

Date Completed	Second Grade Technology Curriculum Guide - 2016		
	1 - NOVICE LEARNER - Students will demonstrate basic operational competencies, concepts, and program usage.		
	BASIC OPERATIONS		
	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
WEB BROWSER			
	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
2 - DIGITAL CITIZEN- 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.			
ETHICS			
	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
ETIQUETTE			
	2-6	Leaves computer ready for other students to use (e.g. save, log off, quit program)	M
SAFETY			
	2-10	Understands the importance of keeping passwords private	D
	2-11	Understands personal and private information	D
RESEARCH			
	2-20	Cites computer resources used in research (e.g. information, graphics, sound)	I
	2-21	Understands and complies with copyright guidelines	I
4 - KNOWLEDGE CURATOR - Students make meaning for themselves and others by critically curating resources through the use of digital tools			
WORD PROCESSING (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
RESEARCH			

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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
5 - INNOVATIVE DESIGNER- use a variety of technologies to express thoughts and ideas creatively			
PAINTING/DRAWING/PHOTO EDITING (e.g. Sumo Paint, Tux Paint, PhotoDeluxe, Illustrator, Picture It, Photoshop)			
	5-2	Understands and uses painting/drawing tools	D
	5-3	Uses painting/drawing to illustrate knowledge	D
COMPUTER PROGRAMMING (e.g. code.org , CodeMonkey, Kahn Academy, Scratch, ScratchJr etc.- free tools)			
	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
7 -CREATOR AND COMMUNICATOR - 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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	PRESENTATION (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