

iOffice: Level 1 iSafety

Course Evaluation Criteria

Y3: We would expect all children in Y3 to attain statements 1-6. If any of statements 7-10 are attained, those pupils are exceeding expectations.

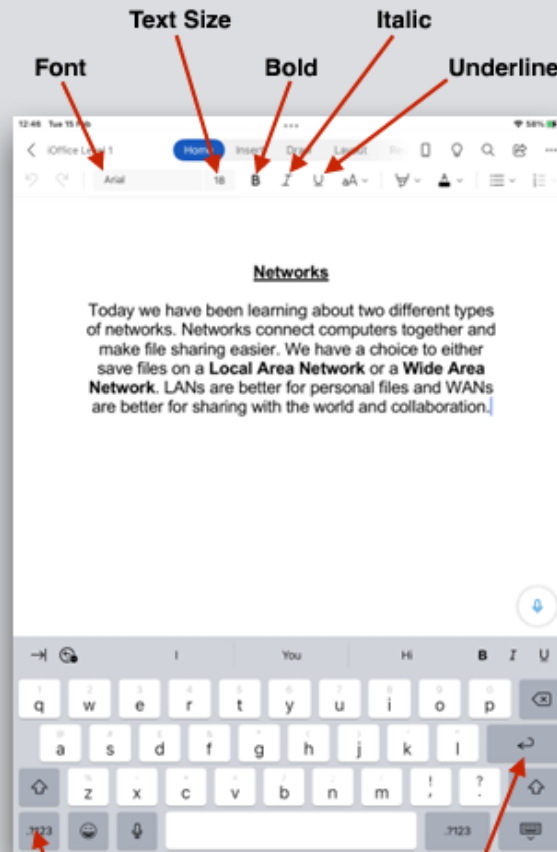
1. Pupils know that networks are made of WANs and LANs.
2. Pupils can define what cyber bullying is.
3. Pupils can explain the consequences of spending too much time online.
4. Pupils know why certain online games have age restrictions.
5. Pupils can explain ways to maintain a good digital reputation.
6. Pupils understand why they should not open emails on someone else's device.
7. Pupils can name different websites and social media sites and match the minimum age required to use them.
8. Pupils can define and create a brochure without the use of a template.
9. Pupils can give examples of when a negative digital reputation can affect real life.
10. Pupils can give examples of what WANs or LANs would be used for.

Course Overview

Course overview: 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 objective for the course: 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.

Microsoft Word



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To start a new line, we tap the "Return" key.

Vocabulary Bank

Recipient

The person that an email is sent to.

WAN

Wide Area Network (e.g., the internet).

Network

Two or more computers linked together.

Online Gaming

Using the internet to play video games with other people around the world.

Content

Information presented in different ways (e.g., text, pictures, videos, etc.).

Font

The way text is styled and designed.

Format

The way something is arranged or set-out.

LAN

Local Area Network (e.g., a school IT room).

Cyber Bullying

A form of bullying done over technology or the internet.

Template

A document already formatted with no information in it.

Tone

The emotion and attitude of a piece of content.

Brochure

A small magazine with pictures and information about something.

Apps Used



Microsoft Word



Mail



Logo Foundry



Keynote