

### **Background information for teachers**

Pupils will combine learning how to stay safe while on a digital device with learning how to operate Office 365 programs. Our E-Safety module covers Cyber Bullying, Online Gaming, Trust, Digital Reputation, Location Permissions, Online Contact and Social Media. All of these topics are covered alongside learning how to use the basic functions within word and spreadsheet processors.

### **Learning Outcomes for the Unit**

During iSafety pupils will have two main points of focus. The first will be to learn about the different documents you can create in a word processor, and basic functions within the program. Within the module they will create a letter, an email and a brochure, learning about the different tone and content expected in each depending on the document type and the recipient/audience. The second main focus will be to learn about E-Safety. Pupils will learn about Networks, Cyber Bullying and Online Gaming, along with many more to ensure they have the tools to be safe online and know how to act should they be faced with any number of situations.

### **Key vocabulary**

Recipient	One who receives; receiver.
Format	File format - how data is arranged in a specific type of file.
WAN,	A network, usually constructed with serial lines, extending over distances greater than one kilometre.
LAN	Data communications network which is geographically limited (typically to a 1 km radius) allowing easy interconnection of terminals, microprocessors and computers within adjacent buildings. Ethernet and FDDI are examples of standard LANs.
Network	A network consists of two or more computers that are linked in order to share resources (such as printers and CDs), exchange files, or allow electronic communications.
Cyber Bullying	The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
Online Gaming	The action or practice of playing video games or role-playing games on the internet.
Template	A template is a pre-created document that already has some formatting.
Recipient	One who receives; receiver.
Tone	Tone in writing is the attitude that the writer conveys to the reader.
Content	The things that are held or included in something. E.g. a word document.
Text	Text is a collection of words or letters that are understandable by the reader.
Font	A font is a graphical representation of text.
Cell	A cell is the intersection where a row and a column meet on a spreadsheet that starts with cell A1. 
Row	A row is a series of data banks laid out horizontally in a table or spreadsheet.
Brochure	a small book or magazine containing pictures and information about a product or service.

### **Unit 3.3 iOffice-iSafety**

Learning Session 1	During the first learning session pupils will learn about Networks, WANs and LANs. There will be class discussions on the benefits and disadvantages of both, as well as looking at different uses for the two different types of networks. The pupils will also get an introduction to word processing and complete a brief formatting and typing task about networks.
Learning Session 2	The focus for Learning Session 2 is Cyber Bullying. Pupils will learn what it is, when it can happen, and who it can happen to. After exploring this as a class, pupils will break off to completing a badge designing task. Badges displaying 'STOP' 'BLOCK' and 'RECORD' will be made to show the steps you can take against cyber bullying.
Learning Session 3	With a lot of attention being put on Online Gaming pupils will learn how much time is too much, and how to recognise any symptoms they may be feeling, either socially or physically. The task for this lesson will require the pupils to write a letter. As this may be the first time they have ever done this lower KS2 pupils will use a template, whereas upper KS2 may be shown how to format their own depending on ability. This letter will be written with parents as the intended recipients, so content and tone will be discussed during this lesson.
Learning Session 4	Trust is a big part of E-Safety. This might be if you trust a pop up, an email sent to you, information from an online search or things you see on someone else's device. This lesson will teach pupils critical thinking about what they see online or on a digital device. For this lesson, the pupils will be tasked with writing an email. They will learn how to enter a recipient's email address as well as how it should be formatted. Classes will discuss the differences between a letter and an email, choosing which would be more appropriate for different occasions.
Learning Session 5	Something that the pupils may not have heard before, but it is very important is Digital Reputation. This learning session provides the pupils with insight into how other people may think of them, because of what they post online. Pupils will look at data on spreadsheets surrounding a number of different topics covered in this lesson and complete tasks within a spreadsheet to help them better navigate the program.
Learning Session 6	This lesson will look at Social Media and the age restrictions that come with the apps. We will look at why the age restrictions are in place and why they can be both good and bad things to have (once at the appropriate age). Pupils will put their learning into a brochure during the lesson. Upper KS2 pupils may be asked to format their own depending on ability and time within the session. Lower KS2 pupils will be asked to use a Junior Jam template.
Learning Session 7	This session will run either as part of a longer half term or a contingency for pupils or classes who have exceeded the lesson plans for the half term. Pupils will create a Keynote presentation using the work from the tasks within this lesson. Pupils will not be expected to present their presentations, but some upper KS2 pupils may be asked to add animation and presenter's notes to their work.