

Yr	Digital Literacy		Computing		Information Technology		
	Research	Communication	Computer Science (Coding)	Networking and the Internet	Data Handling	Word Work	Working with Images
1	<p>Skill: Can use a pre-loaded, simple website to find information.</p> <p>Skill: Can move backwards and forwards when browsing.</p> <p>Knowledge: Knows to only access the Internet with help from an adult in order to keep them safe.</p>	<p>Skill: Can ask for help if they get stuck using technology.</p> <p>Skill: Can name different ways of communicating using the Internet.</p> <p>Knowledge: Know not to use their real name or share passwords when using the Internet. (Use names like: FunnyGirl10 or Blaze999)</p>	<p>Skill: Can control a digital/electronic device. (E.g. Beebot, camera etc.)</p> <p>Skill: Can use single step commands to control a digital/electronic object.</p> <p>Knowledge: Know that devices respond to commands using electronic signals.</p>	<p>Skill: Can identify technology: laptop, desktop, monitor, tablet, phone, interactive whiteboard etc.</p> <p>Skill: Can log onto the system as an individual.</p> <p>Knowledge: Knows how to care for technology and how to operate basic functions such as on/off.</p>	<p>Skill: Can use a digital pictogram to compare things. (E.g. On IWB, drag and drop objects to sort them.)</p> <p>Knowledge: Knows that information can be collected and saved on a computer.</p>	<p>Skill: Can type words on a screen separated by using the SPACE bar.</p> <p>Skill: Can create capital letters using SHIFT.</p> <p>Skill: Can use .</p> <p>Knowledge: Knows that you can write on a computer and will be the main form of writing as they get older.</p>	<p>Skill: Can find and open a simple painting program and can create pictures of real and imaginary places.</p> <p>Skill: Can edit/move premade objects/shapes to make a scene.</p> <p>Knowledge: Knows that some programs allow their images to be continuously edited and some can't.</p>
2	<p>Skill: Can search websites using buttons, menus or an index/contents.</p> <p>Skill: Can use key words in a search engine.</p> <p>Knowledge: Knows that there are different web browsers that all perform a similar function. (Internet explorer, Google Chrome, Safari etc.)</p>	<p>Skill: Can tell a trusted adult if they are unhappy about a web page (or other online communication) and can navigate away from it.</p> <p>Skill: Can recognise adverts, spam and false links/messages.</p> <p>Knowledge: Knows that communication online (including clicking on links) has potential risks to not only themselves but their devices.</p>	<p>Skill: Can explore creating scripts/algorithms by joining commands together to control a digital/electronic object.</p> <p>Skill: Can write or draw scripts/algorithms.</p> <p>Skill: Can debug simple scripts/algorithms.</p> <p>Knowledge: Know that a set of commands/instructions is also called an algorithm/script.</p>	<p>Skill: Can identify peripherals: mouse, keyboard, printer, visualiser etc.</p> <p>Knowledge: Knows the different functions of technology and peripherals.</p>	<p>Skill: Can apply information to pre-made graphs.</p> <p>Knowledge: Know that a computer is much quicker at editing/creating graphs than a person.</p>	<p>Skill: Can change the Font style/size/colour of text on a screen.</p> <p>Skill: Can use backspace and delete appropriately alongside the arrow keys/cursor to relocate the insertion point (flashing line).</p> <p>Knowledge: Knows when it's appropriate to change what their writing looks like.</p>	<p>Skill: Can create, save and change scenes made with objects.</p> <p>Skill: Can create and manipulate content with a variety of basic tools.</p> <p>Knowledge: Knows that different programs have different tools.</p>
3	<p>Skill: Can independently use the web to find information from opening a web browser, searching effectively and locating the information required.</p> <p>Knowledge: Knows about plagiarism and copyright.</p>	<p>Skill: To communicate with others via the Internet with support.</p> <p>Skill: Can compose and retrieve emails with support, including using attachments.</p> <p>Knowledge: Knows why to be careful before opening emails/attachments. (Viruses and Malware.)</p>	<p>Skill: Can write, test and modify scripts/algorithms using wait/repeat commands.</p> <p>Skill: Can explain why they might change their scripts/algorithms after testing.</p> <p>Skill: Can program a script/algorithm to achieve a specific outcome.</p> <p>Knowledge: Know that programs created using script/algorithms can be used to find things out and solve real life problems.</p>	<p>Skill: Can describe and draw a basic network setup including routers and devices.</p> <p>Skill: Can name ways devices can send/receive signals and can describe their characteristics. (Cable, Wifi, Bluetooth, 3G/4G)</p> <p>Knowledge: Knows the differences between a LAN and WAN and that the World Wide Web is just one aspect of the world biggest WAN - the Internet.</p>	<p>Skill: Can produce a bar chart by inputting data into a table.</p> <p>Skill: Can enter information accurately into a database/table.</p> <p>Skill: Can sort data to find answers.</p> <p>Skill: Can edit and label the main title and axes of a chart.</p> <p>Knowledge: Knows the need for data to be accurate.</p>	<p>Skill: Can edit the header and footer.</p> <p>Skill: Can use the spell checker.</p> <p>Skill: Can use the synonym finder/thesaurus to improve writing.</p> <p>Skill: Can centre, underline, bold, and italics to improve presentation or exaggerate text.</p> <p>Knowledge: Knows how/when to use different formatting techniques and understands how they can inform how certain words are read.</p>	<p>Skill: Can organise and present a series of images.</p> <p>Skill: Can create and edit content using more advanced tools, including 'layers'.</p> <p>Knowledge: Knows that functions such as 'layers' allow you to build up images non-destructively.</p>
4	<p>Skill: Can combine information from different websites using multiple tabs/windows.</p> <p>Knowledge: Knows what a URL is and the difference between it and a search engine box.</p>	<p>Skill: Can use emails, cloud storage etc. to exchange information.</p> <p>Skill: Can send, reply to and forward emails, with attachments, independently.</p> <p>Knowledge: Is aware of the need for care in uploading information from the Internet and understands what a digital footprint is.</p>	<p>Skill: Can use wait and repeat commands effectively.</p> <p>Skill: Can explore variables in scripts/algorithms.</p> <p>Skill: Can amend commands to improve performance.</p> <p>Skill: Can solve problems and debug scripts/algorithms by breaking them into smaller parts.</p> <p>Knowledge: Know that programs can do a range of calculations and can describe some them, including sensing data.</p>	<p>Skill: Can explain that an IP address is a unique number that identifies a device on a network.</p> <p>Skill: Can describe what a 'packet' is when talking about using the internet to send and receive information.</p> <p>Knowledge: Know about online collaboration and is aware of how "cloud" based storage works.</p>	<p>Skill: Can create bar, line and pie charts by inputting data into databases/tables.</p> <p>Skill: Can edit visual effects of charts. (E.g. colour, shadow, 3D)</p> <p>Knowledge: Knows why different charts are more suited to certain types of data.</p>	<p>Skill: Can align text to the left, right, centre and justify.</p> <p>Skill: Can use tables/text boxes to organise written work.</p> <p>Skill: Can use hyperlinks in their work to link to information more effectively.</p> <p>Knowledge: Knows that presenting information clearly is important.</p>	<p>Skill: Can assemble a movie presentation made up of digital stills or movie.</p> <p>Skill: Can create and edit content across several programs over a series of lessons.</p> <p>Knowledge: Knows a variety of image programs and the tools they contain and can then suggest the best one in order to complete a specific task.</p>
5	<p>Skill: Can locate information within a website quickly through a variety of ways including using the find tool. (Ctrl+F tool to search for a key word.)</p> <p>Knowledge: Knows how to reference information which has been found on the web and how this. (Using either a separate reference sheet or by copying and pasting the URL</p>	<p>Skill: Know how to communicate quickly and effectively using Computing in a variety of ways both formally and informally.</p> <p>Skill: Can model safe behaviour and netiquette when using communal sites.</p> <p>Knowledge: Knows about the positives/negatives of live chat and live videos and their potential risk.</p>	<p>Skill: Can quickly react to bugs within whole programs and amend them.</p> <p>Skill: Can create more complex scripts/algorithms to improve efficiency.</p> <p>Skill: Can create scripts/algorithms to respond to sensing data.</p> <p>Skill: Can adjust variables to achieve intended outcomes.</p> <p>Knowledge: Knows how a program/game is made up of lots of smaller parts and can describe, in whole, how these parts fit together.</p>	<p>Skill: Can recognise HTML tags.</p> <p>Skill: Can edit basic HTML to change text.</p> <p>Skill: Can edit HTML to change an image</p> <p>Knowledge: Knows that web pages are written in code (HTML, CSS etc.) and that the web browsers job is to turn that code into readable information.</p>	<p>Skill: Can fully stylise charts and present data to appeal to different audiences.</p> <p>(E.g. formally/informally and for different age ranges.)</p> <p>Knowledge: Knows that the correct presentation of data is important in being able to interpret it.</p>	<p>Skill: Can structure information and set it out accurately and clearly on a page.</p> <p>Skill: Can adapt design elements for different audiences.</p> <p>Knowledge: Knows to create/format text for an intended audience and knows the need for quality.</p>	<p>Skill: Can work quickly and efficiently when manipulating/presenting images/3D models.</p> <p>Skill: Can create a visually stimulating presentation/movie for a specific audience.</p> <p>Knowledge: Knows about image quality in terms of resolution and aspect ratio.</p>
6	<p>Skill: Can use advanced search options within search engines. (E.g. To search for line drawings only or to search for images with large resolutions.)</p>	<p>Skill: Can collaborate using cloud based software/technology. (E.g. googledocs, dropbox, googledrive)</p>	<p>Skill: Can independently plan, develop and write a short program/game from concept to final product whilst debugging and using efficient coding.</p>	<p>Skill: Can set up a desktop PC by connecting peripherals, connecting it to the school network and then describe, in full, how it is part of the largest computer network - the Internet.</p>	<p>Skill: Can create a report using a variety of tools to filter, sort, calculate and format data.</p>	<p>Skill: Can create a document/present written and visual elements that looks professional with minimal errors.</p>	<p>Skill: Can create/edit a website.</p>
General Skills	To save and open files in different locations.	To use appropriate file names.	To print work.		To be able to cut/copy and paste.	To be able to maximise, minimise and resize windows.	To be able to take screenshots.