

# BWJS COMPUTING

## Working & Communicating Online

### Year Three

#### Unit Overview

This unit allows children to establish some of the knowledge and skills they will need to communicate online, particularly with regard to our school systems.

**The lessons in this unit could be taught together or separately throughout the year, but the first session needs to be taught at the beginning of the Autumn Term.**

Children will cover:

- Logging on to the school network.
- Logging on to bwjsapps.
- Sending and receiving e-mail.
- Commenting on blog posts.
- Writing blog posts of their own.

They will do this while considering some of the e-safety issues regarding communication.

Expectations	Curriculum Links	Prior Skills
<p>Children will have an understanding of the school's AUP and how it relates to the school network and BWJSapps. Children will be able to send and receive e-mails from their bwjsapps account and manage their inbox. Children will be able to write a blog post and commenting on other people's posts, both on their class blog and on other blogs.</p>	<p>This unit can be linked to other curriculum areas through the decisions you make about blogging. When writing blog posts, or making comments, children will have the opportunity to share what they have done in other areas of school life.</p> <p>The concept of linking with other schools through blogging and commenting gives scope for plenty of PSHE links.</p>	<p>Children are likely to come to this unit with some experience of internet navigation, either from KS1 or from informal use at home.</p>
		<h4>Software Used</h4> <ul style="list-style-type: none"><li>- Internet Explorer</li><li>- Google Mail (online at bwjsapps.co.uk)</li><li>- Primary Blogger (online – class blog)</li></ul>

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#### Assessment Strands Relevant to this Unit

#### IT

Bronze	Silver	Gold
<p>Understand that you need a username and password to log on to an ICT system.</p> <p>Understand that your username and password is private.</p> <p>Be able to log on to an ICT system independently.</p> <p>Understand that ICT communications must be used appropriately.</p> <p>Save files to a specific location.</p> <p>Create a folder</p>	<p>Understand that passwords should be difficult to guess.</p> <p>Understand how to use ICT communications appropriately.</p> <p>Report inappropriate use of ICT communications.</p> <p>Copy or move files to new locations and rename them.</p> <p>Transfer files from a device to a computer.</p>	<p>Understand that passwords can be made of numbers, letters and symbols.</p> <p>Create your own online account.</p> <p>Independently organise files.</p> <p>Transfer files from a device to a computer in an organised way.</p>

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Bronze	Silver	Gold
<p>Send an e-mail to a person or group.</p> <p>Leave a comment on a blog or other online item.</p> <p>Reply to or forward an e-mail.</p>	<p>Write a post on a blog.</p> <p>Upload a picture to an online gallery.</p> <p>Create a website which contains text and images.</p>	<p>Create a website with multiple pages containing text, images and other elements.</p> <p>Share a website or document with others.</p> <p>Collaborate with others on an online document.</p>

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## E-Safety

Bronze	Silver	Gold
Understand that your username and password is private. Understand that some material on the internet may be unreliable or inappropriate.	Understand that passwords should be difficult to guess. Understand how to use ICT communications appropriately. Report inappropriate use of ICT communications. Understand that personal information should be kept private online.	Understand that passwords can be made of numbers, letters and symbols. Understand that material on the internet may have restrictions on its use.

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	Learning Objectives	Key Skills	Concepts	Lesson Content
1	To understand the school's AUP.		<ul style="list-style-type: none"> <li>- Children have a range of services which enable communication.</li> <li>- Not all services are age appropriate.</li> <li>- We need to be careful about how we communicate with others online.</li> <li>- Messages via school systems can be monitored and / or moderated.</li> <li>- People online are not always necessarily who they say they are.</li> </ul>	<p>Brainstorm the different ways we can communicate using technology. Which of these ways are appropriate for our age group? Is this a hard and fast rule? Why might there be some variation in our answers?</p> <p>At school, we have frequent access to our school network and our e-mail system.</p> <p>What do we need to think about when we using these services? Why is it important that we communicate appropriately using these services?</p> <ul style="list-style-type: none"> <li>- Inappropriate messages can cause upset and offence</li> <li>- Inappropriate messages can cause us problems</li> <li>- Inappropriate messages can be seen and/or reported to an adult</li> </ul> <p>In this context, how can we define 'appropriate communication'?</p> <ul style="list-style-type: none"> <li>- Polite to others – even when offering feedback.</li> <li>- Not using personal information.</li> </ul> <p>Can we apply these rules outside school? Via other e-mail accounts or social media? What is the advantage in using school systems?</p> <ul style="list-style-type: none"> <li>- Secure environment</li> <li>- Everything is or can be moderated and monitored</li> <li>- No anonymity – everyone is known</li> </ul> <p>How does this compare to an environment like facebook?</p>

The lesson below covers children's first experiences in logging on to the network and bwjsapps. It may require more than one lesson...  
Before the lesson, send children an e-mail they can reply to.

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2	To log onto the school network and bwjsapps.	<ul style="list-style-type: none"> <li>- Log on to the school network.</li> <li>- Navigate a website in Internet Explorer.</li> <li>- Log on to bwjsapps.</li> <li>- Add a website to your favourites.</li> <li>- Reply to an email.</li> </ul>	<ul style="list-style-type: none"> <li>- There is a difference between an in-school local network and a system hosted on the internet.</li> <li>- A username and password is needed to access a private system.</li> </ul>	<p>Take children to the suite. Explain the process of logging on (username and password). Explain that the system they are logging onto is a school network. It doesn't matter which computer you sit at – when you log on, the computer will display your profile and your files. Browse the folders so that children get a sense of where things are. Show the 'My Documents' folder and explain that this is where children's work will be saved.</p> <p>Open Internet Explorer and navigate to bwjsapps. (You might want to put a direct link on the desktop to speed this process up). Show children how to add the site to their favourites list or favourites bar. Show children how to log on. Explain that this system is hosted on the internet so it can be accessed in or out of school. Refer back to the AUP, and their responsibilities for appropriate use and security. Direct children to their bwjsapps inbox. Allow them to open and read the message you have sent them. Show them how to reply.</p>
<p>Before the next session, log on to the school bully account and send a (mildly) unpleasant group message to the class. They will need to discover this during the lesson (remember children can access their messages from home – you probably won't want to send this message until immediately prior to the lesson itself!</p>				
3	To forward and send emails.	<ul style="list-style-type: none"> <li>- Forward an email to another address.</li> <li>- Write an email to a friend.</li> <li>- Upload a contacts file.</li> </ul>	<ul style="list-style-type: none"> <li>- Messages we think are inappropriate can be dealt with practically.</li> <li>- E-mails have to be sent to a precise address in order to reach their destination.</li> </ul>	<p>Direct children to their inbox again, and let them discover the message from the school bully. Of course this is an arranged message, but how could we react if we found an upsetting message in a real context? Children should have some ideas from their previous e-safety discussion. Show children how to forward the message to you (with a comment if necessary). They will need to type your address precisely. What will happen if the name is spelled incorrectly?</p> <p>To minimise this risk, we can upload a set of contacts to our account – this will allow the computer to find the address you want when you start typing it. Guide children through the process of uploading the contacts file (check with Jon where the newest version is). Ask children to send a message to a friend.</p>
4	To comment on a blog post.	<ul style="list-style-type: none"> <li>- Sign into primaryblogger.</li> <li>- Leave a comment on a blog post.</li> </ul>	<ul style="list-style-type: none"> <li>- Revision of discussion from first session.</li> <li>- Logging in means you don't have to supply a name and an</li> </ul>	<p><b>NB – Before this session, there will need to be some posts on your blog which can be commented on.</b></p> <p>Visit the class blog and add it to your favourites. Log in to the blog and explain why this is a good idea when you are</p>

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			e-mail address every time you want to comment.	leaving comments. Show children how to comment, and encourage them to post longer, good quality posts rather than lots of pointless ones.
5	To write a blog post.	<ul style="list-style-type: none"> <li>- Write a blog post.</li> <li>- Put a blog post into a category.</li> </ul>	<ul style="list-style-type: none"> <li>- Revision of discussion from first session. Remember that blog posts are public, so be very careful about personal information. Explain the process of moderation.</li> </ul>	<p><b>NB – This session relies on having something good to post about, probably something curriculum based.</b></p> <p>Visit the class blog. Log in if needs be. Demonstrate how to write a blog post.</p> <ul style="list-style-type: none"> <li>- Post title</li> <li>- Post text</li> <li>- Assigning the blog to a category.</li> </ul> <p>Give children the opportunity to write their own blog post. When complete, give them the chance to comment on each other's posts.</p>
6	To write a comment on a different blog.	<ul style="list-style-type: none"> <li>- Write a blog comment.</li> </ul>	<ul style="list-style-type: none"> <li>- Revision of previous discussion. How do we interact with people we don't know?</li> </ul>	<p>Look at some blogs from different schools (through Quadblogging if you're signed up – if not, choose some local schools).</p> <p>Why is commenting on these blogs different to commenting on our own class ones? We have no established relationship with the people we're communicating with, so our messages should reflect that. How should we structure our comments?</p> <ul style="list-style-type: none"> <li>- Introducing ourselves.</li> <li>- Responding to the post well.</li> <li>- Asking a question.</li> </ul> <p>What level of detail about ourselves should we use? (First name only, etc).</p>