

## Elementary Technology Computer Skills – Second Grade

<b>Standard 1.0 – Mechanics</b> Students will understand the basic operations and concepts of technology	With Help	NO Help
• Demonstrate the ability to perform a variety of tasks:		
✓ Turn a computer/device on and off		
✓ Open and close a program/application from an icon		
✓ Connect USB devices in the proper port		
✓ Successfully perform navigation on the internet		
✓ Use a drop-down menu		
✓ Name and save files		
✓ Minimize and maximize windows		
✓ Navigate a program/application by using either the menus or icons		
• Use a touchscreen		
• Identify major hardware components – computer, keyboard, monitor, mouse, touchpad and printer		
• Use the keyboard to type simple sentences, paragraphs, and stories (using capital and lower case)		
• Basic keyboarding – locates and operates the following keyboard keys:		
✓ Punctuation keys (period, comma, exclamation point, question mark, apostrophe, quotation marks, hyphen)		
✓ Math function keys (+, -, =, <, >)		
✓ Tab key (to indent paragraph)		
✓ Shift		
✓ Escape		
✓ Delete		
✓ Backspace		
<b>Standard 2.0 – Digital Citizenship</b> Students will understand the importance of social, ethical, and human issues associated with technology.	With Help	NO Help
• Know and follow the school rules for using technology and discuss consequences for inappropriate use		
• Demonstrate respect for the rights and privacy of others when using computers		
• Identify advantages and disadvantages of people using technology to work, learn, communicate and play		
• Practice internet safety procedures involving sharing personal information and passwords		
• Describe the advantages and disadvantages of the use of social media		
• Recognize the importance of supervised use of technology		
• Discuss, practice and obey copyright laws and adhere to software licensing		
• Understand the need to cite sources and give credit to electronic sources		
<b>Standard 3.0 – Projects and Creativity</b> Students will use technology and productivity and communication tools to enhance learning, increase productivity, and promote creativity	With Help	NO Help
• Use electronic devices as a writing tool		
• Discuss ownership of computer related work		
• Create simple presentations using text and graphics		
• Explore technology tools for individual writing, communication, and publishing (Ex. Word, PowerPoint, Keynote, Pages, Skype, Facetime.)		
• Use multimedia resources such as interactive software and web sites		

<ul style="list-style-type: none"> <li>• Use standard formatting toolbars in word processing, presentation and drawing software</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify the best tool to communicate a concept, idea, or information</li> </ul>		
<b>Standard 4.0 – Research and Problem Solving</b> Students will select and use appropriate technology research, problem-solving and decision making tools	With Help	NO Help
<ul style="list-style-type: none"> <li>• Use electronic resources to gather information.</li> </ul>		
<ul style="list-style-type: none"> <li>• Discuss appropriate search strategies (identifying keywords for electronic searches and evaluating relevance, gathering techniques, sorting and reporting information strategies)</li> </ul>		
<ul style="list-style-type: none"> <li>• Choose an application based on its appropriateness for specific tasks</li> </ul>		
<ul style="list-style-type: none"> <li>• Perform an internet search under the direction and supervision of a teacher</li> </ul>		
<ul style="list-style-type: none"> <li>• Explore the gathering of information using a variety of electronic resources including subscription databases, online encyclopedias, and other internet based resources</li> </ul>		
<ul style="list-style-type: none"> <li>• Use teacher selected websites to acquire information related to a given problem</li> </ul>		
<ul style="list-style-type: none"> <li>• With teacher assistance, identify web sources as reliable or unreliable</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify a web search as a tool for information gathering</li> </ul>		
<ul style="list-style-type: none"> <li>• Develop steps to create innovative products using electronic resources</li> </ul>		
<ul style="list-style-type: none"> <li>• Use data to make informed decisions</li> </ul>		
<ul style="list-style-type: none"> <li>• Discuss ownership of computer generated work</li> </ul>		
<ul style="list-style-type: none"> <li>• Use a checklist or rubric to evaluate a finished product among self and peers</li> </ul>		
<ul style="list-style-type: none"> <li>• Organize data using tools such as graphic organizers, and slideshows</li> </ul>		
<ul style="list-style-type: none"> <li>• Use a step-by-step process to solve a problem</li> </ul>		
<ul style="list-style-type: none"> <li>• Discuss ownership of computer generated work.</li> </ul>		