



# Medium-Term Planning

## Subject: ICT



<b>Term and Year:</b>	Autumn 1 2021
<b>Teacher:</b>	Miss O'Neil
<b>Subject:</b>	ICT
<b>Vocabulary that will be taught:</b>	<ol style="list-style-type: none"><li>1. Email</li><li>2. Genuine</li><li>3. Fake</li><li>4. Link</li><li>5. Email account</li><li>6. Information</li><li>7. Personal information</li><li>8. Email address</li><li>9. Install</li><li>10. Virus</li><li>11. Spam email</li></ol>

### National Curriculum Objectives:

- Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact

### ICT Skills that will be taught and assessed:

- Learning to log in and out of an email account
- Writing an email including a subject, 'to' and 'from'
- Sending an email with an attachment
- Replying to an email
- Identifying useful terms and phrases for search engines
- Learning about cyberbullying
- Learning that not all emails are genuine, recognising when an email might be fake and what to do about it
- Learning that not all information on the internet is factual
- Understanding who personal information should/ should not be shared with

**Focus of each lesson**  
**'Can I...'** Statement(s)

**Activities/Key points**

Lesson 1	<p>LO: To understand what email is used for and to send an email</p> <ul style="list-style-type: none"> <li>• Can I log in and log out of my email account?</li> <li>• Can I write an email to my teacher?</li> <li>• Can I understand that emails can be used to send information around the world?</li> </ul>	<ul style="list-style-type: none"> <li>• Model sending an email.</li> <li>• Send an email.</li> </ul>
Lesson 2	<p>LO: To edit email content and add an attachment</p> <ul style="list-style-type: none"> <li>• Can I log in to my email account?</li> <li>• Can I send an email with an attachment?</li> <li>• Can I reply to an existing email?</li> </ul>	<ul style="list-style-type: none"> <li>• Model adding an attachment.</li> <li>• Discuss how this is useful.</li> <li>• Children to add an attachment.</li> </ul>
Lesson 3	<p>LO: To understand the importance of being kind online and what this looks like</p> <ul style="list-style-type: none"> <li>• Can I understand how to use positive language within an email?</li> <li>• Can I recognise when digital behaviour is unkind?</li> <li>• Can I explain how to be a responsible digital citizen when I encounter others online?</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss how people can be unkind online.</li> <li>• Break the cycle of negativity by sending a positive email.</li> </ul>
Lesson 4	<p>LO: To understand that cyberbullying involves being unkind online</p> <ul style="list-style-type: none"> <li>• Can I recognise unkind behaviour and know how to report it?</li> <li>• Can I be a responsible digital citizen?</li> <li>• Can I offer advice to support other people who are victims of cyberbullying?</li> </ul>	<ul style="list-style-type: none"> <li>• Explain the definition of cyberbullying and discuss examples.</li> <li>• Discuss scenarios and how to safely get help for the situation.</li> </ul>

Lesson 5	<p>LO: To understand that not all emails are genuine</p> <ul style="list-style-type: none"><li>• Can I recognise when an email might be fake?</li><li>• Can I understand that I shouldn't click on links in an email unless I know what it is?</li><li>• Can I explain what to do if I suspect an email is fake?</li></ul>	<ul style="list-style-type: none"><li>• Discuss and show examples of fake emails.</li><li>• Write an email to the teachers explaining how to spot a fake email.</li></ul>
----------	--	---