

# Mounds View Public Schools

## INFORMATION LITERACY DATA COLLECTION

Circle the appropriate symbol for each skill in the left column.

LMS = Library Media Specialist    T = Teacher  
IS = Indirect Support    C = Collaboration

Grades 9-12			
KEY ROLES	STANDARDS & BENCHMARKS	DATE	CHECK ALL THAT APPLY
<b>1</b>	<b>1. Use information technology and library resources to implement a systematic research process.</b>		
LMS T IS C	<b>1.1</b> Define the topic, issue, problem, or subject to be researched.		<input type="checkbox"/> Successfully Implemented Training to Implement <input type="checkbox"/> Lacked Training to Implement <input type="checkbox"/> Successfully Assessed Materials to Implement <input type="checkbox"/> Lacked Materials to Implement
LMS T IS C	<b>1.2</b> Be knowledgeable of the criteria used to evaluate the quality of your final product.		<input type="checkbox"/> Successfully Implemented Training to Implement <input type="checkbox"/> Lacked Training to Implement <input type="checkbox"/> Successfully Assessed Materials to Implement <input type="checkbox"/> Lacked Materials to Implement
LMS T IS C	<b>1.3</b> Determine what resources are easily accessible and readily available from a variety of appropriate sources.		<input type="checkbox"/> Successfully Implemented Training to Implement <input type="checkbox"/> Lacked Training to Implement <input type="checkbox"/> Successfully Assessed Materials to Implement <input type="checkbox"/> Lacked Materials to Implement
LMS T IS C	<b>1.4</b> Identify and define basic online and telecommunications terminology or concepts.		<input type="checkbox"/> Successfully Implemented Training to Implement <input type="checkbox"/> Lacked Training to Implement <input type="checkbox"/> Successfully Assessed Materials to Implement <input type="checkbox"/> Lacked Materials to Implement
LMS T IS C	<b>1.5</b> Access appropriate information from a variety of print and nonprint sources including online databases, school's electronic catalog, and community libraries or other organizations.		<input type="checkbox"/> Successfully Implemented Training to Implement <input type="checkbox"/> Lacked Training to Implement <input type="checkbox"/> Successfully Assessed Materials to Implement <input type="checkbox"/> Lacked Materials to Implement
LMS T IS C	<b>1.6</b> Using standard procedures, document information sources consulted as the resources are accessed.		<input type="checkbox"/> Successfully Implemented Training to Implement <input type="checkbox"/> Lacked Training to Implement <input type="checkbox"/> Successfully Assessed Materials to Implement <input type="checkbox"/> Lacked Materials to Implement
LMS T IS C	<b>1.7</b> Use appropriate search techniques to effectively access Internet Resources.		<input type="checkbox"/> Successfully Implemented Training to Implement <input type="checkbox"/> Lacked Training to Implement

			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>1.8</b> Use effective time management skills to store, retrieve, and access working documents throughout the research process.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>1.9</b> Analyze, evaluate, and organize collected information.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>1.10</b> Interpret and synthesize collected information to address research topic.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>1.11</b> Draw conclusions and evaluate information to address the research question.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>1.12</b> Communicate the findings of your research effectively using the appropriate information technologies to report your information and conclusions.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>1.13</b> Evaluate the effectiveness of the research process.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
<b>2</b>	<b>2. Use information technology resources to meet independent learning needs and interests.</b>			
LMS T IS C	<b>2.1</b> Use primary and secondary sources appropriately and effectively.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>2.2</b> Access various types of information from multiple sources to show diverse perspectives.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked

			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>2.3</b> Understand ways in which information technology resources can enhance artistic expression.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>2.4</b> Interpret, use, and create images, graphics, and multimedia using current, appropriate technology in ways that advance thinking, decision-making, communication, and learning.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>2.5</b> Demonstrate the ability to locate various types of fiction and nonfiction resources including periodical literature in any and all formats.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>2.6</b> Demonstrate an understanding of literary genres and forms.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>2.7</b> Use technology to gather, organize, and manipulate information in order to solve problems and make decisions.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
<b>3</b>	<b>3. Understand the ethical, legal, and personal safety issues associated with the use of media, information, and technology.</b>			
LMS T IS C	<b>3.1</b> Understand and comply with the district's Acceptable Use Policy.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>3.2</b> Know the "fair use" of copyrighted materials as it relates to student work.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked

LMS T IS C	<b>3.3</b> Understand the legal consequences of violating federal copyright laws and regulations.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>3.4</b> Define the act of plagiarism and understand the implications related to academic honesty.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>3.5</b> Describe how to correspond with authors, publishers, or producers to obtain permission to use copyrighted materials beyond “fair use” guidelines.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>3.6</b> Appropriately cite quotations from information resources and other’s work as used in the content of assignments, projects, etc.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>3.7</b> Demonstrate respect for school library materials, information technology, and multimedia resources.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>3.8</b> Understand and comply with data privacy laws and regulations.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>3.9</b> Use freeware, shareware, and commercial software according to licensing agreements.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>3.10</b> Know and understand the Library Bill of Rights.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked
LMS T IS C	<b>3.11</b> Understand the consequences for inappropriately using district information technology for criminal acts, misconduct, or personal gain.		<input type="checkbox"/> Successfully Implemented Training to Implement	<input type="checkbox"/> Lacked
			<input type="checkbox"/> Successfully Assessed Materials to Implement	<input type="checkbox"/> Lacked

			Materials to Implement
LMS T IS C	<b>3.12</b> Know how to navigate the network, respect the privacy of others, and protect one's own privacy when using networked resources.		<input type="checkbox"/> Successfully Implemented <input type="checkbox"/> Lacked Training to Implement <input type="checkbox"/> Successfully Assessed <input type="checkbox"/> Lacked Materials to Implement