

# Second Grade Computer Standards



## Basic Computer Skills

### Standard 1: Operating the Computer

1. The student will use the power button
2. The student will identify monitor, keyboard and mouse.
3. The student will be open and close programs.

### Standard 2: Word Processing

1. The student will create a document and folder.
2. The student will name and save a document.
3. The student will learn how to insert an image from the internet with the correct copyright license.
4. The student will be able to add vignettes to a document.
5. The student will learn how to change typography

### Standard 3: Keyboarding

1. The student will understand the difference between numeric and alphanumeric keyboard.
2. The student will practice typing with the hands position in the correct way.
3. The student will identify the Caps lock.
4. The student will learn how to indent paragraphs.

## Information Literacy

### Standard 1: Searching online

1. The student will practice searching for word definitions online.
2. The student will practice browsing through a website and locating information within.

### Standard 2: Creative credit and copyright

1. The student will understand the concept or creative work ownership.
2. The student will practice putting his/her name and date on their creations.
3. The student will learn how to search for images labeled for reuse.

### Standard 3: Email

1. The student will explore how they can use email to communicate with real people with in their schools, families and communities.

2. The student will learn how to write a clear and respectful message.

### **Online Safety**

1.The student will review the rules for online safety.

2. The student will identify the difference between private and personal information shared online.

3. The student will recognize which websites are appropriate for them.

4.The student will explore the different uses for passwords and their importance.

### **Standard: 1: Cyberbullying**

1. The student will explore what cyberbullying means.

2. The student will explore what they can do when they encounter it.

3. The student will explore the differences and similarities between in-person and online communication.

### **Digital Footprint**

1. The student will learn that the information they put online leaves a digital footprint.