Computing - Autumn 2 - Year 5

This term's eSafety focus is to understand that we must take responsibility for our own actions regardless of what others are doing.
Children will learn how to send and receive emails, and to learn how to manage them.

In this unit children will:

- recognise that online behaviour can have real life negative effects on other people
- understand that we must take responsibility for our own actions online, regardless of what other people are doing

- Learn to send an email from scratch
- Understand the role of the subject line
- Open and respond to an email from someone else
- Understand the need for formality and accuracy
- Learn how to make attachments to an email and include links
- Understand how to manage emails and reasons why

Prior Learning
KS1 - recognising common uses of information technology beyond school
KS2 - understanding computer networks including the internet

Cross Curricular Links
Literacy - maintain high levels and expectations of grammar and spelling

Key Vocabulary

email - this is short for "electronic mail," is one of the most widely used features of the Internet. It allows you to send and receive messages to and from anyone with an email address, anywhere in the world.

compose - to write

inbox - the main folder all incoming mail is stored in

recipients - the person or persons the email is being sent to.

@ (pronounced "at" or "**at sign**") is the symbol in an e-mail address that separates the name of the user from the user's Internet address, e.g. msmuffet@tuffet.org.

subject line - this is displayed to the recipient when they look at their list of messages in their inbox, it should tell the recipient what the message is about.

attachment - something that is attached to the email, this could be a document or image.

Key Knowledge

I know that I must critically assess all information surrounding an online safety scenario to decide whether it constitutes online bullying.

I click on **Compose** to begin a new Email.

≡ M Gmail

+ Compose

☐ Inbox
★ Starred
🕓 Snoozed
➤ Sent
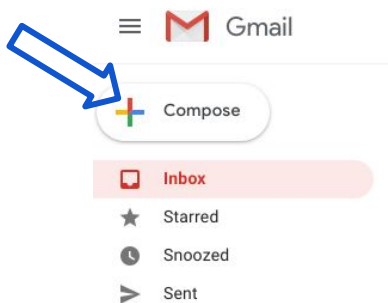
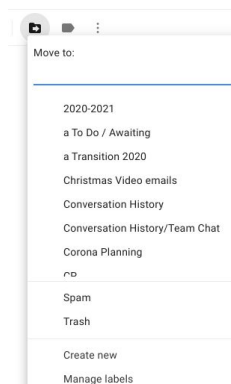I know that typing the **recipients** email address accurately is very important.

The **subject line** tells the recipient what the email is about.

I know that my email must be composed well, written in formal language and be **proofread** for errors.

I know I can use the formatting tools (just like in a word processing document) to make my email look tidy and professional.

I know that I can use the paperclip icon or Google Drive icon to make **attachments** of documents and images to my email.

I know how to make labels or folders in Gmail to organise my inbox.

Move to:

2020-2021
a To Do / Awaiting
a Transition 2020
Christmas Video emails
Conversation History
Conversation History/Team Chat
Corona Planning
CP
Spam
Trash

Create new
Manage labels

New Message

Recipients

Subject ← Subject line

This is the main body of an email, where the message is written.

Sans Serif B I U A ✎

Send A 🔗 ☺ ▲ ▣ 🗑

The icons at the bottom are used to make attachments and links.

I know to delete an email I can use the trash bin.

I know that I can search for an email by using the search bar.

Key Questions

How would you feel if no one helped you when you needed it?

Why is it important to have an accurate subject line?

How can you make a new label or folder?

What should you do if you receive an email that upsets you?