

APPENDIX A

<p><u>Methuen Instructional Technology Objectives</u></p> <p><u>Grades 9 - 12</u></p>	<p><u>Level of Mastery</u></p>	<p><u>MA IT Standards Reference #</u></p>
<p>Students will recognize platform, version, properties, function, and interoperability of computing devices including a wide range of devices that compute and/or manage digital media.</p>	<p>M</p>	<p>G9-12 1.1</p>
<p>Students will be able to explain criteria for evaluating hardware and software appropriate for a given task (e.g., features, versions, capacity).</p>	<p>M</p>	<p>G9-12 1.5</p>
<p>Students will master formatting documents.</p>	<p>M</p>	<p>G9-12 1.8</p>
<p>Students will master improving the appearance of documents and materials.</p>	<p>M</p>	<p>G9-12 1.8</p>
<p>Students will master the ability to create an original database using Access Wizard.</p>	<p>M</p>	<p>G9-12 1.1</p>
<p>Students will master simple operations such as browsing, sorting, searching, deleting, and adding data using original databases.</p>	<p>M</p>	<p>G9-12 1.16</p>
<p>Students will master formatting cells, rows and columns, and more complicated formulas that can be used.</p>	<p>M</p>	<p>G9-12 1.18</p>
<p>Students will practice creating an original spreadsheet and using complex formulas, and be able to differentiate between formulas with absolute and relative cell references.</p>	<p>M</p>	<p>G9-12 1.21</p>
<p>Students will master the use of the creating charts to produce more detailed graphs based on original spreadsheets in order to communicate information from the spreadsheet.</p>	<p>M</p>	<p>G9-12 1.25</p>
<p>Students will use search engines and online directories. Explain the differences among various search engines and how they rank results.</p>	<p>M</p>	<p>G9-12 1.27</p>
<p>Students will be able to discuss career options in technology.</p>	<p>M</p>	<p>G9-12 1.31</p>
<p>Identify technology tools (e.g., authoring tools) that can be used to create a multimedia product.</p>	<p>M</p>	<p>G9-12 1.32</p>
<p>Students will demonstrate compliance with the school's Acceptable Use Policy.</p>	<p>M</p>	<p>G9-12 2.1</p>
<p>Students will explain issues related to the responsible use of technology (e.g., privacy, security).</p>	<p>M</p>	<p>G9-12 2.2</p>

Students will identify examples of plagiarism, and discuss the possible consequences of plagiarizing the work of others.	M	G9-12 2.4
Students will use and give examples of the appropriate and responsible use of communication tools (e.g., chats, instant messaging, blogs, wikis).	M	G9-12 2.6
Students will master ethical and legal behavior in copying files, applications, and media, and be able to discuss the misuse of technology for personal and commercial reasons (e.g., software piracy, unauthorized file sharing/downloading, virus spreading, and hacking); explain possible consequences.	M	G9-12 2.7
Students will devise and demonstrate strategies for efficiently collecting and organizing information from electronic sources.	M	G9-12 3.1
Compare, evaluate, and select appropriate electronic resources to locate specific information.	M	G9-12 3.2
Students will explain and demonstrate how specialized technology tools can be used for problem solving, decision making, and creativity in all subject areas (e.g., simulation software, environmental probes, computer-aided design, geographic information systems, dynamic geometric software, graphing calculators, art and music composition software).	M	G9-12 3.5