



**KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
CURRICULUM AND INSTRUCTIONAL SERVICES
LIBRARY MEDIA AND INSTRUCTIONAL TECHNOLOGY**

**STANDARDS AND BENCHMARKS
INFORMATION AND TECHNOLOGY LITERACY**

GRADE 12	
STANDARD A: MEDIA AND TECHNOLOGY	
Standard A1: Students use common media and technology terminology and equipment.	
A1-1: Computer Terminology	Identify and define basic on-line and telecommunications terminology or concepts (e.g., bandwidth, broadband, operating system, analog versus digital). <i>A1-1.12</i>
A1-2: Computer Equipment	Recognize, identify, and solve routine computer hardware and software problems. <i>A1-2.12</i>
A1-3: File Management	<i>Demonstrate understanding and use of embedded and relatively linked media objects for media applications.</i> <i>A1-3.12</i>
A1-4: File Formats	Identify common file formats (e.g., .doc, .dv, .jpg, .gif, .mov, .mpeg, .pdf, .ppt, .aiff, .mp3, .html, .xls). <i>A1-4.12</i>
A1-5: Digital Media Equipment	Capture, edit, and combine audio, still, and video segments using a multi-media computer with editing software. <i>A1-5.12</i>
A1-6: Keyboarding	<i>Demonstrate proficient keyboarding skills.</i> <i>A1-6.12</i>
Standard A2: Students use a computer and productivity software to organize and create information.	
A2-1: Word Processing Basics	<i>Apply terminology and concepts connected with integrated software or an applications suite.</i> <i>A2-1.12</i>
A2-2: Word Processing Skills	<i>Manipulate graphics or objects in a word processing document.</i> <i>A2-2.12</i>
A2-3: Special Features	Use word processing or desktop publishing and graphics software to produce page layouts in different formats (e.g., brochure, tri-fold, .pdf, .htm, newsletter). <i>A2-3.12</i>
A2-4: Graphic Organizers	Use a graphic organizer application to generate modifiable flow charts, project time lines, organizational charts, or calendars. <i>A2-4.12</i>

GRADE 12	
A2-5: Spreadsheet Terms and Use	Incorporate spreadsheet information in word-processed documents (e.g., charts, graphs, lists). <i>A2-5.12</i>
A2-6: Database Terms and Use	Analyze data from a database, and present conclusions in a document or report. <i>A2-6.12</i>
Standard A3: Students use a computer and communications software to access and transmit information.	
A3-1: Electronic Communication	<i>Communicate digitally with others regarding assignments or class projects using video conferencing, email, blogs, or groupware.</i> <i>A3-1.12</i>
A3-2: Internet Terminology and Searching	<i>Access primary sources and other experts for class reports or projects.</i> <i>A3-2.12</i>
Standard A4: Students use media and technology to create and present information.	
A4-1: Graphics Software	Use draw, paint, or graphics soft-ware to create or modify visuals that will enhance a class project or report. <i>A4-1.12</i>
A4-2: Multimedia Production	Produce a multimedia product using text, graphics, sound, and video. <i>A4-2.12</i>
A4-3: Identifying Project Evaluation Criteria	Identify criteria for assessing the delivery, pacing, focus, and technical quality of the production or presentation. <i>A4-3.12</i>
A4-4: Project Evaluation and Improvement	Recommend ways the product or presentation could better meet specified criteria. <i>A4-4.12</i>
STANDARD B: INFORMATION AND INQUIRY	
Standard B1: Students define the need for information.	
B1-1: Defining the Information Need	<i>State the information, problem, or question in clear and concise terms.</i> <i>B1-1.12</i>
B1-2: Relating Existing Knowledge	Relate existing knowledge to the information need. <i>B1-2.12</i>
B1-3: Question Development	<i>Develop specific research questions or a thesis statement based on the nature, purpose, and scope of project.</i> <i>B1-3.12</i>

GRADE 12	
B1-4: Search Focus	<i>Conduct a preliminary search to determine if the research questions or thesis statement is clear, searchable, and sufficiently narrowed.</i> <i>B1-4.12</i>
Standard B2: Students develop information seeking strategies.	
B2-1: Information Sources	<i>Identify a full range of appropriate and available information from local, national, and global sources.</i> <i>B2-1.12</i>
B2-2: Evaluating Possible Resources	<i>Evaluate and prioritize potential sources, pursuing a variety of resources reflecting differing points of view, cultures, and disciplines.</i> <i>B2-2.12</i>
B2-3: Search Terms	<i>Identify keywords, phrases, subject headings, and descriptors for each information source and apply Boolean (and, or, not) logic concepts.</i> <i>B2-3.12</i>
B2-4: Information Search Plan	<i>Organize ideas, concepts, and issues in a manner appropriate to the subject and purpose.</i> <i>B2-4.12</i>
Standard B3: Students locate and access information sources.	
B3-1: Library Organization	Locate information resources using the classification systems in use at a variety of libraries. <i>B3-1.12</i>
B3-2: Online Catalog	Use an online catalog to identify and access library resources. <i>B3-2.12</i>
B3-3: Reference Materials	<i>Use specialized reference resources (e.g., print, non-print, and electronic).</i> <i>B3-3.12</i>
B3-4: Locating Information Within Source	<i>Use increasingly complex organizational features of print and electronic resources.</i> <i>B3-4.12</i>
B3-5: Online Subscription Resources	<i>Conduct effective electronic searches using keywords, phrases, Boolean logic (and, or, not), and advanced search options.</i> <i>B3-5.12</i>
B3-6: Internet Use	<i>Conduct effective Internet searches using keywords, phrases, and advanced search options.</i> <i>B3-6.12</i>
Standard B4: Students evaluate and select information from a variety of print, nonprint, and electronic formats.	

GRADE 12	
B4-1: Previewing Selected Resources	Determine which information found is clearly related to the problem or question. <i>B4-1.12</i>
B4-2: Evaluating Information	Differentiate between primary and secondary resources. <i>B4-2.12</i>
B4-3: Evaluating Information/ Point of View	<i>Evaluate information for stereotyping, prejudice, and misinterpretation, distinguishing among fact, opinion, point of view, and inference.</i> <i>B4-3.12</i>
B4-4: Validity of Sources (Electronic, Print, and Nonprint)	<i>Determine if sources are authoritative, timely, valid, reliable, accurate, relevant, and comprehensive</i> (e.g., electronic, print, and non-print). <i>B4-4.12</i>
B4-5: Evaluating Information/ Graphics	<i>Analyze and evaluate information presented in charts, graphs, tables, and diagrams.</i> <i>B4-5.12</i>
B4-6: Source Authority	<i>Determine authority for all resources and identify points of agreement and disagreement among sources</i> (e.g., electronic, print, and non-print). <i>B4-6.12</i>
Standard B5: Students record and organize information.	
B5-1: Note Taking	<i>Take notes using data-gathering strategies that include summarizing, paraphrasing, comparing, and quoting, recording the sources of information as notes are taken.</i> <i>B5-1.12</i>
B5-2: Citing Sources	<i>Cite/record sources of information including quotes, visuals, major ideas, and specific facts or data using appropriate citation/ bibliographic format.</i> <i>B5-2.12</i>
B5-3: Organizing Information	Organize information in a systematic manner for unity, coherence, clarity, and emphasis. <i>B5-3.12</i>
Standard B6: Students interpret and use information to solve the problem or answer the question.	
B6-1: Integrating Prior Knowledge	Interpret new information to formulate ideas which address the question or problem using comparison, evaluation, inference, and generalization skills. <i>B6-1.12</i>
B6-2: Relevancy of Information	Determine if information is relevant to the question. <i>B6-2.12</i>

GRADE 12	
B6-3: Gathering Additional Information	Synthesize new ideas, evidence, and prior knowledge to address the problem or question. B6-3.12
B6-4: Drawing Conclusions	Draw conclusions to address the problem or question. B6-4.12
Standard B7: Students communicate the results of research and inquiry in an appropriate format.	
B7-1: Audience and Purpose	Determine the audience and purpose for the product or presentation. B7-1.12
B7-2: Presentation Format	Select the most appropriate format for the product or presentation. B7-2.12
B7-3: Developing a Product or Presentation	Develop a product or presentation that utilizes the strengths of the medium and supports the conclusions drawn in the research effort. B7-3.12
Standard B8: Students evaluate the information product and process.	
B8-1: Product Assessment	Assess the product based on identified criteria. B8-1.12
B8-2: Product Improvement	Summarize ways in which the product and process can be improved B8-2.12
STANDARD C: INDEPENDENT LEARNING	
Standard C1: Students pursue information related to various dimensions of personal well-being and academic success.	
C1-1: Information for Personal Growth	Identify topics of interest and seek relevant information about them. C1-1.12
C1-2: Accurate Information for Decision Making	<i>Recognize that accurate and complete information is essential to making sound decisions in personal, academic, and career pursuits.</i> <i>C1-2.12</i>
Standard C2: Students select, appreciate, and derive meaning from print and nonprint resources.	
C2-1: Selection for Personal Interest	Apply personal criteria for choosing print or non-print resources of personal interest. C2-1.12
C2-2: Award-Winning Literature	Recognize that core lists of classics and recommended titles for pre-college reading provide for a well-rounded literary background. C2-2.12

GRADE 12	
C2-3: Making Text Connections	<i>Make text-to-self, text-to-text, and text-to-world connections.</i> <i>C2-3.12</i>
C2-4: Selection/ Developmental Levels	Choose materials at appropriate developmental levels. C2-4.12
C2-5: Diverse Perspectives	<i>Identify and select materials that reflect diverse perspectives.</i> <i>C2-5.12</i>
STANDARD D: THE LEARNING COMMUNITY	
Standard D1: Students use information, media, and technology in a responsible manner.	
D1-1: Responsibility for Borrowed Library Resources	Return all borrowed library materials on time. D1-1.12
D1-2: Internet Acceptable Use Policy	<i>Use the Internet and other on-line resources consistent with the district's acceptable use policy.</i> <i>D1-2.12</i>
D1-3: Ethical Access to Computer Files	<i>Discriminates between ethical and unethical access to computer files</i> <i>D1-3.12</i>
D1-4: Privacy of Personal Information	<i>Recognize the need for privacy and protection of personal in-formation and data.</i> <i>D1-4.12</i>
Standard D2: Students respect intellectual property rights (copyright).	
D2-1: Copyright	Understand how copyright protects the right of an author or producer to control the distribution, performance, display, or copying of original works. D2-1.12
D2-2: Copyright Law	<i>Demonstrate compliance with legal and ethical issues related to plagiarism and copyright, including "fair use."</i> <i>D2-2.12</i>
Standard D3: Students recognize the importance of intellectual freedom and access to information in a democratic society.	
D3-1: Intellectual Freedom	Investigate a specific censor-ship situation (e.g., challenge to a book or magazine). D3-1.12
D3-2: Equitable Access	Recommend strategies for ensuring that others have equitable access to information, media resources, and technology D3-2.12