Year 3 Computing: Email (Digital Literacy)

Griffe Field Primary School

purple mash

Prior Learning

- I know how important it is to keep my self safe online.
- I know that I should not share personal details.
- I can use a safe search engine to search the internet for different purposes.
- I know that technology can be used to communicate in different ways.
- I know that what I do online adds to my 'digital footprint'.
- I know how a 'simulation' can be used to explore a real-life scenario.
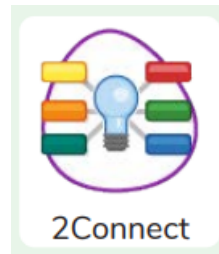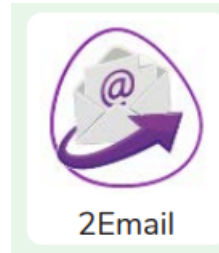
Sticky Knowledge

- I can talk about different methods of communication.
- I can open and respond to an email using an address book.
- I know how to use email safely.
- I can add an attachment to an email.
- I can explore a simulated email scenario
- I know what to do if I am worried or upset by anything that I see or experience online.

2Email

2Connect

2Do It Yourself

2 simple

Key Vocabulary

address book	a list of people who you regularly send an email to.
attachment	A file, which could be a piece of work or a picture, that is sent with an email.
BCC (Blind Carbon Copy)	A way of privately sending a copy of your email to other people without the recipient knowing.
CC (Carbon Copy)	A way of sending a copy of your email to other people so they can see the information in it.
communication	The sharing or exchanging of information by speaking, writing or using another way such as email.
email (electronic mail)	An internet service that allows people to send and receive instant electronic letters.
inbox	The folder where new emails go into when they are received.
personal information	Information that can identify you, such as your name, address or telephone number.
save to draft	Allows you to compose an email and save it so you can review before sending.
trusted contact	A person that you know and trust, making an email from them safe to open.