

BCS K-12 Digital Skills and Literacy Scope & Sequence

MAP OF DIGITAL SKILLS AND DIGITAL LITERACY

DEVICE	GRADE SPAN	DIGITAL SKILL	DIGITAL LITERACY
iPads and Chromebooks	Grades K-2	<ul style="list-style-type: none"> ● Introduction to a digital environment as a learning tool ● Basic technology skills ● Keyboarding foundation 	<ul style="list-style-type: none"> ● Introduce students to the concept of what it means to be a responsible digital citizen (Common Sense Media) <ul style="list-style-type: none"> ▪ Internet Safety ▪ Privacy & Security ▪ Relationships & Communication ▪ Cyberbullying ▪ Digital footprint and reputation ▪ Information literacy ▪ Creative credit and copyright
	Grades 3-4	<ul style="list-style-type: none"> ● Daily practice using digital learning tools to support curricular objectives ● Introduction to Canvas (LMS) ● Reinforce basic technology skills ● Keyboarding development in preparation for online assessments 	<ul style="list-style-type: none"> ● Reinforce what it means to be a responsible digital citizen (Common Sense Media) <ul style="list-style-type: none"> ▪ Internet Safety ▪ Privacy & Security ▪ Relationships & Communication ▪ Cyberbullying ▪ Self-image and identity ▪ Digital footprint and reputation ▪ Information literacy ▪ Creative credit and copyright

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DEVICE	GRADE SPAN	DIGITAL SKILLS	DIGITAL LITERACY
iPads and Chromebooks	Grades 5–6	<ul style="list-style-type: none"> ● Daily practice using digital learning tools to support curricular objectives ● Introduce GAFE to support learning objectives (Google Docs, Google Sheets, and Google Slides) ● Keyboarding skills ● Introduction to school email and appropriate use ● Basic citation for research projects 	<ul style="list-style-type: none"> ● Reinforce what it means to be a responsible digital citizen (Common Sense Media) <ul style="list-style-type: none"> ▪ Internet Safety ▪ Privacy & Security ▪ Relationships & Communication ▪ Cyberbullying ▪ Self-image and identity ▪ Digital footprint and reputation ▪ Information literacy ▪ Creative credit and copyright
Chromebooks	Grades 7–8	<ul style="list-style-type: none"> ● Daily practice using digital learning tools to support curricular objectives ● Develop/use GAFE to support learning objectives (Google Docs, Google Sheets, and Google Slides) ● Research and inquiry based digital curriculum ● Introduction to MLA/APA citation for research 	<ul style="list-style-type: none"> ● Reinforce what it means to be a responsible digital citizen (Common Sense Media) <ul style="list-style-type: none"> ▪ Internet Safety ▪ Privacy & Security ▪ Relationships & Communication ▪ Cyberbullying ▪ Self image and identity ▪ Digital footprint and reputation ▪ Information literacy ▪ Creative credit and copyright

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DEVICE	GRADE SPAN	DIGITAL SKILLS	DIGITAL LITERACY
Chromebooks	Grades 9-12	<ul style="list-style-type: none"> ● Daily practice using digital learning tools to support curricular objectives ● Use GAFE to support learning objectives (Google Docs, Google Sheets, and Google Slides) ● Research and inquiry digital curriculum ● Proper citation of MLA/APA citation for research 	<ul style="list-style-type: none"> ● Reinforce what it means to be a responsible digital citizen (Common Sense Media) <ul style="list-style-type: none"> ▪ Internet Safety ▪ Privacy & Security ▪ Relationships & Communication ▪ Cyberbullying ▪ Self-image and identity ▪ Digital footprint and reputation ▪ Information literacy ▪ Creative credit and copyright

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1. Basic Operations		Grade Level												
IN Standards	BCS Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
K-2.CD.1 3-5.CD.1 6-8.CD.1	1.01 Turn on a device and login	I	R	M	M	M	M	M	M	M	M	M	M	M
K-2.CD.1 3-5.CD.1 6-8.CD.1	1.02 Use pointing device such as a mouse or trackpad to manipulate shapes, icons, click on URLs, radio buttons, check boxes; use scroll bar	I	R	M	M	M	M	M	M	M	M	M	M	M
K-2.CD.1 3-5.CD.1 6-8.PA.1	1.03 Use desktop icons, windows and menus to open applications and documents	I	R	M	M	M	M	M	M	M	M	M	M	M
K-2.CD.1 3-5.CD.1 3-5.NC.2 6-8 CD.2	1.04 Saving documents and file management	O	I	R	R	R	R	M	M	M	M	M	M	M
K-2.CD.1 3-5.CD.2 6-8 CD.2 6-8.PA.1	1.05 Explain and use age-appropriate online tools and resources (tutorial, assessment, web browser)	O	I	R	R	R	R	R	R	R	R	R	R	R

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K-2.CD.1 3-5.CD.1 3-5.NC.2 6-8 CD.2	1.06 Keyboarding: age-appropriate skills including proper posture and ergonomics, home row, shift key, gain speed and proficiency in touch typing	I	R	R	R	R	R	R	R	M	M	M	M	M	M
6-8 CD.2	1.07 Evaluate different software and understand logistics (STAR, AR, ISTEP+, etc.)	O	O	O	O	O	O	O	O	O	I	I	I	I	
K-2.CD.1 3-5.CD.3 6-8 CD.2	1.08 Identify successful troubleshooting strategies for minor hardware and software issues/problems.	O	I	I	R	R	R	R	R	R	R	R	R	R	R
6-8 DI.3	1.09 Know that data can be represented in a variety of ways (e.g., text, sounds, pictures, and numbers)[core subjects]	I	I	R	R	R	R	R	R	R	R	R	R	M	M
6-8 DI.3	1.10 Use different visual representations of problems, structures, and data (e.g., graphs, charts, network diagrams, flowcharts) [core subjects]	I	I	R	R	R	R	R	R	R	R	R	R	M	M

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2. Word Processing		Grade Level												
IN Standards	BCS Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
K-2.CD.1 3-5.CD.1 3-5.NC.2 6-8 PA.1	2.01 Use a word processing application to write, edit, and save simple assignments	I	I	I	R	R	R	R	R	R	M	M	M	M
K-2.CD.1 3-5.CD.1 3-5.NC.2 6-8 PA.1	2.02 Use menu/tool bar functions (font, size, style, line spacing, and margins) to format, edit, print and upload a document.	O	O	I	I	R	R	M	M	M	M	M	M	M
K-2.CD.1 3-5.CD.1 3-5.NC.2 6-8 PA.1	2.03 Highlight, copy, and paste text	O	O	I	R	R	R	M	M	M	M	M	M	M
K-2.CD.1 3-5.CD.1 3-5.NC.2 6-8 PA.1	2.04 Copy, paste, and resize images within the document and from outside sources	O	O	O	I	I	R	M	M	M	M	M	M	M

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K-2.CD.1 3-5.CD.1 3-5.NC.2 6-8 PA.1	2.05 Proofread and edit writing using appropriate resources (dictionary, spell checker, grammar and thesaurus)	O	O	O	I	I	R	M	M	M	M	M	M	M	M
K-2.CD.1 3-5.CD.2 3-5.NC.2 6-8 PA.1	2.06 Print and upload assignments	O	O	O	I	I	R	M	M	M	M	M	M	M	M
K-2.CD.1 3-5.CD.1 3-5.NC.2 6-8 PA.1	2.07 Demonstrate use of intermediate features in word processing application (tabs, indents, headers and footers, endnotes, bullets, numbering, and tables)	O	O	O	I	I	R	R	R	R	M	M	M	M	M
3-5.CD.1 3-5.NC.2 6-8 PA.1	2.08 Apply advanced formatting and page layout features when appropriate (columns, templates, and styles) to improve the appearance of documents and materials	O	O	O	O	O	R	R	R	R	R	M	M	M	M
3-5.CD.1 3-5.NC.2 6-8 NC.2	2.09 Use the comment feature and revision history/suggestion in Google Docs for peer editing of documents	O	O	O	O	I	R	R	R	R	M	M	M	M	M

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3-5. NC.1 6-8. NC.1	2.10 Share documents with teachers and other students utilizing the edit, comment and view in Google Docs.	O	O	O	O	I	R	M	M	M	M	M	M	M	M
3-5 NC. 1 6-8 NC.1	2.11 Create a shared document to collaborate in a group activity with Google Docs or Google Slides, video, or website.	O	O	O	O	I	R	R	M	M	M	M	M	M	M
3-5 NC. 2 6-8 NC.2	2.12 Exhibit and analyze a set of rules for working in a collaborative piece, for example a shared writing assignment.	O	O	O	O	I	R	R	R	R	R	R	R	M	M

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3. Spreadsheets, Tables, Charts, and Graphs		Grade Level												
IN Standards	BCS Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
3-5.NC.2 6-8 DI.3	3.01 Demonstrate an understanding of the spreadsheet as a tool to record, organize and graph information	O	O	O	O	I	R	R	R	R	M	M	M	M
3-5.NC.2 6-8 DI.3	3.02 Identify and explain terms and concepts related to spreadsheets (cell, column, row, values, labels, chart, graph)	O	O	O	O	I	R	R	R	R	M	M	M	M
3-5.NC.2 6-8 PA.2	3.03 Enter/edit data in spreadsheets and perform calculations using formulas	O	O	O	O	O	I	R	R	R	R	R	R	R
3-5.NC.2 6-8 PA.2	3.04 Use mathematical symbols (+add, -minus, *multiply, /divide, ^exponents)	O	O	O	O	O	I	R	R	R	R	R	R	R
3-5.NC.2 6-8 DI.3	3.05 Use spreadsheets and other applications to make predictions, solve problems, and draw conclusions	O	O	O	O	O	I	R	R	R	R	R	R	R
6-8 DI.3	3.06 Use spreadsheets to calculate, graph, organize, and present data in a variety of real-world settings and choose the most appropriate type to represent given data	O	O	O	O	O	I	R	R	R	R	R	R	R

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6-8 DI.3	3.07 Use the autofill feature in a spreadsheet application	O	O	O	O	O	O	I	R	R	M	M	M	M
6-8 DI.3	3.08 Use tools of a spreadsheet application (sort, filter, find)	O	O	O	O	O	I	R	R	R	R	R	M	M
6-8 DI.3	3.09 Use various grade appropriate number formats (dates, currency, scientific notations, percentages, exponents, etc.)	O	O	O	O	O	O	I	R	R	R	M	M	M
6-8 DI.3	3.10 Use advanced formatting features of a spreadsheet application (reposition columns and rows, add and name worksheets)	O	O	O	O	O	O	I	R	R	R	M	M	M

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4.0 Multimedia and Presentation Tools		Grade Level												
IN Standards	BCS Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
K-2.CD.1 3-5.NC.2 6-8, PA.1 6-8 NC.1	4.01 Create, edit, and format for a presentation (e.g., videos, podcasts, websites, presentations)	O	O	I	R	R	R	R	R	R	R	R	R	R
K-2.CD.1 3-5.NC.2 6-8, PA.1	4.02 Create a series of slides and organize them to present research or convey an idea	O	O	I	R	R	R	R	M	M	M	M	M	M
K-2.CD.1 3-5.NC.2 6-8, PA.1	4.03 Copy, paste, or import graphics changing size and position on a slide	O	O	I	R	R	R	M	M	M	M	M	M	M
3-5.NC.2 6-8, PA.1	4.04 Use multimedia tools/applications to create and edit work (e.g. Google Drawings, voice recorder, maps)	O	O	O	O	I	R	R	M	M	M	M	M	M

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3-5.NC.2 3-5.CD.2 6-8, PA.1	4.05 Utilize instructional videos as an academic resource	I	R	R	R	R	R	M	M	M	M	M	M	M	M
3-5.NC.2 3-5.CD.2 6-8, NC.1	4.06 Create presentation for a variety of audiences and purposes with use of appropriate transitions and animations to add interest	O	O	O	O	I	R	R	R	M	M	M	M	M	M
3-5.NC.2 6-8.PA.1	4.07 Use a variety of technology tools (dictionary, thesaurus, grammar check, calculator) to maximize the accuracy of work	O	O	I	R	R	R	R	R	M	M	M	M	M	M
6-8 DI.1 6-8.DI.3	4.08 Independently use appropriate technology tools (graphic organizer, audio, visual) to define problems, propose hypotheses and develop solutions	O	O	O	O	O	O	O	I	R	R	R	R	R	R
6-8 NC.1	4.09 Collaboratively use appropriate technology tools to define problems, propose hypotheses and develop solutions	O	O	O	O	O	O	O	I	R	R	R	R	R	R

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5.0 Digital Citizenship		Grade Level												
IN Standard	BCS Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
K-2.IC.1 3-5.IC.1 6-8.IC.1	5.01 Comply with classroom, school rules (Acceptable Use Policy) regarding responsible use of computers and networks	I	R	R	R	R	R	R	R	R	R	R	R	R
K-2.IC.1 3-5.IC.1 3-5.IC.4 6-8.IC.1 6-8.IC.4	5.02 Comply with the district's Acceptable Use Policy related to ethical use, cyberbullying, privacy, plagiarism, spam, viruses, hacking, and file sharing	I	R	R	R	R	R	R	R	R	R	R	R	R
K-2.IC.3 3-5.IC.2 6-8.IC.2	5.03 Identify types of cyberbullying and describe strategies to deal with each situation	O	O	I	R	R	R	R	R	R	R	R	M	M
K-2.IC.1 K-2.IC.2 3-5.IC.1 3-5.IC.2 6-8.IC.1 6-8.IC.2	5.04 Explain responsible uses of technology and digital information; describe possible consequences of inappropriate use	I	R	R	R	R	R	R	R	R	R	R	M	M

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K-2.IC.1 3-5.IC.1 3-5.IC.4 6-8.IC.1 6-8.IC.4	5.05 Explain Fair Use Guidelines for the use of copyrighted materials,(e.g. text, images, music, video in student projects) and giving credit to media creators in school projects	O	I	R	R	R	R	R	R	R	R	R	R	R
K-2.IC.2 3-5.IC.2 6-8.IC.2	5.06 Identify and explain the strategies for the safe and efficient use of computers (e.g. passwords, virus protection software, spam filters, pop-up blockers)	O	I	R	R	R	R	R	R	R	R	R	R	R
3-5.IC.1 3-5.IC.2 6-8.IC.1 6-8.IC.2	5.07 Explain the potential risks associated with the use of networked digital environments (e.g., Internet, mobile phones, wireless, LANs) and sharing personal information.	O	O	O	I	R	R	R	R	R	R	R	R	R
3-5.IC.2 3-5.IC.3 3-5.IC.4 6-8.IC.2 6-8.IC.3 6-8.IC.4	5.08 Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette	O	O	O	I	R	R	R	R	R	R	R	R	M

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K-2.IC.1 K-2.IC.2 3-5.IC.3 6-8.IC.3	5.09 Analyze and explain how media and technology can be used to distort, exaggerate, and misrepresent information	O	O	I	R	R	R	R	R	R	R	R	R	M
K-2.IC.2 3-5.IC.4 6-8.IC.4	5.10 Recognize and describe the potential risks and dangers associated with various forms of online communications	I	R	R	R	R	R	R	R	R	R	R	R	R

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6.0 Research		Grade Level												
IN Standards	BCS Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
3-5.NC.2 6-8 IC.3	6.01 Use age appropriate technologies to locate, collect and organize content from media collection for specific purposes.	O	O	O	O	I	I	R	R	R	R	M	M	M
3-5.IC.4 6-8 IC.3	6.02 Write correct in-text citations and reference lists for text and images gathered from electronic sources (Secondary: Easy-Bib, APA/MLA citation)	O	O	O	O	I	R	R	R	R	R	R	R	M
6-8 IC.3	6.03 Identify probable types and locations of web sites by examining their domain types (.edu, .com, .org, gov, .au)	O	O	O	O	O	I	R	R	R	R	M	M	M
6-8 IC.3	6.04 Perform basic searches on electronic academic databases	O	O	O	O	O	O	O	O	O	I	R	R	R
K-2.NC.2 3-5.NC.1 3-5.NC.2 6-8 IC.3	6.05 Use search engines	I	R	R	R	R	R	R	R	R	R	M	M	M

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3-5.NC.1 6-8 IC.3	6.06 Evaluate teacher selected or self-selected credible and reputable Internet resources in terms of their usefulness for research	O	O	O	O	I	R	R	R	R	R	R	M	M
3-5.NC.1 6-8 IC.3	6.07 Use academic vocabulary in online learning environments (post, thread, intranet, discussion forum, Google Drive, and password)	I	R	R	R	R	R	R	R	R	R	R	R	M
3-5.NC.1 3-5.NC.2 6-8 IC.3	6.08 Use technology to support communication and collaboration	O	O	O	I	R	R	R	R	R	R	R	R	R
3-5.IC.3 6-8 IC.3	6.09 Identify and analyze the purpose of a media message (to inform, persuade, and entertain)	O	O	O	I	R	R	R	R	R	R	R	M	M

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7.0 Communication and Collaboration		Grade Level												
IN Standards	BCS Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
K-2.NC.1 3-5.NC.1 6-8 NC.1	7.01 Work collaboratively and cooperatively online with other students under teacher supervision	I	R	R	R	R	R	R	M	M	M	M	M	M
K-2.NC.1 3-5.NC.1 6-8 NC.1	7.02 Use a variety of age-appropriate technologies (drawing, presentation) to communicate and exchange ideas	O	O	I	R	R	R	R	R	R	R	R	M	M
K-2.NC.2 3-5.NC.2 6-8 NC.1 6-8 PA.1	7.03 Use a variety of media to present information for specific purposes (reports, research papers, presentations, newsletters, websites, podcasts, blogs) citing sources	O	O	I	R	R	R	R	M	M	M	M	M	M
6-8 NC.3 6-8 PA.1	7.04 Demonstrate how the use of various techniques and effects (editing, music, color, rhetorical devices) can be used to convey meaning in media.	O	O	O	O	O	I	R	R	R	R	R	M	M

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8.0 Systemic Efficiency and Professionalism		Grade Level												
IN Standards	BCS Skills	K	1	2	3	4	5	6	7	8	9	10	11	12
	8.01 Apply learned technology skills to a variety of practical uses (organization, daily tasks, schedule management, etc)	O	O	O	O	O	I	R	R	R	R	R	R	R
	8.02 Effectively integrate various digital tools to complete a task	O	O	O	O	O	I	R	R	R	R	R	R	R
	8.03 Evaluate, select and use appropriate digital tools for a variety of given tasks	O	O	O	O	O	O	O	O	O	I	R	R	R
3-5.NC.2	8.04 Utilize appropriate levels of professionalism in communication and collaboration across the design, development and implementation process (in line with industry standards)	O	O	O	I	R	R	R	R	R	R	R	M	M

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