

Illinois ISTE

# Computer Literacy

**Basic Operations,  
Concepts and  
Keyboarding:**

**Students understand the fundamental concepts of operations and the various technology devices. They also leverage technology to set and demonstrate competency in their learning goals. Students will be able to build their fine motor skills, along with eye-hand coordination's, as they begin to demonstrate the ability to use basic keyboard functions and touchscreen devices**

- 1 Identify the basic components of the computing device, whether a computer, laptop or hand-held device [CL.BOCK.1](#)
- 2 Turn on/off a computing device and follow appropriate procedures to access the device. [CL>BOCK.3](#)
- 3 Use a mouse or trackpad to manipulate shapes and icons; navigate within applications [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 application. [CL.BOCK.5](#)
- 6 Use gestures to navigate hand-held devices [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 [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 iwth correct left and right hand placement [CL.BOCK.11](#)
- 12 Learn to use special characters as needed [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 (eg 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 Downloads, 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:**

**Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students will be able to plan, implement and monitor cyber security measures to ensure system and account protection**

- 1 Protect accounts by logging out of applications on shared computing devices [CL.DMS.1](#)
  - 2 Use passwords/passphrases and 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 to secure sensitive information and files [CL.DMS.8](#)
  - 9 Know 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:

**Students will use media literacy skills, civic-developed skills, and strategies to evaluate digital tools and resources to research a topic, organize information, and share their findings with others.**

- 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 use sites to the favorites/bookmarks 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 advnaced search features to find information [CL.ISOD.5](#)
  - 6 Use a browser's History features 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 [CL.ISOD.9](#)
  - 10 Use digital tools, search engines and video sites to determine how to perform an unfamiliar or unknown task [CL.ISOD.10](#)
-

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

**Students demonstrate creative thinking and problem solving within a design process to create original works as a means of personal or group expression. Students use digital tools to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.**

- 1 Use digital devices to capture multimedia [CL.MSACT.1](#)
- 2 Use multimedia editing tools to edit multimedia files [CL.MSACT.2](#)
- 3 Identify the differences among multimedia file types (eg. 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 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 VOiP 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](#)