

Second Grade Technology Documentation Form

Teacher: _____ Date: _____

Curriculum Area: _____

Technology Integration Tools: _____

Support Technology: _____

Brief Description of Lesson or Project: _____

Check all standards that have been covered during the duration of this lesson/unit of study.

Technology Operations and Concepts

- 1. **Use accurate terminology related to technology.**
 - Use appropriate terminology related to technology.

- 2. **Identify basic parts of various technology systems.**
 - Identify technology related equipment such as computers, Interwrite Pads, document cameras, data projectors, VCR/DVD players, sound systems, microphones, cell phones, digital cameras, laptops, printers, and mp3 players.

- 3. **Name input and output devices.**
 - Understand that information can go in and out of technology systems.

 - Name input and output devices.

- 4. **Observe correct posture while using a technology system. (same as ergonomics for 3rd)**
 - Distinguish between correct posture and incorrect posture when using a computer.

 - Understand that there are specific finger positions used when selecting a letter, number, or symbol on the keyboard.

- ❑ **5. Use input devices to enter letters, numbers, and symbols.**
 - Find the location of each letter on the keyboard.

 - Use the input devices to enter letters, numbers, and symbols into the computer.

- ❑ **6. Use special functions of input devices.**
 - Use special keys on the keyboard and the mouse to input information independently.

- ❑ **7. Introduce correct keyboarding techniques.**
 - Practice which fingers type which letters on the keyboard.

 - Use correct fingers when typing words and phrases.

 - Be introduced to the finger placement in order to correctly use a keyboard

- ❑ **8. Identify storage media.**
 - Understand that there are various locations available to save digital information.

 - Identify local hard drive, flash/thumb drive, memory card, network drives (G drive, Shared drive), external drive, CD and CD drive, and/or DVD and DVD drive.

- ❑ **9. Understand appropriate use and care of storage media.**
 - Know the importance of removing media safely.

 - Understand how to insert/connect and remove storage media safely such as digital cameras, flash drives, etc.

- ❑ **10. Demonstrate appropriate use and care of storage media (CDs, flash drives, external hard drives, digital cameras, etc.)**
 - Demonstrate how to remove storage media properly.

- ❑ **11. Demonstrate care of digital equipment.**
 - Learn how to properly take care of digital equipment and media

 - List ways to take care of digital tools such as keyboards, computer screens, projectors, CD/DVD players, sound enhancement equipment, etc.

- ❑ **12. Identify applications and operations of various technology software/operating systems.**
 - Access information through an Internet browser.

- ❑ **13. Use various technology applications, including word processing and multimedia software.**
 - Select the appropriate icons to select the desired application program and use the appropriate features from the toolbar and/or drop-down menu.

 - Learn basic skills for using word processing software.

 - Learn basic skills for using presentation software.

Digital Citizenship

- ❑ **14. Identify safe and responsible ways to use technology systems, the Internet including but not limited to social/professional networking, communication tools, and applications.**
 - Identify ways technology and applications can be used safely and responsibly.

- ❑ **15. Follow local acceptable use policies regarding technology.**
 - Follow local acceptable use policies regarding technology.

- ❑ **16. Distinguish between ethical and unethical uses of others' work (do not copy or manipulate other people's work).**
 - Define plagiarism.

 - Determine if content is plagiarized.

 - Understand possible consequences of plagiarism.

 - Explain the importance of citing text and digital content.

Research and Information Fluency

- ❑ **17. Use digital tools and strategies to locate, collect, organize, visualize, interpret, evaluate, synthesize and/or present or display information or ideas.**
 - Retrieve information from digital sources.

 - Use a variety of digital sources when collecting information such as online libraries, multimedia dictionaries, web searches, etc.

 - Organize information using concept mapping software.

- ❑ **18. Evaluate accuracy of digital content**
 - As a collaborative group, determine whether content from a digital source is fact or fiction.

Communication and Collaboration

- 19. Use digital environments to exchange ideas with individuals or groups.**
 - Collaboratively use the Internet to communicate with individuals and groups using sources such as blogs, wikis, email, or other forms of digital communication tools.

- 20. Produce digital work collaboratively.**
 - Work collaboratively to produce original work.

Critical Thinking, Problem Solving, and Decision Making

- 21. Identify digital tools used for problem solving.**
 - Identify digital tools for solving problems.

Creativity and Innovation

- 22. Design original works using digital tools.**
 - Use programs and equipment to design original work.