

| Date Completed | Second Grade Technology Curriculum Guide - 2016  |  |   |
|----------------|--|--|---|
|                | <b>1 - NOVICE LEARNER</b> - Students will demonstrate basic operational competencies, concepts, and program usage. |  |   |
|                | <b>BASIC OPERATIONS</b>  |  |   |
|                | 1-1  | Uses the mouse or similar pointing devices   | M |
|                | 1-2  | Uses the <i>SAVE</i> command   | M |
|                | 1-3  | Uses proper technique to power up and down a system  | D |
|                | 1-4  | Understands the purpose and use of menus, tool bars, and scroll bars                             | D |
|                | 1-5  | Recognizes and interprets basic icons  | D |
|                | 1-6  | Understands the structure of a window (e.g. title bar, resizing, moving, etc.)                   | D |
|                | 1-7  | Can enter, edit, and delete text   | D |
|                | 1-8  | Uses shift key for capital letters   | D |
|                | 1-9  | Demonstrates proper keyboarding techniques (posture, eye positioning, hand placement, feet)      | D |
|                | 1-10   | Understands and uses proper technology terminology (e.g. launch, quit, close, desktop, menu bar) | D |
|                | 1-11   | Identifies and names parts of computer and peripherals   | D |
|                | 1-12   | Understands printing options   | D |
|                | 1-13   | Understands the function of a network  | D |

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|  | 1-14  | Saves files in appropriate location with appropriate file name   | I |
|  | 1-15  | Uses appropriate spacing between letters, words, and sentences   | I |
|  | 1-16  | Uses standard keyboarding skills with speed and accuracy   | I |
|  | 1-17  | Can insert and adjust clipart graphics within an application program   | I |
| <b>WEB BROWSER</b>   |   |  |   |
|  | 1-34  | Knows how to access a web browser  | M |
|  | 1-35  | Uses/creates browser favorites/bookmarks   | D |
|  | 1-36  | Knows and uses components of a web browser page (e.g. tabs, arrows, home button)                                       | D |
|  | 1-37  | Identifies and uses keywords with Internet search engines  | D |
| <b>2 - DIGITAL CITIZEN-</b> Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act in ways that are safe, legal, ethical and self-aware. |   |  |   |
| <b>ETHICS</b>  |   |  |   |
|  | 2-1   | Understands and complies with school's AUP (Diocesan Acceptable Use Policy)  | M |
|  | 2-2   | Understands privacy implications with computers (e.g. passwords, logging off, public computers vs. personal computers) | M |
|  | 2-3   | Understands the difference between appropriate and inappropriate Internet uses   | D |
|  | 2-4   | Understands ways computers affect people's lives (ethically, morally and socially)                                     | D |

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|                | 2-5  | Understands plagiarism and its consequences  | I |
|                | <b>ETIQUETTE</b>   |  |   |
|                | 2-6  | Leaves computer ready for other students to use (e.g. save, log off, quit program)                       | M |
|                | <b>SAFETY</b>  |  |   |
|                | 2-10   | Understands the importance of keeping passwords private  | D |
|                | 2-11   | Understands personal and private information   | D |
|                | <b>RESEARCH</b>  |  |   |
|                | 2-20   | Cites computer resources used in research (e.g. information, graphics, sound)                            | I |
|                | 2-21   | Understands and complies with copyright guidelines   | I |
|                | <b>4 - KNOWLEDGE CURATOR</b> - Students make meaning for themselves and others by critically curating resources through the use of digital tools |  |   |
|                | <b>WORD PROCESSING</b> (e.g. Microsoft Word, Pages, Google Docs, OpenOffice Text, NotePad, TextEdit)   |  |   |
|                | 4-1  | Understands and uses basic word processing terminology   | D |
|                | 4-2  | Demonstrates ability to format text (e.g. font, size, style, alignment, line spacing, highlighting etc.) | D |
|                | 4-3  | Demonstrates ability to create a document.   | D |
|                | <b>RESEARCH</b>  |  |   |

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|  | 4-5   | Identifies and uses keywords with Internet search engines to find information (see Web Browser #1-37 under Basic) | D |
|  | 4-6   | Identifies a need for information   | I |
|  | 4-7   | Knows where to locate school resources  | I |
|  | 4-8   | Knows how to locate school resources (including electronic card catalog where available)                          | I |
|  | 4-9   | Identifies appropriate resources to find information  | I |
|  | 4-10  | Cite information for a bibliography when doing research (see Research #2-20 under Digital Citizen)                | I |
| <b>5 - INNOVATIVE DESIGNER</b> - use a variety of technologies to express thoughts and ideas creatively  |   |   |   |
| <b>PAINTING/DRAWING/PHOTO EDITING (e.g. Sumo Paint, Tux Paint, PhotoDeluxe, Illustrator, Picture It, Photoshop)</b>  |   |   |   |
|  | 5-2   | Understands and uses painting/drawing tools   | D |
|  | 5-3   | Uses painting/drawing to illustrate knowledge   | D |
| <b>COMPUTER PROGRAMMING (e.g. code.org , CodeMonkey, Kahn Academy, Scratch, ScratchJr etc.- free tools)</b>  |   |   |   |
|  | 5-6   | Understands basic coding/programming terminology (e.g. looping, debugging, variables, events, algorithm)          | D |
|  | 5-7   | Understands basic principles in coding/programming  | D |
|  | 5-8   | Demonstrates knowledge by creating a simple sequence of code  | D |
| <b>7 -CREATOR AND COMMUNICATOR</b> - Students communicate clearly and express themselves creatively for a variety of purposes using the tools, styles, formats and digital media appropriate to their goals. |   |   |   |

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|                | <b>PRESENTATION</b> (Microsoft PowerPoint, KeyNote, Google Slides, OpenOffice Presentation, KidPix/Wixie) |   |   |
|                | 7-7   | Understands the concept of electronic presentations   | I |
|                | 7-8   | Creates an electronic presentation  | I |
|                | 7-9   | Understands visual literacy concepts (e.g. font, spacing, color, size, etc.)                                      | I |
|                | 7-10  | Uses various techniques appropriately and consistently – graphics, sound, pictures, video, transitions, animation | I |
|                | 7-11  | Presents an electronic presentation   | I |