	Students practice responsible use of technology systems, information, and software
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- Critical Content
- a. reinforce the District’s *Authorization For Technology Access Policy*
 - b. copyright issues
 - c. privacy and ethical issues

Essential Learning 2 (Learning Standard)	Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, and productivity
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- Critical Content
- a. understand, apply, and demonstrate basic skills in word processing, spreadsheet, and presentation
 - b. introduce database concepts and terminology
 - c. work in collaboration with other students on various projects
 - d. use technology for creating documents and presentations
 - e. apply skills to complete work within a designated time frame

- 2. Subject Expectation** **Input Technologies**
(NBEA VI)

Essential Learning 1 (Learning Standard)	Students use technology to input and manipulate text and data
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- Critical Content
- a. demonstrate correct fingering for the alphanumeric keys on the keyboard
 - b. use special keys on the keyboard appropriately
 - c. maintain proper posture and keyboarding technique when using the keyboard
 - d. use a variety of input technologies

3. Subject Expectation (NETS 5) (NBEA VII) Technology Research Tools Information Retrieval

Essential Learning 1 (Learning Standard)	Students locate, evaluate, collect, use, and cite information from a variety of technological sources
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- Critical Content
- a. access appropriate search engines relative to topic for the most productive results
 - b. identify keywords that retrieve relevant resources
 - c. utilize search parameters
 - d. evaluate web sites for credibility
 - e. document sources
 - f. determine usefulness of information found on web sites
 - g. use information gathered from the Internet based on the appropriateness to specific tasks

Essential Learning 2 (Learning Standard)	Students use technology tools to process data and report results
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- Critical Content
- a. use word processing software to create documents
 - b. use spreadsheet software to collect and process quantitative data
 - c. use presentation software to present information to a specified audience
 - d. explore database software

Essential Learning 3 (Learning Standard)	Students evaluate and select technological innovations based on the appropriateness to specific tasks
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- Critical Content
- a. use digital cameras and scanners to create digital images
 - b. incorporate audio clips and graphics into documents and presentations

4. Subject Expectation (NETS 3) Technology Productivity Tools

Essential Learning 1	Students know the characteristics and uses of word processing software and apply that knowledge to meaningful and relevant situations
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- Critical Content
- a. use proper procedure for file management and file retrieval
 - b. trouble-shoot simple problems in software
 - c. use proof-editing tools
 - d. use word processing features to enhance the visual display, clarity, and accuracy of documents

Essential Learning 2	Students know the characteristics and uses of spreadsheet software and apply that knowledge to meaningful and relevant situations
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- Critical Content
- a. identify common features and uses of spreadsheets
 - b. use spreadsheet software to organize, edit, format, copy, move, save and print various spreadsheets
 - c. create and execute appropriate and valid formulas on data
 - d. use spreadsheet software to create graphs and charts from collected data

Essential Learning 3	Students know the characteristics and uses of presentation software and apply that knowledge to meaningful and relevant situations
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- Critical Content
- a. plan and design a presentation
 - b. create, edit, and format a presentation
 - c. add and customize transitions and animations
 - d. insert and customize graphics and audio clips
 - e. demonstrate appropriate presentation skills

Essential Learning 4	Students know the characteristics and uses of database software
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- Critical Content
- a. recognize database terminology
 - b. identify common features and uses of database software

5. Subject Expectation (NETS 4) Technology Communications Tools

Essential Learning 1 (Learning Standard)	Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences
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- Critical Content
- a. use appropriate software to create a variety of communication documents
 - b. use presentation software to organize and present information to an audience on a specified topic

6. Subject Expectation (NETS 6) Technology problem-solving and decision-making tools

Essential Learning 1 (Learning Standard)	Students use technology resources for solving problems and making informed decisions
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- Critical Content
- a. use Internet search skills to find information
 - b. evaluate search results for relevancy and credibility

- c. use information gathered from the Internet based on the appropriateness to specific tasks
- d. use on-line resources to enhance presentations and reports, such as using Microsoft Clip Gallery Live to find additional clipart, animations, sounds, photographs, etc.
- e. choose correct features of software to accomplish tasks efficiently

Essential Learning 2 (Learning Standard)	Students employ technology in the development of strategies for solving problems in the real world
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Critical Content

- a. use a combination of software programs and hardware to present a finished product, such as using a scanner and scanner software to scan a photo; using photo editing software to edit the photo; and inserting the photo into a presentation
- b. use appropriate software to evaluate real-life issues