Best Practices of Technology Integration

Title: *Keyboard Buddies in My Community*

Subject(s): Language Arts, Social Studies, and Technology

Intended Grade Level: Grade 2

Description:
Keyboard Buddies in My Community is a unit in which students utilize Microsoft Word to create stationery and letters to send to other children in their school building, expressing experiences in their daily lives. As the unit progresses, they will create documents to send to other second graders in our community via E-mail, using various font sizes and styles, graphics, and applying the basic parts of a letter (Date, Greeting, Body, Closing and Salutation).

These lessons will also give the students hands-on experience using the technology that is available to them in their classroom. They will learn to utilize the menu, open, save and print documents. They will also use the following keys: delete, return and arrow. The students will use the mouse to insert the cursor. This unit will also help connect them to the community that surrounds them.

Curriculum Benchmarks:
MI.ELA.1.EE.1
Use reading for multiple purposes, such as enjoyment, gathering information, and learning new procedures.

MI.ELA.1.EE.5
Respond to the ideas and feelings generated by oral, visual, written, and electronic texts, and share with peers.

MI.ELA.2.EE.1
Write with developing fluency for multiple purposes to produce a variety of texts, such as stories, journals, learning logs, directions, and letters.

MI.ELA.2.EE.3
Begin to plan and draft texts, and revise and edit in response to the feelings and ideas expressed by others.

MI.ELA.2.EE.4
Begin to edit text and discuss language conventions using appropriate terms. Examples include action words, naming words, capital letters, and periods.

MI.TEC.1.EE.6
Demonstrate the proper care of technological systems and components.

MI.TEC.2.EE.1
Input and retrieve information from a technological system (including the practice of word processing skills).

MI.TEC.2.EE.2
Process information retrieved electronically.

MI.TEC.3.EE.2
Use a variety of technologies to express ideas (voice, data, video, graphics, etc).

MI.TEC.4.EE.1
Use the basic terminology for a variety of technological systems (i.e. input, process, output, and feedback).

MI.TEC.5.EE.1
Practice ethical and legal standards related to technology in the home and at school (e.g. follow classroom rules, respect personal property, etc).

MI.TEC.5.EE.2
Recognize legal authority in situations involving technology and the well being of others.

Materials/Hardware/Software:
To complete this unit, students should have access to the following:

> *Computers (Microsoft™ Word® for Windows)
> *Paper
> *Variety of writing tools (calligraphy pens, markers, pencils, pens, etc)
> *E-mail
> *Mailbox or a place to store mail

Detailed Timeline:
Estimated 2 times a week/30 minutes a day throughout entire school year

Activities/Procedures:
Pre-activities:
At the beginning of the semester, the students will review simple sentence structure, spacing between words, capitalization, and proper end punctuation. They should also be able to read the response from their keyboard buddy. For a couple of weeks, the students will learn the basic parts and structure of a letter. We will also discuss the various components of the

communication process such as sender, message and receiver and how creators of text use word selection, sentence length and illustrations to convey a message.   There will also be a review on editing text by using dictionaries, prior knowledge and context clues. Students will also become aware of and begin to experiment with different ways to express the same idea. The students will also review the proper care of computers, basic document creation, saving, and printing features on the computer.

Teacher Activities:
At the computer/communication center, there will be several samples of letters and stationary displayed.

Student Activities:
1. Students will create stationary and letters to send to any friend at their school or any friend or relative using the U.S. Postal Service.   After their document is created, they will save their work on the hard drive and send it to their friend.

2. After a couple of weeks of experimenting and creating with fonts and pictures, the students will receive an E-mail address.

3. The children will be assigned to a keyboard buddy in another building within the same school district and communicate with that buddy at least twice per week. They will share information about their school, field trips, and different interests. They will be assisted by the second grade teachers. Ideas will be developed by all students and shared in a fun and enjoyable manner while motivating the students to excel academically.

4. At the end of each week, students may choose to come to the author's/reader's chair to share outgoing messages or messages received from their keyboard buddy.

Assessment/Evaluation:
Students will be assessed by teacher observation of participation in the activities. Also, students will have their own portfolio. They will be responsible to provide a copy of their favorite document each week.

Follow-up Activities:
* End of the year picnic with all second grade keyboard buddies.
* Send e-mail to teacher over the summer if computer is available to students.

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