





Subject: Computing		Year group: 2 Term: Autumn 2	Title: Electronic Communication				
<div>What should I know?</div> <div><ul style="list-style-type: none">• That technology needs to be used safely and respectfully• That personal information should not be shared, either online or offline, without a trusted adult's permission• Where to go for help and support when they have concerns online• That some devices can be used for communication• That the internet can be used to find out information about a topic</div> <div></div>		<div>Facts I will learn ...</div> <div><ul style="list-style-type: none">• That messages can quickly be sent electronically, via a range of devices, over distances and that people can reply to them• That an email has to be sent to a unique email address and the need for accuracy in typing the address• That electronic messages can be in the form of pictures, sound and/or text.• That some emails may be malicious or inappropriate and begin to recognise when an attachment may be unsafe to open and know how to report this• The different ways that messages can be sent• That online behaviours may upset others explain how to behave online so I do not upset others.</div>		<div>Key questions ...</div> <div><ul style="list-style-type: none">• What is an email?• What other forms of electronic message are there?• How do we send an email?• How can you tell if an attachment is unsafe to open?• How can you report content and contact online that you feel is unsafe?• Why is it important that you are careful to be accurate when writing an email address?</div> <div></div>			
<div>Key Skills...</div> <div><ul style="list-style-type: none">• To send an email, using a subject heading, to a known member of the school community e.g. another class teacher, bursar</div>		<div>Experiences that school may provide:</div> <div><ul style="list-style-type: none">• The opportunity to send and receive emails in school</div>		<div>Key vocab Definition</div> <div><table><tr><td>Communication</td><td>The sharing or exchange of messages, information, or ideas.</td></tr></table></div>		Communication	The sharing or exchange of messages, information, or ideas.
Communication	The sharing or exchange of messages, information, or ideas.						

- To open and reply to an email from a known person
- To develop an awareness of appropriate language to use in email and other forms of digital communication such as blogs
- To minimise screen, turn off the monitor or use back buttons to return to the home page if anything inappropriate appears on screen
- To know how people experiencing bullying can get help and that they are not to blame
- To know that someone may use technology to communicate with others they don't also know offline and explain why this may be risky.



Web links

<https://www.bbc.co.uk/bitesize/topics/zymykqt/articles/zgqfyrd>

<https://www.bbc.co.uk/bitesize/topics/zymykqt/articles/zwbg7ty>



Experiences that could be provided at home...

- Talk openly about how family and friends use online at home
- Work together to send an email to a trusted friend or family member

Email	A way to send a message from one computer to another.
Digital Communication	Digital communication is any exchange of data that transmits the data in a digital form. For example, communication done over the Internet.
Subject Line	A Subject Line is the introduction that identifies the emails intent.
Message	Spoken or written information, sent from one person or group to another.
Reply	To send a message in response to one received.

