

| Topic: Computing - Digital literacy | Year group | Term                   |
|-------------------------------------|------------|------------------------|
| Digital Foundations 1               | Year 1     | Autumn 1<br>6 sessions |

### Background knowledge

Digital Foundations 1 aims to provide children with the foundational knowledge and skills required to support their computing journey over the coming year. The six steps in this unit include concepts and activities designed to develop children's competence in using digital devices.

### What should I already know?

EYFS - Technology

Knows how to operate simple equipment (30-50)

Knows that information can be retrieved from computers (30-50)

They recognise a range of technology is used in places such as homes and schools (ELG)

| National Curriculum Objectives / Key Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | The Journey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <p><b>NC</b></p> <p>Children should be taught to:</p> <p>use technology purposefully to create, organise, store, manipulate and retrieve digital content</p> <p>recognise common uses of information technology beyond school</p> <p>use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies</p> <p><b>Key Skills</b></p> <p>This unit provides children with knowledge and skills that can be applied in their use of technology throughout the curriculum, for example:</p> | <ol style="list-style-type: none"> <li>1. To recognise how technology is used in our everyday lives.<br/>To know how to use technology responsibly.<br/>(Discussion, I-spy technology game on PowerPoint and technology treasure hunt activity)</li> <li>2. To know what a digital device is.<br/>To recognise common features of digital devices.<br/>(Discussion then use the What Can Digital Devices Do picture cards. Pick a card and tell a friend what the device is called and what it does).</li> <li>3. To use a computer mouse.<br/>(Take your mouse for a journey around the screen)</li> <li>4. To use a computer keyboard to input letters, numbers and symbols.<br/>(Can you type these letters and numbers on your screen; challenge - type a capital letter)</li> <li>5. To recognise common icons used in computing.<br/>To begin to navigate an operating system on a digital device.<br/>(Find the icon on your screen: point your mouse at file, bin, power, etc).</li> <li>6. To use a simple program to create, save and retrieve information on a digital device.<br/>(use a digital art program, Paint for example, to draw a picture and save it by clicking on the save icon, with help).</li> </ol> |

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| <p>using the common parts of digital devices to enhance learning;</p> <p>accessing programs and educational apps;</p> <p>further practise of fine motor skills using a computer mouse or trackpad and a keyboard;</p> <p>creating digital work for other curriculum subjects.</p> <p>Beyond their learning opportunities, children will be able to apply their understanding of key online safety concepts to enable them to engage with appropriate online opportunities safely and responsibly.</p> |  |
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## Outcomes

**This unit begins your children's journey towards the following key milestone concepts:**

- \* Children will understand the presence of technology in daily life, recognise digital devices and demonstrate responsible usage habits.
- \* Children will confidently interact with technology by learning to use a mouse or trackpad and a computer keyboard effectively for navigation and input.
- \* Children will identify the basic components of an operating system and demonstrate an ability to navigate through simple tasks.
- \* Children will create, save, open and close files.
- \* Children will recognise and use icons for specific tools within a program.

**Throughout the unit, children will:**

- \* identify a range of technology found in the home and school;
- \* explore the common parts of digital devices;
- \* learn how to use a computer mouse or trackpad to control the cursor;
- \* learn how to use some of the keys on a computer keyboard;
- \* recognise and use common icons found on digital devices;
- \* navigate a simple operating system;
- \* create digital work using a digital art program;
- \* explore online safety concepts such as personal information, trusted adults, safe passwords, content ownership and digital citizenship.

## Key Vocabulary

|                    |                                                    |
|--------------------|----------------------------------------------------|
| <b>invent</b>      | To think of, come up with or create something new. |
| <b>responsibly</b> | Being sensible and building trust.                 |
| <b>safety</b>      | Staying away from danger or harm.                  |
| <b>task</b>        | Something that needs doing.                        |
| <b>technology</b>  | Anything that helps us to do a job.                |

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| <b>common part</b>    | A part of a digital device that appears often or in more than one place.                                        |
| <b>computer part</b>  | Something a digital device needs to work.                                                                       |
| <b>digital device</b> | Any piece of equipment that contains a computer or microcontroller, such as a smartphone, smartwatch or laptop. |
| <b>keyboard</b>       | An input device with a set of keys that allows you to enter text into a computer.                               |
| <b>mouse</b>          | A small, handheld device that controls a cursor on a device's screen or monitor.                                |
| <b>power button</b>   | A switch or button that turns a digital device on and off.                                                      |
| <b>screen</b>         | A flat surface on a digital device that shows you text, images or videos.                                       |
| <b>touchscreen</b>    | A screen that lets you control what happens with your fingers.                                                  |
| <b>trackpad</b>       | A built-in mouse that lets the user control a cursor on a device's screen.                                      |

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| <b>backspace</b>      | A key that moves the cursor back one space and will delete letters or numbers on the screen. |
| <b>capital letter</b> | A letter written or typed which is larger than lowercase letters.                            |
| <b>caps lock</b>      | A keyboard key that when pressed turns letters into capitals.                                |
| <b>delete</b>         | A keyboard key that removes any letters, numbers or items when pressed.                      |
| <b>key</b>            | A button that you press on a keyboard to type.                                               |
| <b>keyboard</b>       | An input device with a set of keys that allows you to enter text into a computer.            |
| <b>letter</b>         | Letters from A-Z which appear on a keyboard.                                                 |
| <b>lower-case</b>     | Small versions of capital letters that appear on the screen when typing.                     |
| <b>number</b>         | Numerals from 0-9 that appear on a keyboard.                                                 |

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| <b>application</b>      | A program created to perform a specific task, such as a game or a word processor.                                                         |
| <b>battery icon</b>     | How much charge is on a digital device.                                                                                                   |
| <b>close</b>            | To exit a program.                                                                                                                        |
| <b>desktop</b>          | The main screen where icons and programs are displayed and organised.                                                                     |
| <b>folder</b>           | A place to store files.                                                                                                                   |
| <b>icon</b>             | A small symbol that represents a program, tool or file.                                                                                   |
| <b>login</b>            | This is what you use to gain access to a personal area on a website, app or computer. Usually, you need to enter a username and password. |
| <b>minimise</b>         | An icon that can hide or reduce the size of a program.                                                                                    |
| <b>operating system</b> | Found on a computer's hard drive, it helps the computer to operate.                                                                       |

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| <b>power down</b>   | Turning off a digital device.                                                      |
| <b>print</b>        | Creating a hard or physical copy of information from a digital device.             |
| <b>program</b>      | A set of instructions given to a computer so that it can function properly.        |
| <b>save</b>         | Storing a file so that you can save what you have done and open it up again later. |
| <b>speaker icon</b> | Can change the sound volume on a digital device.                                   |
| <b>symbol</b>       | A picture, shape or an object that represents something else.                      |
| <b>tool</b>         | An action that will help you carry out a task.                                     |

### Question of the week.

1. Tell me the name of a piece of technology we use in school? And tell me one we use at home?
2. What kind of things can you do on digital devices?
3. What is this object called? (a mouse)
4. Which button do you press to make a capital letter?
5. What are some common icons used on digital devices? (eg. clock, google icon, envelope)
6. What word means to keep our work and not lose it? (save)