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| Kindergarten |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **General** | Identify Mouse, Keyboard, Monitor and Tower. Identify printer, iPad and digital and video cameras. Turn computers and monitors ON and OFF.  | **ENe-3A**letter formations (ACELY1653); use simple functions of keyboard and mouse, including typing letters, scrolling, selecting icons and dropdown menus ICT. |
| **Mouse** | Move mouse, use left click and double click. | **ENe-3A**letter formations (ACELY1653); use simple functions of keyboard and mouse, including typing letters, scrolling, selecting icons and dropdown menus ICT. |
| **Keyboard** | Use Alt+Ctrl+Del to start computer. Use A-Z and (.) key and 1-0 keys to log on to computer. Use backspace to fix errors. Use arrow keys for games. Use @ in log on name. | **ENe-3A**letter formations (ACELY1653); use simple functions of keyboard and mouse, including typing letters, scrolling, selecting icons and dropdown menus ICT. |
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| DoE Access |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Logging On**  | Use name card and assistance to Log on. | **STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
| **Logging Off** | Sign off using start menu with assistance. | **STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
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| Navigation |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Desktop and Task Bar​​** | Use Start button, Folder icon and Show Desktop button to open and close programs, files and folders. | **STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
| **Start Menu​​** | Use start menu to access Sign Off.Use task bar to select simple programs. . KidPix, Word, 2Simple Publish. | **STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
| **Folders - Moving​​** | Open folders on the desktop to access Internet Shortcuts. | **STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
| **Folders - View** | Recognise a folder icon on the Task Bar. | **STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
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| Formatting Text |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Create Texts​​** | Opens Word, Powerpoint, KidPix, 2Publish, and 2Paint and other programs for creating texts. | **ENe-3A**letter formations (ACELY1653); use simple functions of keyboard and mouse, including typing letters, scrolling, selecting icons and dropdown menus ICT. |
| **Edit and Modify Texts​​** | Uses keyboard to write text in programs. Highlights text. Deletes text. | **​STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
| **Change Documents​​** | Use "File" - "Save" to enter save window. Saves with assistance. | **​STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
| **Specialist Programs​​** | Use mouse to select shapes, colours and paint bucket in KidPix to create a variety of pictures. | **MAe-15MG**Make representations of two-dimensional shapes using a variety of materials, including paint, paper, body movements and computer drawing tools. |
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| Internet |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Ethics and Cyber Safety​​** | Use software and hardware in a safe way. Discuss feeling safe on the internet. NO GO TELL. Use provided web sites | **ENe-2A**Develop an awareness of issues relating to the responsible use of digital communication. |
| **Internet Use​​** | Open a Browser from Task Bar and a provided shortcut. Log on with assistance. | **STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
| **Email** | Discuss how people can send electronic letters to each other (email) | **STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |
| **Publishing Online** | Discuss what can be found on the internet. What ‘published’ means. | **STe-4WS**Using a range of methods to share observations and ideas, such as drawing, informal and guided discussion, role-play, contributing to joint construction of short texts and/or using digital technologies. |

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| Year 1 |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **General** | Identify Microphone and Headphones. | **ST1-15I**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails |
| **Mouse** | Move mouse and use left click and left double click. | **ST1-15I**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails |
| **Keyboard** | Use Shift for capitals. Use TAB to switch sections. | **ST1-15I**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails |
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| DoE Access |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Logging On**  | Use name card to log on independently, correcting errors in own name. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Logging Off** | Independently sign off using the start menu. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
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| **Navigation** |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Desktop and Task Bar​​** | Use minimised programs from the task bar to open specific files or programs quickly. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Start Menu​​** | Use Search function to look for simple programs.Use start menu to access Sign Off. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Folders - Moving​​** | Use Scroll Bar in folders to move windows up and down. Use left navigation window and right window to open folders. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Folders - View** | Name/Know the sections of a folder. Back, Forward. Recognise icons for familiar file types, Word, PowerPoint, Nuwarra-home. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
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| Formatting Text |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Create Texts​​** | Navigate between FILE tab and HOME tab to create texts, save texts and print texts. | **EN1-2A**Experiment with publishing using different modes and media to enhance planned presentations. |
| **Edit and Modify Texts​​** | Use HOME tab in programs to edit Text (colour, size, font, BUI Paragraph) Recognise the icons for these functions across programs. | **EN1-2A**Experiment with publishing using different modes and media to enhance planned presentations. |
| **Change Documents​​** | Use "File" - "Save" to enter save window and navigate to class folder and save with student’s name | **EN1-2A**Experiment with publishing using different modes and media to enhance planned presentations. |
| **Specialist Programs​​** | Use INSERT tab in programs to insert clipart, Word Art, shapes | **EN1-2A**Experiment with publishing using different modes and media to enhance planned presentations. |
|  |  |  |
| Internet |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Ethics and Cyber Safety​​** | Understand NO, GO TELL procedure. Find own appropriate websites. Discuss safe use habits (taking breaks, posture, eye distance) | **ST1-15I**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails. |
| **Internet Use​​** | Use the features of a Browser the same way as a Folder (back, forward). Use provided websites and Google for searches | **ST1-15I**Interact with an information source or technology to explore the ways that different forms of information are combined, including text, image and sound, e.g. a website or digital game. |
| **Email** | Understand how to access Student Portal and locate email. Discuss the features of an email address and letter writing. | **ST1-15I**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails. |
| **Publishing Online** | Discuss what types of things are put on the internet and for what purpose.  | **ST1-15I**Interact with a range of familiar information sources and technologies and identify their purposes, e.g. television programs, websites, digital games, newspapers and magazines. |

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| Year 2 |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **General** | Identify monitor, screen and CD Rom. | **ST1-15I**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails. |
| **Mouse** | Move mouse and use left click, left double click and right click.  | **ST1-15I**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails. |
| **Keyboard** | Use Alt+Ctrl+Del to access log off menu. Use Ctrl+Z to undo. Use Ctrl+S in Text Formatting Programs to save ongoing work. | **ST1-15I**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails. |
|  |  |  |
| DoE Access |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Logging On**  | Log on independently without name card. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Logging Off** | Independently sign off using the start menu. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
|  |  |  |
| **Navigation** |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Desktop and Task Bar​​** | Adjust volume and use mute to control the speakers from the task bar. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Start Menu​​** | Use all programs to browse for programs. Understand that SEARCH function works if you know the name of something. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Folders - Moving​​** | Use "Save as Menu" like a folder to navigate to any location given. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Folders - View** | Name/Know the sections of a folder. Back, Forward, Minimize, Resize, Close and Address Bar. Change the view of a folder. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
|  |  |  |
| Formatting Text |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Create Texts​​** | Uses typing, formatting, insert picture, insert clip art, page layout, to create texts for a purpose in Word. | **EN1-2A**Experiment with publishing using different modes and media to enhance planned presentations. |
| **Edit and Modify Texts​​** | Use insert picture. Resize objects (picture, clip art, shape, word art) Format tab to change images  (wrap text, picture style, colour) | **EN1-2A**Experiment with publishing using different modes and media to enhance planned presentations. |
| **Change Documents​​** | Use page layout tab in programs to Add border, Change Orientation and adjust margins.  | **EN1-2A**Experiment with publishing using different modes and media to enhance planned presentations. |
| **Specialist Programs​​** | Use design tab in Powerpoint to change the theme of a presentation. | **EN1-2A**Experiment with publishing using different modes and media to enhance planned presentations. |
|  |  |  |
| Internet |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Ethics and Cyber Safety​​** | Discuss responsible uses of computers (information, entertainment, communication). Identify how computers and internet impacts on student way of life. | **EN1-2A**Develop an awareness of issues relating to the responsible use of digital communication. |
| **Internet Use​​** | Use the features of the browser (minimize, close, new tab, cloze tab, home, refresh). Use history and bookmark tab and know their purposes. | **ST1-15I**Interact with an information source or technology to explore the ways that different forms of information are combined, including text, image and sound, e.g. a website or digital game. |
| **Email** | Access student email. Compose emails to send and open emails received. Send using a provided address. | **ST1-15I**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails |
| **Publishing Online** | Discuss who are some people that publish on the internet (Youtubers, authors, artists, musicians, etc.) Identify Blogs. | **ST1-15I**Interact with an information source or technology to explore the ways that different forms of information are combined, including text, image and sound, e.g. a website or digital game. |

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| Year 3 |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **General** | Identify USB storage devices. Use storage devices to transfer files. | **ST2-15I**Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. |
| **Mouse** | Use mouse scrolling wheel. | **ST2-15I**Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. |
| **Keyboard** | Use Windows key to open start menu.  | **ST2-15I**Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. |
|  |  |  |
| DoE Access |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Logging On**  | Understand some possible errors when logging on (password incorrect, log on servers…) Know how to self-help password errors | **ST2-15I**Demonstrate appropriate safety and etiquette in relation to computer usage, e.g. general computer care, file security, maintaining confidentiality of passwords, printing and sharing resources. |
| **Logging Off** | Sign off using Alt+Ctrl+Del | **ST2-15I**Demonstrate appropriate safety and etiquette in relation to computer usage, e.g. general computer care, file security, maintaining confidentiality of passwords, printing and sharing resources. |
|  |  |  |
| **Navigation** |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Desktop and Task Bar​​** | Use right click - personalise on the desktop to change backgrounds by themes. | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Start Menu​​** | Use folder shortcuts to open Documents, Pictures, Student Name. | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information. |
| **Folders - Moving​​** | Use drop down arrows in folder view to open location tree. | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information. |
| **Folders - View** | Arrange folders using the top bar to drag, share screen, and full screen a folder view. | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information. |
|  |  |  |
| Formatting Text |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Create Texts​​** | Use Powerpoint to create short presentations. | **ST2-15I**Demonstrate how a variety of media can be combined to address the needs of a specific audience, e.g. combining visual images, sound and text in a digital presentation. |
| **Edit and Modify Texts​​** | Insert new slides in Powerpoint.  | **ST2-15I**Demonstrate how a variety of media can be combined to address the needs of a specific audience, e.g. combining visual images, sound and text in a digital presentation. |
| **Change Documents​​** | Use transitions in Powerpoint between slides. Use slide show tab to control a presentation. | **ST2-15I**Demonstrate how a variety of media can be combined to address the needs of a specific audience, e.g. combining visual images, sound and text in a digital presentation. |
| **Specialist Programs​​** | Use find button in Word. | **ST2-15I**Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. |
|  |  |  |
| Internet |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Ethics and Cyber Safety​​** | Apply NO GO TELL. Explain the purpose of User names and passwords and student files. Request permission before printing work. | **ST2-15I**Demonstrate appropriate safety and etiquette in relation to computer usage, e.g. general computer care, file security, maintaining confidentiality of passwords, printing and sharing resources. |
| **Internet Use​​** | Use Right click to Open New tab and window. Save images from the internet. Download files from Email.Begin searching techniques. | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information, e.g. email, mobile phones, blogs and wikis. |
| **Email** | Manage emails. Reply and Delete.  | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information, e.g. email, mobile phones, blogs and wikis. |
| **Publishing Online** | Contribute to class Blog. Add posts and comment.  | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information, e.g. email, mobile phones, blogs and wikis. |

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| Year 4 |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **General** | Understand how Mouse and Keyboards are connected | **ST2-15I**Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. |
| **Mouse** | Use mouse to hover over an item for additional detail. | **ST2-15I**Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. |
| **Keyboard** | Use Ctrl+C to copy; Ctrl+V to paste | **ST2-15I**Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. |
|  |  |  |
| DoE Access |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Logging On**  | Log on independently or change computers if unable to work. No need for teacher help during log on process. | **ST2-15I**Demonstrate appropriate safety and etiquette in relation to computer usage, e.g. general computer care, file security, maintaining confidentiality of passwords, printing and sharing resources. |
| **Logging Off** | Understand the different menus in Ctrl+Alt+Del and check if log off is successful. No need for teacher help with log off process. | **ST2-15I**Demonstrate appropriate safety and etiquette in relation to computer usage, e.g. general computer care, file security, maintaining confidentiality of passwords, printing and sharing resources. |
|  |  |  |
| **Navigation** |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Desktop and Task Bar​​** | Change screensavers and background display independent of theme. Set picture as background image | **ST1-15I**Describe how the purpose of a specific information source or technology influences its design. |
| **Start Menu​​** | Use start menu to open recent items that are familiar (Word, PowerPoint) | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information. |
| **Folders - Moving​​** | Use at least 2 open folders to transfer files between locations by dragging. | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information. |
| **Folders - View** | Create new folders using Right click and Folder options. Create new folder while navigating in a folder view or Save As menu. | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information. |
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| Formatting Text |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Create Texts​​** | Select the best program to create a resource from Word or PowerPoint. Show all editing skills to this point independently. | **EN2-3A**Use a range of software including word processing programs to construct, edit and publish written text, and select, edit and place visual, print and audio elements. |
| **Edit and Modify Texts​​** | Copy and Paste text and images in and between different programs. | **ST2-15I**Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. |
| **Change Documents​​** | Understand how to adjust tab size in Excel and experiment with creating texts using Excel. | **MA2-1WM**Use computer software to create a table to organise collected data, e.g. a spreadsheet. |
| **Specialist Programs​​** | Use Excel to create simple lists using tabs and skills that have been understood from other programs Word, and Powerpoint. | **MA2-1WM**Use computer software to create a table to organise collected data, e.g. a spreadsheet. |
|  |  |  |
| Internet |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Ethics and Cyber Safety​​** | Understand that words and pictures belong to other people and you can’t use it as your own. Discuss the term Copyright and some of its laws | **ST2-15I**Demonstrate appropriate safety and etiquette in relation to computer usage, e.g. general computer care, file security, maintaining confidentiality of passwords, printing and sharing resources. |
| **Internet Use​​** | Use the address bar in a browser and understand the URL structure. Understand web page format (links, content, authors) and choose useful searches. | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information, e.g. email, mobile phones, blogs and wikis. |
| **Email** | Forward an email and use address book to manage contacts. | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information, e.g. email, mobile phones, blogs and wikis. |
| **Publishing Online** | Contribute information to wiki. Add posts, discussions. | **ST2-15I**Explore how people use current and emerging technologies to communicate, access and record information, e.g. email, mobile phones, blogs and wikis. |

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| Year 5 |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **General** | Understand how Monitor and power is connected.  | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
| **Mouse** | Understand a touchpad on a laptop | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
| **Keyboard** | Use Ctrl+A to select all. | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
|  |  |  |
| DoE Access |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Logging On**  | Change portal Password for security reasons when logging on. | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
| **Logging Off** | No content. | No content. |
|  |  |  |
| **Navigation** |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Desktop and Task Bar​​** | Use right click on the task bar to lock and unlock the task bar to be moved. | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
| **Start Menu​​** | Change size of icons to indicate importance or frequency of use by student. | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
| **Folders - Moving​​** | Use search bar in folders to find files. | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
| **Folders - View** | Sort folders and files using the attributes tab (Name, Date, Type, Size) | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
|  |  |  |
| Formatting Text |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Create Texts​​** | Create reference lists for information found online, web addresses of images (author and title if possible) Use tables to help organise information. | **ST3-15I**Explore a range of emerging information technologies and the ways that communicating with others has changed, e.g. the use of video-conferencing, blogs and wikis. |
| **Edit and Modify Texts​​** | Use Spell Check in texts and understand some of the limitations. | **EN3-4A**Demonstrate an awareness of the limitations of spell check features in digital communication |
| **Change Documents​​** | Use Bullets and numbering when creating texts.  | **EN3-2A**Plan, draft and publish imaginative, informative and persuasive texts, choosing and experimenting with text structures, language features, images and digital resources appropriate to purpose and audience. |
| **Specialist Programs​​** | Use Excel to create tables of data from Format as Table options | **MA3-18SP**Tabulate collected data, including numerical data, with and without the use of digital technologies such as spreadsheets. |
|  |  |  |
| Internet |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Ethics and Cyber Safety​​** | Apply NO GO TELL, to social sites and games. Locate the author of work that is published on the internet. (writing, pictures, video, music, etc.).  | **ST3-15I**Discuss issues of safety and privacy of personal information when communicating, selecting and using information sources and technologies. |
| **Internet Use​​** | Use Advanced search functions and choose the best results. | **ST3-15I​**Demonstrate appropriate and responsible use of information sources and technologies considering, where relevant, different points of view and/or stereotyping. |
| **Email** | Add an Attachment to an email. | **ST3-15I**Explore how information and communication systems can be used to exchange ideas, collaborate with others, organise and present data. |
| **Publishing Online** | Add files to Blogs, Wikis and other online collaboration sites (e.g. Edmodo).  | **ST3-15I**Communicate with others in different social and/or cultural contexts when designing an information solution, e.g. being a member of a collaborative online learning community. |

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| Year 6 |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **General** | Understand how Ethernet cable is connected.  | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
| **Mouse** | No content. | No content. |
| **Keyboard** | Use Ctrl+Y to redo. Use Ctrl+F to find information. | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
|  |  |  |
| DoE Access |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Logging On**  | No content. | No content. |
| **Logging Off** | No content. | No content. |
|  |  |  |
| **Navigation** |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Desktop and Task Bar​​** | No content. | No content. |
| **Start Menu​​** | No content. | No content. |
| **Folders - Moving​​** | Use Right click to find information on a folder and change the folder icon. | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
| **Folders - View** | Use right click to add files directly to a folder location (Word, Shortcut, PowerPoint) | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
|  |  |  |
| Formatting Text |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Create Texts​​** | Use Kidspiration as a tool to plan a story or document to create in Word. Use notes in PowerPoint to plan content for a presentation. | **EN3-2A**Plan, draft and publish imaginative, informative and persuasive texts, choosing and experimenting with text structures, language features, images and digital resources appropriate to purpose and audience. |
| **Edit and Modify Texts​​** | Use Ctrl+F to find words on a page and Replace with alternate words. | **EN3-4A**Demonstrate an awareness of the limitations of spell check features in digital communication. |
| **Change Documents​​** | Use "Save As" Menu to save a type of document into another type by using the "Save As Type" dropdown box. | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies. |
| **Specialist Programs​​** | Use data tables and Insert tab to create graphs from data collected. | **MA3-18SP**Tabulate collected data, including numerical data, with and without the use of digital technologies such as spreadsheets. |
|  |  |  |
| Internet |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** |
| **Ethics and Cyber Safety​​** | Give credit to authors of published work. Understand how some people are represented on the internet (stereotypes) | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies considering, where relevant, different points of view and/or stereotyping. |
| **Internet Use​​** | Evaluate the reliability of information found online. | **ST3-15I**Demonstrate appropriate and responsible use of information sources and technologies considering, where relevant, different points of view and/or stereotyping. |
| **Email** | Use alternative email services (G-mail, Hotmail) Discuss the responsible use and safety of sharing email contacts. | **ST3-15I**Explore how information and communication systems can be used to exchange ideas, collaborate with others, organise and present data. |
| **Publishing Online** | Use Web Page (Weebly) software to publish web sites. | **ST3-15I**Communicate with others in different social and/or cultural contexts when designing an information solution, e.g. being a member of a collaborative online learning community. |