



Unit: Using Computers	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
LESSON TOPIC QUESTION(S)	How do we access the school system?	Why is it important to have file management?	How do you stay safe on social media?	How can I keep data safe?	How do I use Email appropriately?	How do I effectively find information online?
Knowledge & Skills development	<p align="center">Theory Knowledge</p> <p><i>Understand the school's Acceptable Use Policy (AUP)</i> <i>Know what social media is and the risks of using it</i> <i>Be able to report concerns</i> <i>Understand what a search engine is</i> <i>Understand the importance of backup</i> <i>Understand the importance of protecting online identity</i> <i>Understand alternative security methods to passwords</i> <i>Know what identity theft is and how to react to phishing and spam</i> <i>Understand that information on the world wide web may be inaccurate or unreliable</i> <i>Understand how web spiders and keywords are used in search engines</i></p>			<p align="center">Digital Skills</p> <p><i>Be able to make and use strong passwords</i> <i>Organise files in File Explorer with appropriate names</i> <i>Be able to access Teams and complete work</i> <i>Be able to access the MS365 suite of apps</i> <i>Be able to send email including:</i> <i>Attachments</i> <i>Appropriate language</i> <i>Email signatures</i> <i>Use common shortcut keys</i> <i>Be able to add and search bookmarks and web history</i></p>		
Assessment / Feedback Opportunities	<p>Formative Assessment</p> <p>Workbook activity Class Discussion Questioning pupils Verbal Feedback Live Marking</p>			<p>Summative assessment</p> <p>Student Portfolio multiple choice test</p>		
Key Vocabulary	<p>File, File Explorer, filename, backup, shortcut, acceptable use policy, folder, folder structure, social media, cyber bullying, inappropriate content, inappropriate content, CEOP, privacy settings, passwords, security methods, lock computer, identity theft, phishing, spam, strong password, weak password, default password, RFID fob, facial recognition, PIN, email, attachment, email signature, email client, mail server, CC, BCC, reply, reply all, subject line, web spider, keyword, search engine, bookmarks, web history.</p>					
Literacy/Reading opportunities	<p>Books</p> <p>Lauren Ipsum - Carlos Bueno, 2011 Computational fairy tales - Jeremy Kubica I, Robot - Isaac Asimov</p> <p>Website for technology news</p> <p>https://newsforkids.net/category/all_news/science/technology/</p>					

	https://www.dogonews.com/category/technology
Cross Curricular Themes	Digital Literacy Skills used in all subjects Use of school systems
Personal Development (Including British Values, RSE, Citizenship)	R1 - the characteristics of positive and healthy friendships, in all contexts including online R7 - about different types of bullying (including cyberbullying), the impact of bullying O1 - their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online O4 – what to do and where to get support to report material or manage issues online O8 - how information and data is generated, collected, shared and used online
Career Opportunities	Digital Marketing Specialist Community Manager