

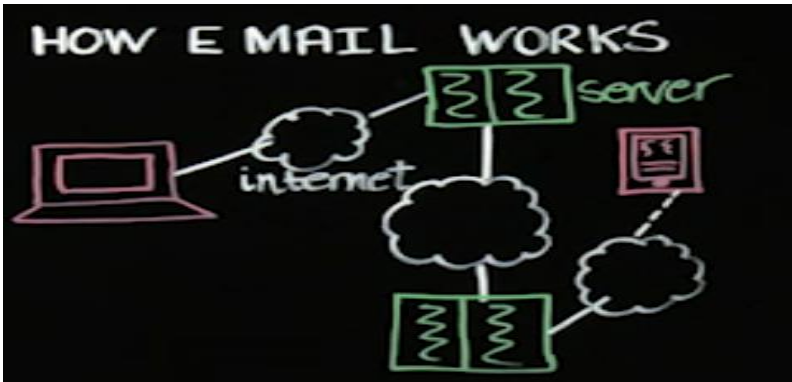


In this unit, children will learn about how emails work and how to be safe when communicating online. The children will also work together to complete a collaborative project in which they will all access a working document.

Digital Literacy and Information Technology

Prior Knowledge

Children will already know what an email is but not the processes behind it. They will be aware of how to be safe online and will put this into practice when sending and receiving emails.



E-safety: Review

To know that some online identities may be misleading or false.

To show awareness of the different forms of online communication and find out about their associated risks.

Computing Key Vocabulary

Attachment	A file sent with an email message. It may be an image, video, text document, or any other type of file.
Email	Electronic mail - allows you to send and receive messages to and from anyone with an email address, anywhere in the world.
E-safety	The safe and responsible use of technology.
Hyperlink	An electronic link that allows a computer user to move directly from one place (such as a website or document) to another in the same or a different document.
Mail Server	A computer system that sends and receives emails
Spam	Unwanted, unsolicited advertising, typically by email
Spoofed link	Hyperlinks that look as though they point to one website but actually point to another.
Video conference	Allows users in different locations to hold face-to-face meetings without having to move to a single location together.
Virus	A program that is able to copy itself when it is run and spread to other devices.



Year 3 – Autumn 2
We Are Communicators
Computing



This half term we will be using...	
Hardware	Software/Apps
Chromebooks	Teams PowerPoint



The screenshot shows an Outlook web interface. Annotations include:

- Recipient's email address:** A red arrow points to the 'To' field in the email header.
- Your message goes here:** A red arrow points to the main body of the email.
- Old messages:** A red arrow points to a list of previous emails in the left-hand pane.
- Send button:** A red arrow points to the blue 'Send' button at the bottom of the email composition area.

I am a hyperlink!
 I am not a hyperlink.



Video conferencing



There is an **attachment** to your email.