



Darlington School

Technology Integration Scope and Sequence

Hardware and Operations	PreK-2	3-5	6-8	9-12
Demonstrate proper care of computer and peripherals	I	R	R	M
Identify basic terminology of computer – file, document, login, account, software, hardware,	I	R	R	M
Connect a bluetooth device	I	R	M	M
Airdrop files to another device	I	R	M	M
Print documents, pictures, spreadsheets or reports		I	R	M
Check dock/taskbar for open applications		I	R	M
Complete basic troubleshooting skills to solve hardware/software problems	I	R	R	M
Safely connect and eject computer accessories such as; Flash drive, SD Card, External storage, digital cameras/camcorders		I	R	M
Routinely backup files to Google Drive	I	R	M	M
Save, locate and retrieve files (Spotlight)	I	R	M	M
Select and use appropriate technology to achieve goal	I	R	R	M
Have an alternate plan for technology failure	I	R	M	M
Software	PreK-2	3-5	6-8	9-12
Use age appropriate educational software		I	R	M
Use both hands on the keyboard and identify proper finger placement		I	R	M
Identify basic functions in word processing- Saving, copy/paste, formatting, and undo		I	R	M
Identify intermediate functions in word processing- spell check, themes, templates and thesaurus		I	R	M
Identify advanced functions in word processing- tables, graphics, charts, elements and equation editor		I	I, R	R, M
Create a spreadsheet to enter, organize and manipulate data		I	I, R	R, M
Understand and manipulate digital photography and use it in applications	I	R	M	M
Understand and learn multimedia applications such as moviemaker, iMovie, Garageband, audacity	I	R	M	M
Create a visual presentation using PowerPoint, Keynote or other online presentation tools	I	R	M	M

Key:

I: Introduce
 R: Reinforce
 M: Master



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Programming/Coding	PreK-2	3-5	6-8	9-12
Demonstrate basic computational thinking		I, R	R, M	M
Demonstrate knowledge of basic programming functions		I	R, M	M
Use programming specific apps for accomplishing goals (Scratch, Tynker, Lightbot, etc)	I	R	M	M
Show competency in at least two different programming languages (Starting with block coding, moving to Java, then Swift or Python)	I	R, M	M	M
Learn basic programming concepts: Sequencing, Loops, Events, Conditionals, Functions, and Variables	I	I, R	I, R, M	R, M
Use programming for specific real world task (Robotics, Raspberry Pi, etc.)	I	R	R, M	M
E-mail	PreK-2	3-5	6-8	9-12
Demonstrate knowledge of basic functions of email (login, read, compose, delete and reply)		I	R, M	M
Confidently use intermediate functions of email (Reply all, cc, bcc, printing, formatting text in body)		I	R, M	M
Be able to use advance functions of email (address book, distribution lists, attachments, signatures, labels/folders, rules and filters)		I	R, M	M
Be able to use and identify mail system – Google mail and calendar		I	R, M	M
Understand email etiquette and all that it entails (respectful language, not using text speak, polite opening and closing, subject line included)		I	R, M	M
Internet Safety	PreK-2	3-5	6-8	9-12
Know the basic rules of keeping a safe online environment (Keep passwords a secret, never agree to meet anyone in person first met online, keep private information a secret)	I	I, R	R, M	M
Understand and maintain good digital citizenship	I	I, R	R, M	M
Understand what cyberbullying is and how to prevent it or not take part in it.	I	I, R	R, M	M
Understand and know how to report anything that is inappropriate or uncomfortable	I	I, R	R, M	M

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Information Literacy	PreK-2	3-5	6-8	9-12
Demonstrate the ability to search for, organize, access, and present information	I	R	M	M
Demonstrate the ability to self-select a search engine, database, or other online resource in order to resolve an information need	I	I, R	M	M
Identify the information necessary for a complete source citation (url, author, title, dates of revision and access)		I	R	M
Evaluate the validity and reliability of information obtained from an online resource	I	R	R, M	M
Bookmark, sort, categorize, and organize information found online using basic browser tools and additional productivity software		I	R	M
Take notes, with citations, from Internet and other electronic sources using copy/paste, print selection, and multiple programs		I	R, M	M
Create links to outside information on the Internet when writing e-mails		I	R, M	M
Properly rephrase, quote, and cite information in order to avoid plagiarism	I	I, R	R, M	M
Understand copyright and fair use as it applies to their work with educational technology	I	R	R, M	M
Understand the importance of protecting private and personal information online	I	R	R, M	M
Ethics	PreK-2	3-5	6-8	9-12
Learn and demonstrate the appropriate behavior and etiquette for sharing and communicating information online and via mobile devices.	I	R	R, M	M
Learn and demonstrate the appropriate behaviors for interacting with others' information and will practice those ethical behaviors		I	R, M	M
Learn ethics and etiquette for using e-mail, text messages, social networking posts, and other types of digital communication		I	R, M	M
Demonstrate knowledge of the dangers and consequences of cyberbullying and will learn strategies and resources for dealing with cyberbullying and reporting it	I	R	R, M	M
Cite outside sources in assignments using MLA or APA formatting		I	R, M	M
Demonstrate the ability to care for and respect all computers and devices				

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Web Tools and Apps	PreK-2	3-5	6-8	9-12
Follow a teacher's specific instructions to login and use an app or web tool	I	R	M	M
Independently find, open, access, and edit pre-existing projects	I	R	M	M
Independently use an app or web tool correctly	I	R	M	M
Integrate outside media (pictures, video, and sound) into multimedia Web 2.0 tools or apps	I	R, M	M	M
Use Internet media creation & manipulation tools	I	R	M	M
Learn basic vocabulary such as "Upload," "Download," "Media"	I	R	M	M
Self-select and use an appropriate Web 2.0 tool or app to achieve a goal or complete an assigned project	I	R	R, M	M
Access Google Docs and open e-mail attachments in Google Docs		I	R, M	M
Demonstrate use and knowledge of advanced options in Google docs, including creating and sharing documents/collections and uploading		I	R, M	M
Create a "slide-show" type of presentation, e.g. Keynote, PowerPoint, Prezi, Google Slides	I	R, M	M	M
Create and edit a video	I	R, M	M	M
Demonstrate the importance of never saving password on browser of shared device	I	R, M	M	M
Understand the permanent public nature of Internet information posted to social networking sites	I	R	M	M

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