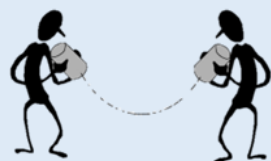


Year 1 Term 4

## What 's the best way to communicate?

### COMPUTING



#### National Curriculum Links:

Use technology purposefully to create, organise, store, manipulate and retrieve digital content. Recognise common uses of information technology beyond school.

Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

#### Essential Prior Learning:

Children will have used a keyboard in the ICT suite and on a school laptop.  
Children will have learnt online safety rules in Reception.

#### Progression in Skill:

Grow confidence in finding letters on a keyboard/tablet in order to type short sentences.  
Find and use the space bar and delete keys on a keyboard.  
Use a full stop at the end of a sentence.  
Carry a laptop correctly.  
Press the X in the top right-hand corner to close down a screen.  
Log on and shut down with support.

Children will always be encouraged to talk to a trusted adult if they are worried for themselves or others, about content or contact on the internet or other online technologies.

Describe ways digital tools help us communicate with others.

Begin to understand the difference between communicating with people they know and people they don't.

Give examples of different types of personal information (address, school, phone number, photographs, passwords) and understand that personal information should not be shared online as it can be seen by others and copied.

Understand that it is important to be kind online and give examples of kind, respectful behaviour online.

#### Long-term Memory Knowledge:

Use a keyboard to type sentences, containing spaces and full stops.

Use a delete key to remove unwanted typing.

Use a mouse to select options.

Carry and use a laptop safely.

Log onto and shut down a computer safely.

Computers help us communicate with others and we need to do that safely.

Do not share personal information online as it can be seen and copied by people they don't know.

Talk to a trusted adult if worried about any online content.

Always be kind and respectful online.

Limit screen time to two hours a day or less.

#### Key Vocabulary

|                 |  |
|-----------------|--|
| <b>keyboard</b> | rows of buttons for typing letters and numbers into the computer |
| <b>type</b>     | press the keys on a keyboard to write something                  |

|                    |  |
|--------------------|--|
| <b>key</b>         | buttons to press on a keyboard   |
| <b>space bar</b>   | long key on a keyboard for making a space between words                        |
| <b>delete</b>      | remove writing   |
| <b>mouse</b>       | used to select items on a screen   |
| <b>left button</b> | the main button on a mouse used to select items                                |
| <b>laptop</b>      | a computer that is small and light enough to carry around and rest on your lap |
| <b>log on</b>      | start using a computer   |
| <b>shut down</b>   | close down the computer  |

#### Progression in Resources:

Keyboard  
Laptop

#### Relevance

|                   |  |
|-------------------|--|
| <b>Now</b>        | Children use a computer to write a sentence with a capital letter, spaces and full stop; they understand some of the benefits of using a computer to communicate and can do so safely. |
| <b>Future</b>     | Children use a computer to write documents, essays, stories and illustrate them; they can keep themselves safe online, sharing useful information without compromising themselves.     |
| <b>Aspiration</b> | Children can use computers to write and illustrate documents and books and communicate information and ideas in many careers and hobbies.  |