

# Grades K-12

## Basic Operations, Concepts, and Keyboarding BOCK

- 1 Identify the basic components of the computing device, whether a computer, laptop, or hand-held device (e.g., monitor/screen, keyboard, mouse/trackpad, ports, power source).** CL.BOCK.1

---

- 2 Turn on/off a computing device and follow appropriate procedures to access the device.** CL.BOCK.2

---

- 3 Use a mouse or trackpad to manipulate shapes and icons; navigate within applications (e.g., click on hyperlinks, radio buttons, check boxes, use scroll bars).** CL.BOCK.3

---

- 4 Use desktop icons, windows, and menus to open, minimize, and close applications or files.** CL.BOCK.4

---

- 5 Use shortcuts and command functions to operate the computer or applications (e.g., Command-P, Command-C, Command-V, Command-Z, Ctrl-Alt- Delete, etc.).** CL.BOCK.5

---

- 6 Use gestures to navigate hand-held devices (e.g., swipe-left, swipe-right, pinch, etc.).** CL.BOCK.6

---

- 7 Locate and utilize accessibility features.** CL.BOCK.7

---

- 8 Use application help functions and online resources to solve basic operational issues (e.g., connecting to Bluetooth devices, finding a printer, internet connectivity) independently.** CL.BOCK.8

---

- 9 Use proper posture and ergonomics while using a computing device, including hand-held devices.** CL.BOCK.9

---

- 10 Locate and use the correct finger/hand for the space bar, return/enter, and shift key.** CL.BOCK.10

---

- 11 Locate and use letter and number keys with correct left and right hand placement (home row).** CL.BOCK.11

---

- 12 Learn to use special characters as needed (e.g., accents, tilde).** CL.BOCK.12

---

- 13 Use a calendar, task manager, or other tools to organize oneself as well as manage projects.** CL.BOCK.13

- 
- 14 Use graphic organizers, brainstorming applications, or other digital tools to gather and organize information (e.g., a Jamboard, online drawing tool, online slides).** [CL.BOCK.14](#)
- 
- 15 Understand all rules and guidelines in the school's Acceptable Use Policy.** [CL.BOCK.15](#)
- 
- 16 Understand Fair Use guidelines and their application to all forms of work.** [CL.BOCK.16](#)
- 
- 17 Demonstrate understanding of the difference between cloud computing vs. software applications for file storage/management.** [CL.BOCK.17](#)
- 
- 18 Use login credentials to access network devices, accounts, file servers, and cloud services.** [CL.BOCK.18](#)
- 
- 19 Name files with appropriate file names and understand where files are being saved.** [CL.BOCK.19](#)
- 
- 20 Create, save, edit, copy, and rename files and folders to organize files and materials.** [CL.BOCK.20](#)
- 
- 21 Delete and recover deleted files and folders and permanently delete files.** [CL.BOCK.21](#)
- 
- 22 Retrieve previous file versions/access revision history for files located in cloud services.** [CL.BOCK.22](#)
- 
- 23 Download, upload, attach files/folders via the web, email, or cloud services.** [CL.BOCK.23](#)
- 
- 24 Compress files and folders via the web, email, or cloud services.** [CL.BOCK.24](#)
- 
- 25 Use search tools to locate files and applications.** [CL.BOCK.25](#)
- 
- 26 Associate document extensions with appropriate file types.** [CL.BOCK.26](#)
- 

## Data Management and Security [DMS](#)

- 
- 1 Protect accounts by logging out of applications on shared computing devices.** [CL.DMS.1](#)
- 
- 2 Use passwords/passphrases to secure individual devices.** [CL.DMS.2](#)
- 
- 3 Create robust passwords/passphrases and effectively manage password privacy.** [CL.DMS.3](#)
- 
- 4 Keep passwords confidential and follow appropriate procedures if a password is compromised.** [CL.DMS.4](#)
-

- 
- 5 Adjust privacy settings on all social media accounts, online services, devices, and browsers.** [CL.DMS.5](#)

---

  - 6 Apply appropriate login credential security and privacy principles to demonstrate effective and safe use of online and mobile applications to make payments.** [CL.DMS.6](#)

---

  - 7 Identify when sensitive personal data that may include email, phone, and online banking/credit or debit card information has been compromised and follow appropriate procedures to secure.** [CL.DMS.7](#)

---

  - 8 Effectively apply and use multi-factor authentication services and applications to secure sensitive information and files.** [CL.DMS.8](#)

---

  - 9 Understand the difference between public and private data and the considerations when determining privacy settings to apply for specific applications.** [CL.DMS.9](#)

---

  - 10 Use digital tools to follow appropriate procedures for identifying one's own digital footprint and demonstrate an understanding of managing the digital footprint.** [CL.DMS.10](#)

---

  - 11 Distinguish between safe and unsafe practices when using online applications (e.g., gaming platforms, social media, virtual discussion platforms).** [CL.DMS.11](#)
- 

## Internet Searching and Online Databases [ISOD](#)

- 1 Use refresh, forward, and back buttons to navigate a web browser.** [CL.ISOD.1](#)

---

- 2 Use tab browsing to navigate multiple pages.** [CL.ISOD.2](#)

---

- 3 Create favorites/bookmarks and add frequently used sites to the favorites/bookmark bar.** [CL.ISOD.3](#)

---

- 4 Locate the URL of a website and identify the characteristics of different domains (e.g., .org, .com, .edu, .net, .gov, international domains).** [CL.ISOD.4](#)

---

- 5 Use browser search tools and advanced search features to find information (e.g., search terms, compound operators, quotation marks around search query).** [CL.ISOD.5](#)

---

- 6 Use a browser's History feature to locate previously visited sites.** [CL.ISOD.6](#)

---

- 7 Exercise click restraint (scan results before clicking on first or early search results).** [CL.ISOD.7](#)

---

- 8 Use digital tools or platforms to organize, display, annotate, and/or share a curated collection.** [CL.ISOD.8](#)

---

- 9 Conduct an image search. (e.g., the Google Reverse Image tool, TinEye, geolocating, Google Street view).** [CL.ISOD.9](#)

---

**10 Use digital tools, search engines, and video sites [e.g., YouTube] to determine how to perform an unfamiliar or unknown task. CL.ISOD.10**

---

**Multimedia, Software Applications, and Collaboration Tools** MSACT

**1 Use digital devices to capture multimedia (e.g., audio, video, and photo). CL.MSACT.1**

---

**2 Use multimedia-editing tools to edit multimedia files (e.g., trim, splice). add effects, CL.MSACT.2**

---

**3 Identify the differences among multimedia file types and save multimedia files (e.g., video, audio, photo) in multiple formats. CL.MSACT.3**

---

**4 Use application features to copy/paste or insert/import and format text and graphics within documents and multimedia presentation files. CL.MSACT.4**

---

**5 Copy/paste, import, and embed songs, videos, hyperlinks, or other media on a multimedia presentation or document. CL.MSACT.5**

---

**6 Use basic drawing tools, including pencil, paint brush, shape, line, undo, redo, and eraser. CL.MSACT.6**

---

**7 Use color palette/color wheel to change tool color. CL.MSACT.7**

---

**8 Use advanced color editing tools, such as RGB, HEX codes, and eyedropper, to change to a color. CL.MSACT.8**

---

**9 Use selection tools to copy, paste, move, and modify work. CL.MSACT.9**

---

**10 Use text tools to add text features to artwork. CL.MSACT.10**

---

**11 Use email, messaging, and other interactive tools and apps to share information through text and communicate in writing. CL.MSACT.11**

---

**12 Set up, share, and utilize collaborative workspaces, files, or other digital tools for asynchronous and synchronous collaboration. CL.MSACT.12**

---

**13 Use synchronous audio and visual collaboration tools, such as virtual/video conferencing, interactive television, and Voice over Internet Protocol, to connect with others. CL.MSACT.13**

---

**14 Create and maintain a digital portfolio or collection of works related to one's learning. CL.MSACT.14**

---