

**Pinkerton Academy
Technology Competencies
September 2006**

Standard 1 Basic operations and concepts	Advanced By the end of Grade 12	Kinds of Documents	Competencies they account for.
a. Students demonstrate a sound understanding of the nature and operation of technology systems. (nature and operations)	Students describe new and/or advanced technology resources information dissemination options (e.g., video servers, web casting, compressed video delivery, online file sharing, graphing calculators, multifunction communications devices (cell phones, PDA's, Blackberrys), global positioning software (GPS)), and technology career opportunities.	Students should create a Word Processing document that contains some form of graphic.	This will show that they can meet the following competencies: <ol style="list-style-type: none"> 1. Log on and off the computer 2. Open and close applications 3. Resize windows 4. Navigate folders 5. Save documents to e-folder 6. Copy files 7. Delete files 8. Move files 9. Manage multiple applications open at once 10. Click on a link to find a web page 11. Enter an internet address to find a page 12. Conduct a simple search to find related web pages
b1. Students are proficient in the use of technology. (information management)	Students know how to use advanced utilities (e.g., compression, antivirus) with computer files in a variety of different media and formats.		
b2. Students are proficient in the use of technology. (terminology and problem solving)	Students know how to identify, assess, and solve advanced hardware, software, and network problems by using online help and other user documentation and support.		
Standard 2 Social, ethical, and human issues			
a. Students understand the ethical, cultural, and societal issues related to technology.	Students analyze current trends in information and communication technology and assess the potential of emerging technologies for ethical and unethical uses in culture and society.	Students will produce a PowerPoint presentation explaining the dangers of surfing the internet and providing your personal information to others.	Students will recognize the important role that technology plays in society regarding social and ethical issues. <ol style="list-style-type: none"> 1. Understand what plagiarism is and how to avoid it. 2. Know how to appropriately use and cite information used in research. 3. Be aware of the dangers of viruses.

<p>c. Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.</p>	<p>Students analyze current trends in information and communication technology and discuss how emerging technologies could affect collaboration, enhance personal productivity, meet the diverse needs of learners, and promote opportunities for lifelong learning among local and global communities.</p>		<p>of acts involving the above.</p> <ol style="list-style-type: none"> 5. Use the school's network responsibly by using and maintaining their student account. 6. Recognize the possible danger of anonymous internet communication. 7. Use various types of technology to achieve personal goals. (plans for the future, pursuing personal interests, etc.) 8. Use various forms of technology to complete requirements in academic classes
<p>Standard 3 Technology productivity tools</p>			
<p>a. Students use technology tools to enhance learning, increase productivity, and promote creativity.</p>	<p>Students understand and apply advanced software features such as templates and styles to improve the appearance of word-processing documents, spreadsheets, and presentations, and to provide evidence of learning, productivity, and creativity.</p>	<p>Students will produce several documents that illustrate their proficiency with the various Microsoft Office applications.</p>	<p>The documents such as; book reports, lab reports, essays, poems, data analysis charts, presentations, letters, illustrations, inventories, etc) will illustrate the mastery of the applications and demonstrate how they can increase productivity. Students will use a variety of technological devices to increase organization/portability/productivity. These devices may range from PDA's to scanners, to inkjet printers, laser printers, digital cameras, LCD projectors, smart boards, graphing calculators, electronic card catalogs, etc.</p>
<p>b. Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.</p>	<p>Students analyze a plan and procedures for development of a multimedia product (e.g., model, presentation, webcast, publication, other creative work) and identify authoring tools, other hardware and software resources, research, and team personnel needed to plan, create, and edit the product.</p>		
<p>Standard 4 Technology communications tools</p>			
<p>a. Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.</p>	<p>Students plan and implement collaborative projects (with peers, experts, or other audiences) using advanced telecommunications tools (e.g., groupware, interactive Web sites, simulations, joint data collection, video-conferencing) to support curriculum concepts or benefit the local, regional, or global community.</p>	<p>Students will create a collaborative project highlighting the use of 21st Century Communications tools.</p>	<p>To illustrate the effective and responsible use of email the student will submit an assignment through email (through an attachment) correspond with classmates and/or teacher through email appropriate email etiquette i.e. proper grammar, tone, spelling, etc</p> <p>To illustrate the use of community bulletin boards/blogs/etc the student will post questions, have class discussions, review for tests, etc</p>
<p>b. Students use a variety of media and formats to communicate information and ideas effectively to multiple</p>	<p>Students know how to use a variety of media and formats to design, develop, publish, and present products, (e.g., presentations, newsletters, Web sites) that incorporate information from the curriculum and communicate original</p>		

audiences.	ideas to multiple audiences.		To illustrate the use of Edline the student will register for classes, check assignments, check grades
Standard 5 Technology research tools			
a. Students use technology to locate, evaluate, and collect information from a variety of sources.	Students know how to locate, select, and use advanced technology resources (e.g., expert systems, intelligent agents, real-world models and simulations) to enhance their learning of curriculum topics selected.	The student selects and use a variety of 21st Century technology tools to accomplish a content specific task.	<ol style="list-style-type: none"> 1. Use search strategies and navigational skills to locate and retrieve information on approved online resources 2. Junior and Senior essay 3. The student uses technology tools to research possible solutions to “real world” issues 4. Use technology to compile, synthesize, produce, and disseminate information, models, and other creative works.
b. Students use technology tools to process data and report results	Students formulate a hypothesis or research question on a curriculum topic they choose; and design, create, and populate a database to process data and report results.		
c. Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks.	Students formulate a hypothesis or research question; and select and use appropriate information and communication technology tools and resources for collecting and analyzing information and reporting results to multiple audiences.		
Standard 6 Technology problem-solving and decision-making tools			
a. Students use technology resources for solving problems and making informed decisions.	Students describe integration of two or more information and communication technology tools and resources to collaborate with peers, community members, experts, and others to solve a problem and present results, or to present an informed rationale for a decision.	Students will produce a document that will explore possible methods to solve practical or contemporary issues	The student should be able to illustrate mastery of these competencies when he produces both his/her junior and/or senior essays.
b. Students employ technology in the development of strategies for solving problems in the real world.	Students integrate information and communication technology to analyze a real-world problem, design and implement procedures to monitor information, set timelines, and evaluate progress toward the solution of a real-world problem.		