

	The Computer Interface	Hardware and Responsible Use	Networks and Communications	Computer Peripherals	Storing Work and File	Teacher Comments
<b>Nursery</b>	<p>Teacher terminology (introduced over the year): <b>keyboard, mouse, pointer, mouse mat, screen, computer, (digital camera)</b></p> <p>Hold mouse correctly (small mice are useful)</p> <p>Use the mouse to point/click ( move the keyboard away to allow easy mouse control)</p>	<p>Clean hands</p> <p>One person using the mouse at a time</p> <p>No wet stuff near the computer</p> <p>Take care of the equipment</p>	<p>Let the pupils share in any communications activities if appropriate</p>	<p>Click to take a picture with a digital camera (if available)</p> <p>Click to take a picture with the digital microscope (if available)</p>	<p>Teacher does this</p>	
<b>P1</b>	<p>Additional terminology (introduced over the year): <b>printer, monitor, log on, desktop, folder, program, double click, window, scroll, email, Internet, close down window, log off, switch off monitor, headphones</b></p> <p>Seven Things to Know about a Window: <a href="http://www.educationict.org.uk/pdf/7windowthings.pdf">http://www.educationict.org.uk/pdf/7windowthings.pdf</a></p> <p>Open a program using double click</p>	<p>Tell teacher if something unexpected happens</p>	<p>Log on correctly with help, eg individual printed card with username and password (if any) This card should also contain the individual email address, to familiarise the pupil for later use. Cards remain with teacher.</p> <p>Log off correctly, following school rules for switching off monitor, etc</p>	<p>Two hands at the keyboard</p> <p>Good sitting position</p> <p>Print by clicking on a print button (only with teacher permission)</p> <p>Click to take a picture with a digital camera (if available)</p>		

<b>P1</b>	<p>Additional terminology (introduced over the year):  <b>printer, monitor, log on, desktop, folder, program, double click, window, scroll, email, Internet, close down window, log off, switch off monitor, headphones</b></p> <p>Seven Things to Know about a Window:  <a href="http://www.educationict.org.uk/bdf/7windowthings.pdf">http://www.educationict.org.uk/bdf/7windowthings.pdf</a></p>	Tell teacher if something unexpected happens	<p>Log on correctly with help, eg individual printed card with username and password (if any)                  This card should also contain the individual email address, to familiarise the pupil for later use. Cards remain with teacher.</p> <p>Log off correctly, following school rules for switching off monitor. etc</p>	<p>Two hands at the keyboard</p> <p>Good sitting position</p> <p>Print by clicking on a print button (only with teacher permission)</p> <p>Click to take a picture with a digital camera (if available)</p>		
	<p><b>The Computer Interface</b> (with support)</p> <p>Close a program using the cross (with support)</p>	<b>Hardware and Responsible Use</b>	<b>Networks and Communications</b>	<b>Computer Peripherals</b>	<b>Storing Work and File</b>	<b>Teacher Comments</b>
<b>P2</b>	<p>Additional terminology (introduced over the year):  <b>text, cursor, graphics, network, save file, open file, computer suite / digital camera / projector / whiteboard (if relevant)</b></p>			<p>Click to take a picture with a digital camera (if available)</p>	<p>Save file with support</p> <p>Open file with support</p> <p>Work with teacher to fetch a file from 'Our School Shared Area' (RM Connect networks)</p>	
<b>Using the Technology 5-14 Level A strands now covered, though constant reinforcement still required</b>						
<b>P3</b>	Additional terminology	Sort simple problems	Log on and off	Click to take a picture	Use the File menu to	

<p><b>P3</b></p>	<p>Additional terminology (introduced over the year):  <b>maximise, minimise, task bar, menu, file menu, edit menu, copy, paste, drag, drop</b></p> <p>Work on 2 applications at the same time, eg Colour Magic and Textease, with support</p>	<p>Sort simple problems eg failed double click</p> <p>Understand need for patience, eg printer queue or loading Internet page</p> <p>Insert and start up a CD-ROM (if possible or appropriate)</p>	<p>Log on and off independently</p>	<p>Click to take a picture with a digital camera (if available)</p>	<p>Use the File menu to Save As and to Open.</p> <p>Teacher explains Save/Save As</p> <p>Work with teacher to copy a file from 'Our School Shared Area' (RM Connect networks)</p>	
<p><b>P4</b></p>	<p>Additional terminology (introduced over the</p>			<p>Click to take a picture with a digital camera (if available)</p>	<p>Work with teacher to access camera image files from digital</p>	
	<p><b>The Computer Interface</b></p> <p>Work on 2 applications at the same time, eg Colour Magic and Textease</p> <p>Use keyboard shortcuts, like CTRL+C (copy) CTRL+V (paste)</p>	<p><b>Hardware and Responsible Use</b></p>	<p><b>Networks and Communications</b></p>	<p><b>Computer Peripherals</b></p> <p>available) with support</p> <p>Use the File menu to print</p>	<p><b>Storing Work and File</b></p> <p>Gain increasing familiarity and independence with copying a file from 'Our School Shared Area' (RM Connect networks)</p>	<p><b>Teacher Comments</b></p>
<p><b>Using the Technology 5-14 Level B strands now covered plus some Level C: constant reinforcement still required</b></p>						
<p><b>P5</b></p>	<p>Additional terminology (introduced over the year):  <b>shared area of the network, scanner</b></p>	<p>Use a computer securely and responsibly and be aware of the consequences if not</p>		<p>Use scanner (if available) with support</p> <p>Click to take a picture with a digital camera</p>	<p>Independently retrieve a file from 'Our School Shared Area' and drag into 'My Work' window (RM Connect networks)</p>	

<p><b>P5</b></p>	<p>Additional terminology (introduced over the year): <b>shared area of the network, scanner</b></p>	<p>Use a computer securely and responsibly and be aware of the consequences if not</p> <p>Good housekeeping of pupils' own 'My Work' folder is to be encouraged ie deleting unwanted files.</p>		<p>Use scanner (if available) with support</p> <p>Click to take a picture with a digital camera (if available)</p> <p>Change page setup and some printer options</p>	<p>Independently retrieve a file from 'Our School Shared Area' and drag into 'My Work' window (RM Connect networks)</p> <p>Know how to remove files from My Work folder, when full</p> <p>Teachers should be aware that, if pupils save graphics files (eg Colour magic, scanner) as .jpg files, then lots of space can be saved in the My Work folders</p>	
<p><b>P6</b></p>	<p>Additional terminology (introduced over the year):</p>	<p>Use a computer securely and responsibly and be</p>	<p>Understand the difference between local area networks</p>	<p>Use A:\ to transfer Sony Mavica digital camera (if available)</p>	<p>Access digital camera image files from floppy disc (Sony</p>	
<p><b>The Computer Interface</b></p>	<p><b>Hardware and Responsible Use</b></p> <p>Good housekeeping of pupils' own 'My Work' folder is to be encouraged ie deleting unwanted files.</p>	<p><b>Networks and Communications</b></p> <p>and wide area networks (Internet)</p>	<p><b>Computer Peripherals</b></p> <p><a href="http://uk/pdf/importtomsppt.pdf">uk/pdf/importtomsppt.pdf</a></p> <p>Use digital camera and digital microscope (if available) Independently</p> <p>Use digital video camcorder and other DV equipment (microphones, tripods, etc) with equipment (if</p>	<p><b>Storing Work and File</b></p> <p><b>Work??</b> (still to be checked on RM networks)</p> <p>Place a file into the 'Pupil Write' area of the shared folder, in order to share work (if appropriate)</p> <p>Teachers should encourage pupils</p>	<p><b>Teacher Comments</b></p>	

<p><b>P6</b></p>	<p>Additional terminology (introduced over the year):</p>	<p>Use a computer securely and responsibly and be</p> <p>Good housekeeping of pupils' own 'My Work' folder is to be encouraged ie deleting unwanted files.</p>	<p>Understand the difference between local area networks</p> <p>and wide area networks (Internet)</p>	<p>Use A:\ to transfer Sony Mavica digital camera (if available)</p> <p><a href="http://www.educationict.org.uk/pdf/importtomsppt.pdf">uk/pdf/importtomsppt.pdf</a></p> <p>Use digital camera and digital microscope (if available) Independently</p> <p>Use digital video camcorder and other DV equipment (microphones, tripods, etc) with support (if available)</p>	<p>Access digital camera image files from floppy disc (Sony)</p> <p>(still to be checked on RM networks)</p> <p>Place a file into the 'Pupil Write' area of the shared folder, in order to share work (if appropriate)</p> <p>Teachers should encourage pupils always to save graphics files (eg Colour Magic, scanner) as .jpg files, so that lots of space can be saved in the My Work folders</p>	
<p><b>Using the Technology 5-14 Level C strands now covered plus some Level D: constant reinforcement still required</b></p>						
<p><b>P7</b></p>	<p>Additional terminology (introduced over the year):</p> <p><b>Compressed graphic file formats (eg .jpg .gif), kilobytes, megabytes, gigabytes, file extensions (eg .doc .ppt .jpg)</b></p>	<p>Use a computer securely and responsibly and be aware of the consequences if not</p> <p>Good housekeeping of pupils' own 'My Work' folder is to be encouraged ie deleting unwanted</p>		<p>Use scanner (if available) independently</p> <p>Use A:\ to transfer Sony Mavica digital camera (if available) pictures from floppy disc to computer</p> <p><a href="http://www.educationict.org.uk/pdf/importtomsppt.pdf">http://www.educationict.org.uk/pdf/importtomsppt.pdf</a></p>	<p>Be independently aware of file size and the need to use compressed file formats (jpg, gif) and to re-size graphics where necessary</p> <p>Place a file into the 'Pupil Write' area of the shared folder, in</p>	

<p><b>P7</b></p>	<p>Additional terminology (introduced over the year):  <b>Compressed graphic file formats (eg .jpg .gif), kilobytes, megabytes, gigabytes, file extensions (eg .doc .ppt .jpg)</b></p>	<p>Use a computer securely and responsibly and be aware of the consequences if not</p> <p>Good housekeeping of pupils' own 'My Work' folder is to be encouraged ie deleting unwanted files.</p>		<p>Use scanner (if available) independently</p> <p>Use A:\ to transfer Sony Mavica digital camera (if available) pictures from floppy disc to computer  <a href="http://www.educationict.org.uk/pdf/importtomsppt.pdf">http://www.educationict.org.uk/pdf/importtomsppt.pdf</a></p> <p>Use digital camera and digital microscope (if</p>	<p>Be independently aware of file size and the need to use compressed file formats (jpg, gif) and to re-size graphics where necessary</p> <p>Place a file into the 'Pupil Write' area of the shared folder, in order to share work (if appropriate)</p>	
				<p>Use digital video camcorder and other DV equipment (microphones, tripods, etc) with support (if available)</p>	<p>others</p> <p>Be aware of the capacities of different media (ie floppy disc 1.44MB, CD 650MB, DVD 4.7GB)</p>	