

# GRADE LEVEL TECHNOLOGY SKILLS

from the Salem Public Schools Technology Plan 2008 - 2012

## GRADE 11

- Operate independently subject specific peripheral input devices and other equipment (e.g., digital cameras, camcorders, probes, midi keyboards, graphic tablets, etc.).
- Choose appropriate software preferences or properties.
- Ability to transport files from one computer station to another computer station that lacks network support
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Identify ways in which technology is widely used in the workplace and in society.
- Demonstrate a clear understanding of the District's Acceptable Use Policy.
- Demonstrate an ability to evaluate various media resources, such as web sites, text, sound, images, video and animation for appropriateness, accuracy, and non-bias.
- Create and integrate databases, graphics, and spreadsheets into word processing documents to manage information and create reports.
- Utilize different views of a database (list, data).
- Import/ export and link data to and from a spreadsheet.
- Import text, sound, video and graphics from a variety of sources into a multimedia presentation.
- Collaborate with peers, experts and others online regarding a curriculum-based project.
- Demonstrate the function of electronic conferencing tools such as electronic bulletin boards, FTP, video conferencing, listservs and newsgroups.
- Collect, organize, analyze and graphically present technology research information using available productivity tools.
- Demonstrate the ability to access, operate and manipulate information from secondary storage devices including CD-ROM and online catalogs.
- Integrate with correct citations electronic resource results including primary source material in curriculum projects.
- Demonstrate how specialized technology tools can be used for problem-solving, decision-making and creativity.