

Lyng Primary School Knowledge Organiser

Information Technology



Communication and Collaboration

Summer 1

Year 4

Topic: IT

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| What Goldilocks and Step On words will I use? |
| **Spelling** | **Defintion** |
| Cloud storage service  | A group of computers that provide storage services through the Internet. |
| email | Short for electronic mail. It is a way to send and receive digital messages over the Internet using an email address. |
| email address | A unique name chosen by the account owner. It can contain letters, characters and numbers and includes the @ symbol followed by the email domain name. |
| Internet | The Internet is a large network of computers connected to each other all around the world. |
| phishing | The word phishing describes a person or group of people who try to scam you by sending emails or creating web pages that look real. It is a cyber-attack where cybercriminals try to gain sensitive information from you by pretending to be someone you would normally trust. |
| Spam | A group of computers that provide storage services through the Internet. |

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**Aims of this unit**

To explore the different ways we can communicate online.

To understand what email is and how it is used.

To understand how to send and receive emails.

To use the features of email to communicate with others.

To know how to work collaboratively using online software.

To know how to use collaborative tools online to contribute to others’ work

**Safeguarding**

Filtering and monitoring system is in place. Children will use their own log in details to track any misuse and to protect the child from harmful websites and pop ups. Children will be reminded of how to stay safe online and to use technology safely and respectfully and to tell a trusted adult if there is anything on their computer that makes them uncomfortable. When using the iPads, the monitoring software will track which iPad has been used to enable us to know which class has used the iPad.

Summer Term 2 Communication and collaboration

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| Outcomes |
| **All children** * Identify forms of communication.
* Identify and explain the features of email.
* Open and access a shared document.

**Most children*** understand the positives and negatives of communicating online
* Use email as a method of online communication.
* Offer suggestions when working collaboratively online.

**Some children*** Explain the positive and negative aspects of online communication.
* Demonstrate how to be responsible and safe when using email.
* Identify rules for successful online collaboration
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**In this unit…** children will begin by gaining an understanding of the difference between online and offline communication. Then, they will explore online communication in detail, as well as looking at the positives and negatives of different online communication methods. Children will also learn all about emails. They will learn about: the features of email in detail; the process of how emails are sent; explore what email protocols are and then practise sending emails themselves. They will also learn how to send attachments in an email and understand what spam emails are, delving into the concept of phishing. Finally, children will explore how to collaborate online using a cloud storage service.

**Agreed outcome:**

Children will create a collaborative poster linked to propaganda posters WW11