Year 3
Using Computers
E-Safety and Digital Literacy

Respect, Believe, Achieve

Lock it Block it Show it Tell it

What do I already know?

- I can select an anonymous username for online gaming and accessing media.
- I know not to share personal information when playing in open game networks.
- I can find reliable channels for safe content on YouTube.
- I can access online tools from the school website.

Key Words

the internet	A network of computers, linked around the world.	**security information**	Information such as passwords that only you should have.
world wide web	One part of the internet made of web pages and web resources.	**personal information**	Information that can be used to help find out about you in real life.
computer	A device which can receive, store, process and transmit information.	**general information**	Information that is not connected to your real life, and does not need to be protected.
"closed" / "open" social networks	Apps, games and websites can connect people using devices. Some of these social networks are closed (WhatsApp, Zoom) some are open (Online Games) and some are limited (Facebook). We need to change how we act, and the information we share, depending on how open the network is.		

1. How We Use Computers
I will learn what a computer is, the parts of a desktop computer and remember how to use one without damaging it.
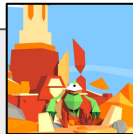
2. E-Safety
I will discuss how we share information online.
I will remember how Lock It Block It Show It Tell It helps me to stay safe online. I will learn who to go to for advice.

3. **Finding Out**
I will ask questions to find out how I can make changes to stay safe online. I will learn about the audience for different apps and platforms, related age restrictions and about asking/giving permission to share online.

4. Organising Files and Folders
I will learn to save and organise files and images in my drive. I will safely find an image from the internet using keywords. and save it. I will check I have the owners permission.

5. Using E-mail
I will learn to send, reply, cc (send a copy) and forward an email. I will learn to attach files and format text. I will use keywords to find images and check I have permission.

6. Typing
I will practice typing using correct finger positioning.

7. Assessment: What I have learned
I can send an email with an attachment.
I can distinguish security, personal and general information.
I can match information to a suitable online audience.