



EGUSD 9-12 Technology Proficiency Standards

These standards are directed toward fostering students' understanding and working knowledge of academic and communication technology applications utilizing current technology. Students will be able to effectively use various programs to convey information to intended audiences as well as foster the skills to adapt to changing technology.

Technology Proficiency Standard 1:

Demonstrate an understanding of Acceptable Use, copyright, digital citizenship, ethics, and safety when using electronic media at home, in-school and in-society.

- 1.1 Understand and analyze the positive and negative effects of social media, a person's digital footprint and consequences the footprint can have on one's life
- 1.2 Analyze and explain how media and technology can be used to distort, exaggerate and misrepresent information
- 1.3 Identify the potential risks associated with the use of networked digital environments (cybersecurity) and sharing personal information
- 1.4 Identify and comply with the district's Acceptable Use Policy related to ethical use, cyberbullying, internet terms and conditions, privacy, plagiarism, spam, viruses, hacking and file sharing
- 1.5 Explain Fair Use guidelines for using intellectual property, copyrighted materials and possible consequences (e.g., images, music, video, text) in school projects

Technology Proficiency Standard 2:

Identify basic computer operations, troubleshoot hardware and software usage, as well as evaluate options for data storage.

- 2.1 Identify and define basic hardware, software and related terminology
- 2.2 Understand and use file management techniques to organize documents and materials
 - 2.2a Name documents with appropriate file names and types
 - 2.2b Understand where files are being stored
 - 2.2c Create, save, and rename files and folders
 - 2.2d Use edit and copy to organize files and folders
- 2.3 Describe and use a variety of storage types and locations
 - 2.3a Analyze the potential use of a variety of storage types

- 2.3b Upload, download and retrieve files to and from the cloud
- 2.3c Compare and contrast cloud computing and local softwares
- 2.4 Identify and use basic shortcuts to operate the computer
- 2.5 Determine troubleshooting strategies for issues/problems with hardware, software and peripheral devices
- 2.6 Explain an appropriate process for securing a computer from external threats
- 2.7 Convert files from one application to another
- 2.8 Explore, identify and analyze the capabilities and limitations of emerging technologies
- 2.9 Utilize hardware and applications that enable people with disabilities to use technology

Technology Proficiency Standard 3: Demonstrate touch typing skills at 35 words per minute (WPM) with 3 errors in a 3 minute timed writing.

Technology Proficiency Standard 4: Demonstrate competency of a word-processing program including the skills necessary to properly format documents and support clear messaging for an intended audience.

- 4.1 Explore and use multiple methods to select, copy and paste text
- 4.2 Apply formatting features to enhance the appearance and readability of documents
 - 4.2a Use font features to enhance or emphasize document content, including font types, font sizes, bold, italics, underline, accents, and tilde
 - 4.2b Demonstrate use of line and paragraph spacing, alignment, indents, tabs, bullet and numbering, margins, columns, headers and footers
 - 4.2c Explore and use templates and built-in design features
- 4.3 Create, embed, and format tables, graphs, charts and pictures, with and without captions, into the body of text
- 4.4 Explore and use built-in resources to proofread and edit writing including dictionary, spell checker, thesaurus, and grammar check
- 4.5 Practice peer editing of documents by using comment and edit features
- 4.6 Demonstrate use of features to keep track of peer editing in documents
- 4.7 Create in-text citation and works cited
- 4.8 Use built-in resources to create outlines, citations, endnotes, and bibliographies/works cited/references

Technology Proficiency Standard 5: Demonstrate competency in electronic research tools and search engines in order to research, identify and evaluate sources for credibility and relevance.

- 5.1 Identify website type by examining the domain name, URL, and directory structure
- 5.2 Use a Web browser to access information
 - 5.2a Enter a URL and access links
 - 5.2b Create bookmarks
 - 5.2c Create and organize favorites
 - 5.2d Print Web pages
- 5.3 Use search engines and online directories
 - 5.3a Use effective search strategies for locating and retrieving relevant, credible electronic information
- 5.4 Explain the difference among various search engines and how they rank results
- 5.5 Demonstrate correct in-text citations for text and images gathered from electronic resources

Technology Proficiency Standard 6: Understand how to identify and use appropriate communication technology for intended audiences utilizing various electronic tools to convey the message.

- 6.1 Identify and use technology that can support communication and collaboration, personal and professional productivity, and lifelong learning
- 6.2 Use appropriate and professional email etiquette and formatting
- 6.3 Use a variety of electronic media to present information for specific purposes (e.g., reports, research papers, presentations, newsletters, peer editing, websites)
- 6.4 Use various features, techniques and effects to convey meaning
- 6.5 Explore and use a variety of district-approved Web-based tools to collaborate and communicate with other audiences
- 6.6 Evaluate peer-work for organization, content, design and appropriate citations

Technology Proficiency Standard 7: Demonstrate the ability to use a multimedia platform and digital tools to produce, design and deliver a presentation.

- 7.1 Create, edit and format text, visuals and audio within a presentation
- 7.2 Utilize appropriate formatting for presentations created for specific audiences, including: font, graphics, length, notes, and screen formatting
- 7.3 Make strategic use of digital media to enhance understanding of the content including videos, images, audio, and music
- 7.4 Use a variety of technology tools to maximize the accuracy of written work including proofread and spell check

- 7.5 Create multimedia presentations for a variety of audiences and purposes with use of appropriate transition and animations to add interest
- 7.6 Use features to automatically advance presentation

Technology Proficiency Standard 8: Understand how to use technology to assist in decision making, critical thinking, creativity and innovation.

- 8.1 Explain and demonstrate how specialized technology tools can be used for problem solving, decision making and creativity in all subject areas
- 8.2 Explore and use online calculators (i.e., Desmos)
- 8.3 Use block-based, event-based or another programming language to build a game, tell a story or solve a problem

Technology Proficiency Standard 9: Demonstrate competency of a spreadsheet program to design and input information to create a spreadsheet that can be utilized to analyze and report data.

- 9.1 Input data, formulas and functions in a spreadsheet application
- 9.2 Add and name worksheets to an existing workbook
- 9.3 Use font features to enhance or emphasize spreadsheet content, including font types, font sizes, bold, and italics
- 9.4 Apply formatting features in a spreadsheet program to organize and present data.
 - 9.4a Determine proper column and row sizes to communicate clearly
 - 9.4b Demonstrate format features with borders, shading, lines, headers and footers
 - 9.4c Explore and use various data formats as appropriate
- 9.5 Explore and use the following functions of a spreadsheet application: parse, sort, filter, and find
- 9.6 Create multiple sheets within a workbook and create links among worksheets to solve problems
- 9.7 Import and export data between spreadsheets and other applications
- 9.8 Use spreadsheet data to calculate, graph, plot, organize and present data in a variety of real-world settings
 - 9.8a Choose the most appropriate graphical features for the intended purpose and audience
- 9.9 Prepare for distribution, print, and/or presentation.
 - 9.9a Use proper formatting features for clear understanding, such as: single-page, font size, borders, shading, and lines



Technology Proficiency Standard 10: Understand and use databases to gather, create, sort, and analyze data.

- 10.1** Explain uses of a database
- 10.2** Understand different data types and when to use
- 10.3** Create and use databases
- 10.4** Understand the relationship between forms and tables
 - 10.4a** Create and modify tables/forms
 - 10.4b** Understand and create a relational form specific to one element of a larger database
- 10.5** Produce reports to display specific data for analysis
- 10.6** Use appropriate formatting to enhance the layout and appearance of the report