**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.
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| 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.
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| 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.
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| 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.
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| 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.
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| 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
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| 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.
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