**Ethics & Cybersafety**

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|  | **ES1** | **S1** | | **S2** | | **S3** | |
|  | **K** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Show appropriate ethical conduct** |  | | | | | | |
| Follow school computer policy |  |  |  |  |  |  |  |
| Introduce ‘safe’ habits when using technology to ensure personal safety & security of private information |  |  |  |  |  |  |  |
| Discuss & establish ‘safe’ habits when using technology to ensure personal safety & security of private information |  |  |  |  |  |  |  |
| Use technologies appropriately |  |  |  |  |  |  |  |
| Use technology netiquette |  |  |  |  |  |  |  |
| Awareness of copyright laws & obligations |  |  |  |  |  |  |  |
| **Wellbeing** |  | | | | | | |
| Correct posture |  |  |  |  |  |  |  |
| Holding mouse |  |  |  |  |  |  |  |
| Careful use of equipment |  |  |  |  |  |  |  |
| Eye distance from screen |  |  |  |  |  |  |  |
| Taking a break |  |  |  |  |  |  |  |
| **Examines the use of technologies in society** |  | | | | | | |
| Can identify where technologies are being used |  |  |  |  |  |  |  |
| Can identify how technologies affect their way of life |  |  |  |  |  |  |  |
| Examine computer viruses & effects |  |  |  |  |  |  |  |
| **Examines privacy & safety** |  | | | | | | |
| Use of computers/Internet |  |  |  |  |  |  |  |
| Privacy & safety concerns |  |  |  |  |  |  |  |
| Avatars & aliases |  |  |  |  |  |  |  |
| Keeping passwords safe |  |  |  |  |  |  |  |
| Social network sites |  |  |  |  |  |  |  |
| **Responsible use of information** |  | | | | | | |
| Acknowledging that text & images belong to another person |  |  |  |  |  |  |  |
| Understand that authors own their work |  |  |  |  |  |  |  |
| Understand you cannot use their work as your own |  |  |  |  |  |  |  |
| Understand the meaning of copyright |  |  |  |  |  |  |  |
| Understand there are copyright laws to protect ownership of material |  |  |  |  |  |  |  |
| Giving credit to an information source by citing sources |  |  |  |  |  |  |  |
| Investigate correct citing of sources |  |  |  |  |  |  |  |
| Understand the concept of Creative Commons |  |  |  |  |  |  |  |

**Managing & Operating**

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|  | **ES1** | **S1** | | **S2** | | **S3** | |
|  | **K** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Identify technology equipment** |  | | | | | | |
| Keyboard & Mouse |  |  |  |  |  |  |  |
| Monitor |  |  |  |  |  |  |  |
| Printer |  |  |  |  |  |  |  |
| Hard Drive |  |  |  |  |  |  |  |
| CD-DVD ROM |  |  |  |  |  |  |  |
| Scanner |  |  |  |  |  |  |  |
| Data Projector |  |  |  |  |  |  |  |
| Laptop/iPad/Tablet |  |  |  |  |  |  |  |
| Digital Camera |  |  |  |  |  |  |  |
| File Server |  |  |  |  |  |  |  |
| RAM; Memory; CPU; Motherboard |  |  |  |  |  |  |  |
| **Care & use of technology equipment** |  | | | | | | |
| Move mouse |  |  |  |  |  |  |  |
| Click Mouse |  |  |  |  |  |  |  |
| Identify letters on the keyboard |  |  |  |  |  |  |  |
| Select & move objects |  |  |  |  |  |  |  |
| Use special keys eg: Enter |  |  |  |  |  |  |  |
| Deletes text |  |  |  |  |  |  |  |
| Turn computer on/off |  |  |  |  |  |  |  |
| Correct posture |  |  |  |  |  |  |  |
| Access & exit software |  |  |  |  |  |  |  |
| Print files |  |  |  |  |  |  |  |
| Manage files (save, open) |  |  |  |  |  |  |  |
| Select a printer |  |  |  |  |  |  |  |
| **Understand terms** |  | | | | | | |
| Cursor |  |  |  |  |  |  |  |
| Software/Hardware |  |  |  |  |  |  |  |
| Internet |  |  |  |  |  |  |  |
| Menu |  |  |  |  |  |  |  |
| Open/Close program |  |  |  |  |  |  |  |
| Login & password |  |  |  |  |  |  |  |
| File |  |  |  |  |  |  |  |
| Save File |  |  |  |  |  |  |  |
| Database |  |  |  |  |  |  |  |
| Spreadsheet |  |  |  |  |  |  |  |
| Cell/Row/Column |  |  |  |  |  |  |  |
| **Software Skills** |  | | | | | | |
| Locate software |  |  |  |  |  |  |  |
| Open/Close |  |  |  |  |  |  |  |
| Select |  |  |  |  |  |  |  |
| Operate |  |  |  |  |  |  |  |

**Investigating**

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|  | **ES1** | **S1** | | **S2** | | **S3** | |
|  | **K** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Using the Internet** |  | | | | | | |
| Open browser |  |  |  |  |  |  |  |
| Find a specific location |  |  |  |  |  |  |  |
| Use ‘back, forward, home, close’ |  |  |  |  |  |  |  |
| Change Portal password |  |  |  |  |  |  |  |
| Understands the ‘makeup’ of their DET email |  |  |  |  |  |  |  |
| Completes a search using key words |  |  |  |  |  |  |  |
| Navigates to a website using the URL |  |  |  |  |  |  |  |
| Contributes to a website/blog with assistance |  |  |  |  |  |  |  |
| Use bookmark or favourite |  |  |  |  |  |  |  |
| Use history location box |  |  |  |  |  |  |  |
| Evaluate information gathered for usefulness, credibility & accuracy |  |  |  |  |  |  |  |
| Reference sources of information |  |  |  |  |  |  |  |
| Broaden/Narrow search items |  |  |  |  |  |  |  |
| **Using the school domain** |  | | | | | | |
| Log on to computer |  |  |  |  |  |  |  |
| Find a specific programme |  |  |  |  |  |  |  |
| Open; close; minimise; maximise |  |  |  |  |  |  |  |
| **Using email** |  | | | | | | |
| Open Portal |  |  |  |  |  |  |  |
| Open mail program |  |  |  |  |  |  |  |
| Compose & send an email |  |  |  |  |  |  |  |
| Reply to a message |  |  |  |  |  |  |  |
| Address book |  |  |  |  |  |  |  |
| Know email address |  |  |  |  |  |  |  |
| Print message |  |  |  |  |  |  |  |
| Delete messages |  |  |  |  |  |  |  |
| Empty trash |  |  |  |  |  |  |  |
| **Investigating Web 2.0 Tools** |  | | | | | | |
| Locate/use suitable web 2.0 tools |  |  |  |  |  |  |  |
| **Creating & Publishing to a blog/wiki** |  | | | | | | |
| Familiar with interface |  |  |  |  |  |  |  |
| Insert widgets in blog/wiki |  |  |  |  |  |  |  |
| Can upload a file/image |  |  |  |  |  |  |  |
| Understands ethical responsibilities when publishing online |  |  |  |  |  |  |  |

**Communicating-Word Processing**

|  |  |  |  |  |  |  |  |
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|  | **ES1** | **S1** | | **S2** | | **S3** | |
|  | **K** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Manipulate documents** |  | | | | | | |
| Use drop down menus |  |  |  |  |  |  |  |
| Open/Close file |  |  |  |  |  |  |  |
| Save file with help |  |  |  |  |  |  |  |
| Name file with help |  |  |  |  |  |  |  |
| Use ‘save’ & ‘save as’ |  |  |  |  |  |  |  |
| Select page orientation |  |  |  |  |  |  |  |
| Change line spacing |  |  |  |  |  |  |  |
| Change margins |  |  |  |  |  |  |  |
| Indent text |  |  |  |  |  |  |  |
| Use a header |  |  |  |  |  |  |  |
| Use a footer |  |  |  |  |  |  |  |
| Use a footer & page number |  |  |  |  |  |  |  |
| Add a page border |  |  |  |  |  |  |  |
| **Enter & modify text** |  | | | | | | |
| Enter text |  |  |  |  |  |  |  |
| Select-highlight text |  |  |  |  |  |  |  |
| Delete text (letters, words) |  |  |  |  |  |  |  |
| Modify test-colour; size; font |  |  |  |  |  |  |  |
| Copy text |  |  |  |  |  |  |  |
| Paste text |  |  |  |  |  |  |  |
| Change font style eg: bold |  |  |  |  |  |  |  |
| Change font size |  |  |  |  |  |  |  |
| Change font |  |  |  |  |  |  |  |
| Change text justification |  |  |  |  |  |  |  |
| Use Undo & Redo |  |  |  |  |  |  |  |
| Use spell checker |  |  |  |  |  |  |  |
| Use shortcuts to edit text |  |  |  |  |  |  |  |
| Use grammar checker |  |  |  |  |  |  |  |
| Use thesaurus |  |  |  |  |  |  |  |
| Use bullets & numbering |  |  |  |  |  |  |  |
| Use columns & tables |  |  |  |  |  |  |  |
| Use find & replace |  |  |  |  |  |  |  |
| **Print documents** |  | | | | | | |
| Print completed documents |  |  |  |  |  |  |  |
| Use print preview |  |  |  |  |  |  |  |
| Print selected parts |  |  |  |  |  |  |  |
| **Add graphics** |  | | | | | | |
| Insert clipart |  |  |  |  |  |  |  |
| Manipulate clipart-size; position |  |  |  |  |  |  |  |
| Order clipart |  |  |  |  |  |  |  |

**Communicating-Spreadsheets**

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|  | **ES1** | **S1** | | **S2** | | **S3** | |
|  | **K** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Using a Spreadsheet** |  | | | | | | |
| Understand uses of spreadsheet |  |  |  |  |  |  |  |
| Understand such terms as cell |  |  |  |  |  |  |  |
| Gather information |  |  |  |  |  |  |  |
| **Creating a spreadsheet** |  | | | | | | |
| Enter & edit data in cells |  |  |  |  |  |  |  |
| Identify a cell |  |  |  |  |  |  |  |
| Identify the formula bar |  |  |  |  |  |  |  |
| Change column width |  |  |  |  |  |  |  |
| Change row height |  |  |  |  |  |  |  |
| Insert a row |  |  |  |  |  |  |  |
| Insert a column |  |  |  |  |  |  |  |
| Insert graphics |  |  |  |  |  |  |  |
| Apply formulae |  |  |  |  |  |  |  |
| **Retrieving data** |  | | | | | | |
| Sort data |  |  |  |  |  |  |  |
| Create charts |  |  |  |  |  |  |  |
| Print spreadsheets |  |  |  |  |  |  |  |

**Communicating-Databases**

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|  | **ES1** | **S1** | | **S2** | | **S3** | |
|  | **K** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Using databases** |  | | | | | | |
| Use database for research |  |  |  |  |  |  |  |
| Understand terms such as ‘field’ |  |  |  |  |  |  |  |
| **Create a database** |  | | | | | | |
| Cell |  |  |  |  |  |  |  |
| Row |  |  |  |  |  |  |  |
| Column |  |  |  |  |  |  |  |
| Enter & edit data in fields |  |  |  |  |  |  |  |
| Name fields |  |  |  |  |  |  |  |
| **Retrieve data** |  |  |  |  |  |  |  |
| Sort data |  |  |  |  |  |  |  |
| Create charts |  |  |  |  |  |  |  |
| Print database |  |  |  |  |  |  |  |

**Creating-Multimedia**

|  |  |  |  |  |  |  |  |
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|  | **ES1** | **S1** | | **S2** | | **S3** | |
|  | **K** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Use a paint/draw program** |  | | | | | | |
| Identify tool bar |  |  |  |  |  |  |  |
| Use a variety of tools eg: fill, paintbrush, pencil, crayon |  |  |  |  |  |  |  |
| Use colour palette |  |  |  |  |  |  |  |
| Delete an object |  |  |  |  |  |  |  |
| Print a drawing |  |  |  |  |  |  |  |
| Resize an object |  |  |  |  |  |  |  |
| Rotate an object |  |  |  |  |  |  |  |
| Save as a picture file |  |  |  |  |  |  |  |
| Insert drawing into a document |  |  |  |  |  |  |  |
| **Use a digital camera** |  | | | | | | |
| Learns basic functions |  |  |  |  |  |  |  |
| Uses to make a digital image |  |  |  |  |  |  |  |
| Uploads image to computer |  |  |  |  |  |  |  |
| **Create a slideshow (animation)** |  | | | | | | |
| Insert a slide |  |  |  |  |  |  |  |
| Simple design layout |  |  |  |  |  |  |  |
| Add shapes |  |  |  |  |  |  |  |
| Import picture |  |  |  |  |  |  |  |
| Add animation |  |  |  |  |  |  |  |
| Show slideshow |  |  |  |  |  |  |  |
| Format design layout |  |  |  |  |  |  |  |
| Add a sound |  |  |  |  |  |  |  |
| Add a variety of transitions |  |  |  |  |  |  |  |
| Print slideshow |  |  |  |  |  |  |  |
| Add a video clip |  |  |  |  |  |  |  |
| **Create a movie-Photostory** |  | | | | | | |
| Become familiar with Photostory interface |  |  |  |  |  |  |  |
| Import & edit photos |  |  |  |  |  |  |  |
| Add text & recorded voice |  |  |  |  |  |  |  |
| Add transitions & effects |  |  |  |  |  |  |  |
| Add music |  |  |  |  |  |  |  |
| Add title screen & credits |  |  |  |  |  |  |  |
| Render & save |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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