



What I should know already...

In Year 4 the children will have learnt to use Google classroom, google slides and docs to produce published pieces of work. They should be able to copy and paste information from other sources, including the internet.

Key Skills

To use Microsoft software through One Drive, Microsoft word and PowerPoint.	Use advanced features of both programs, including hyperlinks, transitions and templates to create published pieces of work. Teach each package in turn using a real world example for the children to create each time. Compare features to Google software so they can select the program they prefer.
To use the internet to search for specific things.	Show the children how to create internet search questions. Use the internet to search for information and filter information they find.
To copy information from the internet, understanding how to do this safely.	Do the children know what they can and can't copy from the internet? Can they change what they find into their own words? Can they consider the best way to present the information they find?
To use multi media tools.	Use cameras, ipads and visualizers to embed own pictures in to a document being used.
To use a variety of different software for a specific goal.	The children can choose the packages that they think will achieve the desired outcome. Creating a presentation that brings together everything they have learnt about Brazil with notes for the person listening.
To use the internet as a collaboration tool.	Children can use Google classroom to share work and work on the same document at the same time with someone else in the class.

Hardware and software

Google– Docs, Slides and Forms
Office 365– Word, publisher and PowerPoint via One Drive
Child friendly internet search engines-not google

Key Vocabulary

Application	A computer programme chosen to present information.
Communication	To present information digitally to another person.
Word processor	An application to present text and diagrams.
PowerPoint	Programme to help to give a presentation to a group.
Insert	To add images and text to a document.
Format	Change the style, colour, frame, style of an object.
Animate	To make objects move when giving a presentation.
Tables	Add data to a document.
Hyperlink	To link pages or sections in a document to webpages or to other places in a document.
Design	Change the headings and styles of a document.
Templates	Styles already loaded onto the computer for us to use for different purposes.
Internet	A tools where information is stored and where it can be shared with others
Search engine	A website that can be used to search the internet for information.

National Curriculum

Pupils should be taught to:

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

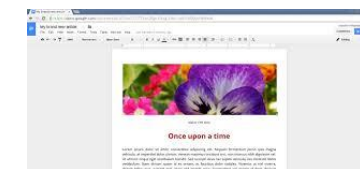
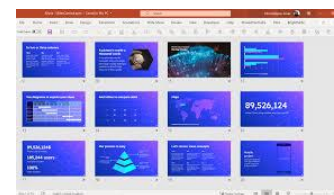
Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information

Understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration

Real World

Use word and PowerPoint, Google Docs and slides to create their own projects about Brazil.

Choose the programme they think will be best.



Useful websites

<https://www.thinkuknow.co.uk/> If you want to know more about staying safe online

www.hursthillprimaryschool.com/unify Hurst Hill unify site to access emails and applications-J2E and Google classroom

www.hursthillprimaryschool.com The school website

www.childline.org.uk child line website. You can get in touch with them if you are worried.

Online safety

I can explain how identify can be copied and changed online. I can show that I can make responsible choices about my identify online.

I know that there may be some people online who want to do me harm and that **this is not my fault.**

I can contribute positively to online communities