

**CRLS**  
**Instructional Technology Learning Expectations**  
**Grades 9-12**

<b>CRLS Learning Expectations</b>	<b>Massachusetts Standard</b>	<b>Topic/Theme</b>	<b>Key Understandings</b>	<b>Assessments/Evidence</b>
	<p><b>Learning Standard 1.</b>            Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.</p>	<p>Operations</p>	<p><b>By the end of 12th grade, students will be able to:            (continue to address earlier skills as needed)</b></p> <p>Demonstrate file management skills (e.g., install new software, compress and expand files as needed, download files as appropriate).</p> <p>Run multiple applications simultaneously, alternating among them.</p> <p>Resolve commonly occurring error messages. Resolve simple hardware and software problems as they occur (e.g., frozen screen, disk error, printing problems).</p> <p>Identify and use methods for transferring, downloading, and converting graphic, sound, and video files.</p> <p>Save (also retrieve, load, and import) a word-processed document in different file formats (e.g., RTF, HTML).</p> <p>Use a variety of external peripherals (e.g., printers, Zip drives, scanner, and digital camera) and understand how they connect to a computer.</p> <p>Perform efficient keyboarding technique.</p> <p>Import/export and link data between word-processed document and other applications.</p> <p>Customize formatting of charts or graphs created in a spreadsheet.</p> <p>Define and use functions of a spreadsheet such as sort, filter, and find.</p> <p>In a spreadsheet application, use various number formats (e.g.,</p>	



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		<p>Communication</p> <p>Social, Ethical, and Human Issues</p> <p>Design Technology Process</p>	<p><b>By the end of 12th grade, students will be able to:</b>  <b>(continue to address earlier skills as needed)</b></p> <p>Using e-mail, create an address book. (Use of e-mail is at district discretion and may be a class-wide activity if students do not have individual accounts.)</p> <p>Share files as attachments in an e-mail message (e.g., text, graphics, sound). (District discretion applies.)</p> <p>Identify capabilities of technology resources and understand how they can be used for lifelong learning.</p> <p>Select the appropriate technology tool for a task.</p>	
	<p><b>Learning Standard 2.</b>          Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.</p>	<p>Social, Ethical, and Human Issues</p> <p>Research</p>	<p>Identify ways in which technology is used in the workplace and in society.</p> <p>Demonstrate a clear understanding of the school's Acceptable Use Policy.</p> <p>Explain laws restricting use of copyrighted materials on the Internet.</p> <p>Understand issues of ergonomics and practice safe use of equipment.</p> <p>Explain how to evaluate electronic sources of information. Cite electronic sources correctly.</p>	



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			information systems, dynamic geometric software, graphing calculators, art and music composition software).	
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