**Using Technology (Whole School Overview)**

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| Year Group | Learning Objectives | Key Skills | Suggested Programs | e-Safety / e-Protection  **This is compulsory.** |
| R | * To understand the main external elements of a computer, including a keyboard. * To develop skill in using different tools to control technology. * To understand the purpose of a range of different technology. * To be able to choose when to take photographs. | * Develop familiarity with computers and keyboards. * Develop skills in using a mouse and/or track pad to control a computer/laptop. * Understand that people can interact with technology in a range of ways. * Learn to take sensible photographs and video recordings. | * Sebran * CBeebies games at <http://www.bbc.co.uk/cbeebies/> * Tux Paint / Dazzle (Only the first level) * Use Black Jazz Cameras | Children should be taught;  To ask to use a computer and only use a computer when adults are around.    Ask before taking pictures of other people.  Tell a grown upif you feel scared or unhappy about anything. |
| 1 | * To become skilful in using different tools to control technology. * To understand the purpose of, and begin to use a range of different technology. * To begin to develop typing speed and accuracy to enable independent access to a computer. | * Continue to develop their familiarity with a computer and keyboards * Continue to develop their skills in using a mouse and/or trackpad to control a computer/laptop. * Begin to develop their typing speed, using a range of games and programs in school. * Continue exposure to a range of technology, including cameras, microphones/recording devices and computers. | * As above with the addition of Microsoft Word or similar. * Use typing programs on our Intranet:   <http://stannesrc.weebly.com/typing-games.html>   * Use Jazz cameras, talking tins or similar recording devices. | **As above, including:**  Learning not to send picturesto people you don’t know.  The World Wide Web is open to all and strangers can view what is on the WWW about you. |
| Year Group | Learning Objectives | Key Skills | Suggested Programs | e-Safety / e-Protection  **This is compulsory.** |
| 2 | * To continue to develop typing speed and accuracy to enable independent and efficient access to a computer. * To understand the purpose of, and begin to independently use a range of different technology. | * Work on developing typing speed, * Continue exposure to and increasingly independently use a range of technology, including cameras, microphones/recording devices and computers. | * Use typing programs on our Intranet: <http://stannesrc.weebly.com/typing-games.html>   Especially ‘Dance Mat Typing’ from the BBC.   * Using Microsoft Word or similar to type sensible text and understand the relationship between upper and lowercase letters. Type capitals using shift + letter. (NOT Caps Lock) * Using cameras / microphones. | **As above, including:**  Understanding that images / music can only be used with consent.  Copyright advise:  <http://stannesrc.weebly.com/copyright-advice.html> | |
| 3 | * To continue to develop typing speed and accuracy to develop competency in typing * To understand the purpose of /use independently a range of different technology. | * Continue to become familiar with a range of devices, for example desktop computers, laptops, microphones, cameras etc and **increasingly develop their independence and confidence in using these devices.** * Continue to increase their typing speed, and be encouraged to play games at home and school which help with this. | * Using Microsoft Word / Powerpoint or similar, to type sensible text and understand the relationship between upper and lowercase letters. * Using cameras and microphones and download from these devices. * Use appropriate software such as Realplayer / Audacity to retrieve these files. * Use Photostory 3 /Picasa and input images and sounds from file. (Children to be taught to safely scan memory sticks from home) | Explain that photographs may not be what they appear and people may not be who they claim.  Explain that photographs can be changed. (Look at the hoax photos such as the Lockness Monster / Bigfoot and the Cottingley Fairies.)  Talk about computer virus’ and their effects.  Understand that copyright exists and that sources must be acknowledged / permission sought | |
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| 5 | * To continue to develop typing speed and accuracy to develop competency in typing * To understand the purpose of /use independently a range of different technology. * To make choices about when to use technology, which piece(s) of technology to use, which software/tools they are going to use on the technology and be able to explain their choices to others. | * Continue to become familiar with a range of devices, for example desktop computers, laptops, microphones, cameras etc and **increasingly develop their independence and confidence in using these devices.** * To develop their typing speed and accuracy, using formatting skills. E.g. Centre / Right and Left Align / Bold / Underline and columns. * Be encouraged to increasingly make sensible **choices** about the technology they use to **help** them work, and to justify their choices. | * All of the above. * Selecting software and/or devices with increasing independence to achieve a set task. * Using Microsoft Office, incorporating full formatting skills. | **All of the above.**  Understand that their creations are protected by intellectual copyright.  Understand copyright in more detail. Check out:  <https://www.gov.uk/intellectual-property-an-overview/protect-your-intellectual-property> | |
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| Planning | | |
| Autumn Term 1 Year Group Teacher | | |
| Date: | Activities/ Work Done/key skills covered. | Area of E-safety covered. |
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