



Queen of Heaven School

Growing in Faith, Knowledge and Grace

Hello and welcome to the 2014-2015 school year! The curriculum for computer technology class in second grade is meant to cover a breadth of topics, yet be a more advanced introduction to computer technology. Please take the time to review the curriculum below. I have also attached my grading policy as well as my code of conduct that is to be signed and returned.

I look forward to a positive, exciting and eventful year!

Sincerely,

Mrs. Bloom

Keep Calm and Tech On

2nd Grade Computer Class "iLearn More Every day!"

Introduction and Review

- Introduction to the Computer and Chromebook Lab and rules; discussion of the QofH AUP
- Review our mouse and keyboard skills using [TechKnowledge Lesson 4](#)
- Input and output devices: PowerPoint Presentation introduction, worksheets and [ABC-Ya's Input and Output game](#)
- Practice typing using [Dance Mat Typing](#). Discussion of proper posture, finger placements. Approximately 3-5 lessons.

Internet Safety

- Internet Safety using iKeepsafe.org and the story of [Faux Paw the Techno Cat](#). Students will reiterate what they have learned by creating a Comic Strip using [Make Beliefs Comix](#) and sharing what they have learned. Online quiz about Internet Safety using Google Drive.

Digital Storytelling and Online Publishing

- Digital Storytelling using [Domo Animate](#)

The Basics of Coding

- Students will learn the basics of code using [Code.org](#)

Brief Lessons in Microsoft Office

- Microsoft Word- Learn the basics:
 - How to insert clip art
 - How to change text: color, size, font face, bold, italics, underline
 - How to create columns
- Microsoft Excel- M&M Chart: learn about columns and rows, how to insert text, and charts.
- Microsoft PowerPoint- Create an "All About Me" presentation where they learn how to insert clipart, wordart, and photographs. Students will also cover basic animations, sounds and slide transitions.
- Learn though play- various topics will be explored throughout the year and Holidays will be celebrated!

Second Grade Learning Standards covered via the above curriculum:

[ISTE NETS*S Standards Met](#)

❖ **Creativity and innovation**

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

- a. Apply existing knowledge to generate new ideas, products, or processes
- b. Create original works as a means of personal or group expression

❖ **Communication and collaboration**

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

- a. Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media
- b. Communicate information and ideas effectively to multiple audiences using a variety of media and formats

❖ **Research and information fluency**

Students apply digital tools to gather, evaluate, and use information.

- a. Plan strategies to guide inquiry
- b. Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media

❖ **Critical thinking, problem solving, and decision making**

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

- a. Identify and define authentic problems and significant questions for investigation
- b. Plan and manage activities to develop a solution or complete a project
- c. Collect and analyze data to identify solutions and/or make informed decisions
- d. Use multiple processes and diverse perspectives to explore alternative solutions

❖ **Digital citizenship**

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

- a. Advocate and practice safe, legal, and responsible use of information and technology
- b. Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity
- c. Demonstrate personal responsibility for lifelong learning
- d. Exhibit leadership for digital citizenship

❖ **Technology operations and concepts**

Students demonstrate a sound understanding of technology concepts, systems, and operations.

- a. Understand and use technology systems
- b. Select and use applications effectively and productively
- d. Transfer current knowledge to learning of new technologies

[Common Core Standards](#)

"Students who are college and career ready employ technology thoughtfully to enhance their reading, writing, speaking, listening, and language use. They tailor their searches online to acquire useful information efficiently, and they integrate what they learn using technology with what they learn offline. They are familiar with the strengths and limitations of various technological tools and mediums and can select and use those best suited to their communication goals."

- RI.2.5 Know and use various text features (e.g., captions, bold print, subheadings, glossaries, indexes, electronic menus, icons) to locate key facts or information in a text efficiently.
- W.2.6 With guidance and support from adults, explore a variety of digital tools to produce and publish writing, including collaboration with peers.
- SL.2.2 Recount or describe key ideas or details from a text read aloud or information presented orally or through other media.
- SL.2.5 Create audio recordings of stories or poems; add drawings or other visual displays to stories or recounts of experiences when appropriate clarify ideas, thoughts, and feelings.



Queen Of Heaven

Roman Catholic Elementary School

K-8th Grade Computer Education

Mrs. Bloom

Grading Policy and Procedures

Most projects in computer class for second grade are spread over a few classes and require more time. For large projects, students will be graded at a halfway point to ensure proper comprehension of instructions/skills and to make certain that student success is at the forefront. They will then be re-assessed at the completion of the project.

Students are continuously evaluated based on the skills being addressed. Rubrics are used for grading in all aspects of my computer technology classes.

Sample of Rubric:

Skill Addressed	5- I understand this completely and can show you more!	4- You know what? I got this one all by myself!	3- I get this but may need your help every now and then.	2. I can do this, but I really need you to see me through it!	1. Help, please. I don't understand!
Insert Wordart					
Change Wordart font style/size					
Change color of Wordart					
Spelling of text					

Grades are weighted accordingly:

Participation 10%

Project Checkpoints 25%

Skills Assessed 15%

Major Projects 50%

No homework is required at the second grade level. Because of the importance of technology and making certain that second grade skills are acquired, the student may be asked to complete assignments at home/stay after to complete an assignment if they fall behind or do not complete an assignment on the due date.



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Code of Conduct

Respect³

(Respect to the 3rd Power)

- ✓ **Respect** and be courteous to all adults that enter the computer lab.
- ✓ **Respect** one another.
- ✓ **Respect** the technological equipment and furnishing in the computer lab.

In addition:

- ✓ *You will come prepared and ready to learn each and every computer class and make certain that all assignments are completed on time!!!!*
- ✓ *You will also abide by the computer Acceptable Use Policy.*

Your Rights & Responsibilities

You have the right to:

- *A safe learning environment
- *Make choices
- *Your own thoughts and ideas
- *Be treated fairly
- *Be yourself

You are responsible for:

- *Maintaining a safe learning environment
- *The consequences for your choices
- *Respecting others
- *Your own actions

Consequences if you chose to break a rule:

First Time: Name written on teacher's personal board and a warning will be given.

Second Time: One check after your name and I will speak with your homeroom teacher.

Third Time: A second check is placed after your name, I will speak with your homeroom teacher and a phone call will be placed at home.

Fourth Time: Third Check after your name, possible after school detention and a student discipline referral will be written and given to Mrs. Damico

Parents, please review with your child and sign below. Forms are due by your child's next computer class. Thank you.

I have read and understood Mrs. Bloom's Code of Conduct and Grading Policy

Parent Signature

Date

Parent Name

Student Signature

Date

Student Name and Grade

