

Technology
Hinsdale School District

Grade Level: Nine through Twelve

Standard: Basic Operations and Concepts

Goal: Students demonstrate a sound understanding of the nature and operation of technology systems

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Recognize hardware and software components used to provide access to network resources and know how common peripherals (e.g. scanners, digital cameras, and video projectors) are accessed, controlled connected and used effectively and efficiently.</p> <p>Know how to evaluate, select, and use appropriate technology tools and information resources to plan, design, develop, and communicate content information, appropriately addressing the target audience and providing accurate citations for sources.</p> <p>Know how to identify appropriate file formats for a variety of applications and apply utility programs to convert formats, as necessary, for effective use in Web, video,</p>	<p>Discussion on the various components.</p> <p>Have some of the components available for students view and use.</p>	<p>Computer hardware, software, digital camera, LCD projectors, etc.</p>	<p>Students will recognize and discuss uses of various components.</p>

Technology
Hinsdale School District

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>audio, graphic, presentation, word-processing, database, publication, and spreadsheet applications.</p> <p>Know how to use the electronic dictionary, thesaurus, spelling and grammar checker, and editing features to maximize accuracy in development of technology-produced products.</p> <p>Examine changes in hardware and software systems over time, and identify how changes affect business, industry, education, government, and individual users.</p>	<p>Step-by Step activities and projects.</p> <p>Discussion e.g. common uses of technology and advantages and disadvantages in everyday life and how these changes might affect business and industry, etc.</p>	<p>Microsoft Office 2003</p> <p>Teacher research</p>	<p>Completion of worksheet of activities/projects.</p> <p>Successful completion of discussion.</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Basic Operations and Concepts

Goal: Students are proficient in the use of technology. (information management)

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Identify strategies and procedures for efficient and effective management and maintenance of computer files in a variety of different media and formats on a hard drive and network.</p>	<p>Classroom instruction and Specific activities on opening and saving files to the hard drive and to our network</p>	<p>Teacher directed activities Microsoft Office 2003, Introductory Unit</p>	<p>Students successfully save files to individual folders on our network.</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Basic Operations and Concepts

Goal: Students are proficient in the use of technology. (terminology and problem solving)

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Know how to solve basic hardware, software, and network problems that occur during everyday use; protect computers, networks, and information from viruses, vandalism, and unauthorized use, and access online help and user documentation to solve common hardware, software, and network problems.</p>	<p>Discussion and assigned activities on solving computer problems, inappropriate attempts to access secure information—other students work, passwords, etc.</p>	<p>Teacher research and Microsoft Office 2003 lessons</p>	<p>Students demonstrate successfully solving these problems, going online for help, etc.</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Social, Ethical and Human Issues

Goal: Students understand the ethical, cultural, and societal issues related to technology.

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Identify legal and ethical issue related to use of information and communication technology, recognize consequences of its misuse, and predict possible long-range effects of ethical and unethical use of technology on culture and society.</p>	<p>Discussion on legal and ethical behaviors when using information and technology; the Acceptable User Policy at HHS</p>	<p>Teacher Readings/research</p>	<p>Observation</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Social, Ethical and Human Issues

Goal: Students practice responsible use of technology systems, information and software.

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Discuss issues related to acceptable and responsible use of information and communication technology (e.g., privacy, security, copyright, file sharing, plagiarism), analyze the consequences and costs of unethical use of information and computer technology e.g., hacking, spamming, consumer fraud, virus setting, intrusion), and identify methods for addressing these risks.</p>	<p>Discussion</p> <p>e.g. plagiarism in research projects; respect for others' work; respect for privacy for work of others, etc.</p>	<p>Teacher research</p>	<p>Observation</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Social, Ethical and Human Issues

Goal: Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Examine issues related to computer etiquette and discuss means for encouraging more effective use of technology to support effective communication, collaboration, personal productivity, lifelong learning, and assistance for individuals with disabilities.</p>	<p>Activities related to the effective use of technology (email, instant messaging, blogging, etc.)</p> <p>Review the Acceptable User Policy of HHS with studens.</p> <p>Encourage enrollment in Virtual High School</p>	<p>Teacher research</p>	<p>Observations</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Technology Productivity Tools

Goal: Students use technology tools to enhance learning, increase productivity, and promote creativity.

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Describe and apply common software features (e.g., spellchecker and thesaurus to ensure accuracy of word processing, documents; formulas and chart generation in spreadsheets, and insertion of pictures, movies, sound, and charts in presentation software: to enhance communication to an audience, promote productivity, and support creativity.</p>	<p>Activities and Projects using Excel, Publisher, PowerPoint, Word</p>	<p>Microsoft Office 2003</p>	<p>Completion of assignments and projects</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Technology Productivity Tools

Goal: Student use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Describe how to use online environments or other collaborative tools to facilitate design and development of materials, models, publications, and presentations; they know how to apply utilities for editing pictures, images, and charts.</p>	<p>Research on the Internet</p> <p>Projects using PowerPoint, Publisher</p>	<p>Microsoft Office 2003</p> <p>The Internet</p>	<p>Successful completion of a presentation or publication</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Technology Communications Tools

Goal: Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Know how to use telecommunications tools (e.g., e-mail, discussion groups, and online collaborative environments) to exchange data collected and learn curricular concepts by communicating with peers, experts, and other audiences.</p>	<p>Discussion on:</p> <p>Sending & Receiving Email; Online discussion groups; Using blogs, etc.</p> <p>Discuss the concepts of inappropriate and threatening email and the consequences</p>	<p>Teacher research/materials</p>	<p>Observation</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Technology Communication Tools

Goal: Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

Knowledge & Skills	Activities	Resources & Materials	Assessments
Know how to use a variety of media and formats to design, develop, publish, and present products (e.g., presentations, newsletters, Web pages) that effectively communicate information and ideas about the curriculum to multiple audiences.	Activities/projects on designing, developing and publishing a newsletter, web page, etc.	Microsoft Office 2003 Microsoft Publisher, FrontPage, HTML	Completion of activities/projects

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Technology Research Tools

Goal: Students use technology to locate, evaluate, and collect information from a variety of sources.

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Know how to conduct an advanced search using Boolean logic and other sophisticated search functions; they know how to evaluate information from a variety of sources for accuracy, bias, appropriateness, and comprehensiveness.</p>	<p>Advanced Internet Searching</p> <p>Discussion on socially offensive themes on websites such as gender, race, violence</p>	<p>Teacher research The Internet</p>	<p>Observation</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Technology Research Tools

Goal: Students use technology to process data and report results.

Knowledge & Skills	Activities	Resources & Materials	Assessments
Know how to identify and implement procedures for designing, creating, and populating a database, and, in performing queries, to process data and report results relevant to an assigned hypothesis or research question.	Activities and projects using Access	Microsoft Office 2003	Successful completion of activities and projects

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Technology Research Tools

Goal: Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Know how to select and use information and communication technology tools and resources to collect and analyze information and report results on an assigned hypothesis or research question.</p>	<p>Individual projects</p>	<p>Various resources and teacher created materials</p> <p>The Internet</p>	<p>Successful completion of the project</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Technology Problem-Solving and Decision-Making Tools

Goal: Students use technology resources for solving problems and making informed decisions.

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Identify two or more types of information and communication technology tools or resources that can be used for informing and solving a specific problem and presenting results, or for identifying and presenting an informed rationale for a decision.</p>	<p>Discussion</p> <p>Using Excel for problem solving</p> <p>Using CadKey to document solutions to design problems</p>	<p>Teacher research</p> <p>Microsoft Office 2003</p> <p>CadKey</p>	<p>Observation</p> <p>Completion of activity</p>

Grade Level: Nine through Twelve

Technology
Hinsdale School District

Standard: Technology Problem-Solving and Decision-Making Tools

Goal: Students employ technology in the development of strategies for solving problems in the real world.

Knowledge & Skills	Activities	Resources & Materials	Assessments
<p>Describe the information and communication technology tools they might use to compare information from different sources, analyze findings, determine the need for additional information, and draw conclusions for addressing real-world problems.</p>	<p>End-of-semester project</p> <p>e.g. investigate and apply technology to stock simulations or research some future employment or academic pursuit.</p>	<p>Teacher</p> <p>The Internet</p> <p>Interviews</p>	<p>Successful completion.</p>