**Online Communication**

**Whole School Overview.**

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| Year Group | Learning Objectives | Key Skills |
| R | * To have an awareness different types of messages. | * Name some of the methods used to communicate, such as telephone, computer, written notes. |
| 1 | * To start to understand that messages can be sent electronically over distances. | * Contribute ideas to a **class** email and together respond to messages- this can be to real life or ‘fictitious’ characters. |
| 2 | * To start to understand that messages can be sent electronically over distances. * To understand that email can be used to send messages electronically and people can reply to emails | * Look at the different ways that messages can be sent, letters, telephone, email, text, instant messaging etc * Continue to contribute ideas to a **class or group** email and together respond to messages- this can be to real life of ‘fictitious’ characters. |
| 3 | * To understand how to communicate safely and effectively online. * To understand that Cloud / Web based tools can allow multiple people to contribute to shared documents. | * Log-in to an e-mail account, compose, send and reply to an e-mail within the school community. * Begin to use on-line tools, such as Google docs or the Weebly site to collaborate together – perhaps creating a word bank or class blog. |
| 4 | * To understand a small range of web 2.0 tools that can help them work together and collaborate; forums, shared documents etc * To share and exchange their ideas and understand that they can be ‘published’ online and made visible to all. | * Understand that people have an online persona – create an Avitar, choose a safe username and secure password. Understand that people may mis-represent themselves online. * Collaborate with peers on a project to produce a finished piece to support topic work. * Understand that their work can be uploaded and seen online by viewing the project to the class Intranet page. |
| 5 | * To share and exchange their ideas using e-mail and electronic communication- inside the school environment. * To use tools to work together to produce a joint piece of work, encompassing mutli-media features and share it with others online. | * Continue to use e-mail to e-mail within school and to other schools. * Import pictures / graphs / video or photos into a document. Upload files to an online area e.g. video, photo story, sounds, images |
| 6 | * To use appropriate forms of communication to, share information or ideas * To use the appropriate tool for any given work and be able to combine the use of tools to achieve an objective. * Understand how to search effectively and safely. | * Talk about the different forms of electronic communication and web 2.0 tools, discuss appropriateness of using different tools in different contexts and the advantages and disadvantages. * Name which tool to use for a given task. (i.e. Excel for data handling, Paint for artwork etc) * Try searching for the same item in a variety of ways, exploring the outcome of any given search and its relevance. |